

**FORTIETH ANNUAL  
YAOUNDE, CAMEROON  
GENERAL MEETING 24<sup>TH</sup>  
JUNE 2021**

**REFERENCE: SH-AF/M/2021/001  
DATE: 20<sup>TH</sup> APRIL 2021  
ORIGINAL: ENGLISH  
DISTRIBUTION: GENERAL**

## TO ALL SHAREHOLDERS

### NOTICE OF THE 40<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given that under Articles 15, 16, and 17 of the Statutes of The Company for Habitat and Housing in Africa (Shelter Afrique) and Rules 2 and 3 of the Rules and Procedure of the General Meeting, the 40<sup>th</sup> Annual General Meeting of SHELTER-AFRIQUE will be held both physically at the City Council Hall in Yaoundé, Cameroon on 24<sup>th</sup> June 2021 starting from 10 a.m. (GMT+01:00) and also hosted virtually. The general nature of the business to be transacted is set out in the Provisional Agenda below:

#### PROVISIONAL AGENDA

NO.	AGENDA ITEM	ACTION LEAD
<b>1.</b>	<b>PRELIMINARY MATTERS</b>	<b>Chairman, 39<sup>th</sup> AGM</b>
1.1	Opening of the Meeting	
1.2	Attendance (i) Accreditation of Delegates <b>(SH-AF/GM/2021/00)</b> (ii) Recognition of Proxies (iii) Confirmation of Quorum <b>(Company Secretary)</b>	
<b>2.</b>	<b>ADOPTION OF THE AGENDA - (SH-AF/GM/2021/001)</b>	
<b>3.</b>	<b>ADDRESS BY THE CHAIRMAN OF THE 39<sup>TH</sup> ANNUAL GENERAL MEETING</b>	
<b>4.</b>	<b>ELECTION OF THE 40<sup>TH</sup> AGM BUREAU</b>	<b>Company Secretary</b>
4.1	Election of the Chairman and two Vice-Chairmen of the 40 <sup>th</sup> AGM Bureau - <b>(SH-AF/GM/2021/002)</b>	
4.2	Address by the Chairman of the 40 <sup>th</sup> Annual General Meeting	<b>Chairman, 40<sup>th</sup> AGM</b>
<b>5.</b>	<b>REVIEW OF MINUTES AND MATTERS ARISING</b>	
5.1	Review and Adoption of Minutes of the 39 <sup>th</sup> Annual General Meeting <b>(SH-AF/GM/2021/003)</b>	
5.2	Matters Arising from the Minutes of the 39 <sup>th</sup> Annual General Meeting <b>(SH-AF/GM/2021/004)</b>	
<b>6.</b>	<b>PRESENTATION BY THE CHAIRMAN, BOARD OF DIRECTORS - (SH-AF/GM/2021/005)</b>	<b>Board Chairman</b>
6.1	Presentation of the Board Chairman's Report	

<b>7.</b>	<b>REPORTS AND ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31<sup>ST</sup> DECEMBER 2020 - (SH-AF/GM/2020/006)</b>	<b>Board Chairman/ External Auditors</b>
7.1	Presentation of the Annual Report and Audited Financial Statements for the period ended 31 <sup>st</sup> December 2020 - <b>(SH-AF/GM/2021/007)</b>	
<b>8.</b>	<b>REMUNERATION OF DIRECTORS - (SH-AF/GM/2021/008)</b>	<b>Board Chairman</b>
8.1	The Annual Board Remuneration Report 2020 and Policy 2021 - <b>(SH-AF/GM/2020/008A)</b>	
<b>9.</b>	<b>APPOINTMENT OF DIRECTORS (SH-AF/GM/2021/009)</b>	
	<b>A. Directors representing Class A (Group 1) shareholders. B. Directors representing Class A (Group 3) shareholders. C. Independent Directors.</b>	
<b>10.</b>	<b>APPOINTMENT AND REMUNERATION OF EXTERNAL AUDITORS (SH-AF/GM/2021/010)</b>	<b>Board Chairman</b>
10.1	Appointment of External Auditors	
10.2	Remuneration of External Auditors	
<b>11.</b>	<b>SPECIAL BUSINESS (SH-AF/GM/2021/011)</b>	
11.1	<b>Special Resolution:</b> To approve the proposed amendments to the Statutes of Shelter Afrique	<b>Board Chairman</b>
11.2	Admission of Fonds de Solidarité Africain as a new member of Shelter Afrique.	<b>Board Chairman</b>
<b>12.</b>	<b>CLOSURE OF MEETING</b>	<b>Chairman, 40<sup>th</sup> AGM</b>
12.1	Date(s) and venue(s) of the 41 <sup>st</sup> and 42 <sup>nd</sup> Annual General Meeting <b>(SH-AF/GM/2021/012)</b>	
12.2	Vote of Thanks	<b>1<sup>st</sup> Vice Chairman, Zimbabwe</b>
12.3	Closing Remarks	<b>Chairman, 40<sup>th</sup> AGM</b>
12.4	Close of Meeting	

**BY ORDER OF THE BOARD**



**NATASHA KOLI**  
**ACTING COMPANY SECRETARY**

**Notes :**

1. A Member entitled to attend and vote at the above meeting may appoint a proxy to attend and vote instead of him/her. A proxy need not be a member of the Company.
2. The proxy form shall be available at the Company's website [www.shelterafrique.org](http://www.shelterafrique.org) or the Company's Headquarters at Shelter Afrique Centre, Longonot Road, Upperhill, Nairobi, Kenya or at its Regional offices in Abidjan, Ivory Coast & Abuja, Nigeria.
3. Shareholders who will not be able to attend the meeting are requested to complete the proxy form and return by hand/email/registered mail to the Company Secretary, Shelter Afrique at [nkoli@shelterafrique.org](mailto:nkoli@shelterafrique.org) or at the Company's registered address.
4. Proxies must be received not less than four (4) hours before the meeting i.e., not later than 5:00 a.m. (GMT+01:00) on Thursday, 24<sup>th</sup> June 2021.
5. Registration of Members and Proxies attending the Annual General Meeting will commence at 6:00 am (GMT+01:00) and will close at 8:00 a.m. (GMT+01:00) on 24<sup>th</sup> June 2021.
6. The login details to the meeting will be provided to Shareholders 48 hours before the meeting.