



**TotalEnergies**

TotalEnergies Marketing Nigeria Plc

RC 1396

**Lagos, 6<sup>th</sup> June, 2022**

## **ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the 44<sup>th</sup> Annual General Meeting of **TOTALENERGIES MARKETING NIGERIA PLC** will hold at **The Grand Banquet Hall, The Civic Centre**, Ozumba Mbadiwe Street, Victoria Island, Lagos on **Thursday, the 16<sup>th</sup> day of June, 2022 at 11.00 a.m.** to transact the following:

### **ORDINARY BUSINESS:**

1. To lay before Members for approval, the Financial Statements for the year ended 31<sup>st</sup> December, 2021 and receive the Reports of the Directors, Auditors and Statutory Audit Committee thereon;
2. To declare a final dividend;
3. To re-elect Directors;
4. To appoint Directors;
5. To disclose the remuneration of Managers of the Company;
6. To appoint External Auditors.
7. To authorize the Directors to fix the remuneration of the External Auditors; and
8. To elect members of the Statutory Audit Committee.

### **SPECIAL BUSINESS:**

1. To fix the remuneration of the Directors; and
2. To renew general mandate for Related Party Transactions.

### **BY ORDER OF THE BOARD**

**OLUBUNMI POPOOLA-MORDI**

Company Secretary  
FRC/2013/ICSAN/00000002042

31<sup>st</sup> March, 2022

**Registered Office**  
TOTALENERGIES HOUSE  
4 Churchgate Street,  
Victoria Island,  
Lagos,  
Nigeria.

TotalEnergies Marketing Nigeria Plc

T: +234 (0) 1 4617041-2; 4631681-5 F: +234 (0) 1 4610544, 4617046

Headquarters: 4 Churchgate Street, Victoria Island, P.M.B 2143, Lagos - Nigeria – RC 1396

Directors: Mr. J-P. Torres (French) Chairman, Dr. S. Seye (Senegalese) Managing Director, Mrs. L. Baxter-Green (British) Executive Director, Ms. T. Ibru, Engr. R. Sirajo, Dr. J. E. Nnamani, Mrs. L. Badaire (French), N.B. Hamida (French).

**NOTES:****I. PROXY**

A member of the Company entitled to attend and vote at the meeting who is unable to attend the meeting and wishes to be represented at the meeting is entitled to appoint a proxy to attend, speak and vote in his/her stead. A proxy need not be a member of the Company. A Proxy Form is enclosed herewith, and if it is to be valid for the purpose of the meeting, it must be completed and duly stamped by the Commissioner of Stamp Duties and deposited at the office of the Registrars, CardinalStone Registrars Limited, 335-337 Herbert Macaulay Way, Yaba, Lagos not less than 48 hours before the time of the meeting.

**II. PAYMENT OF DIVIDEND**

If the payment of a dividend is approved and declared by members at the Annual General Meeting, the dividend warrants will be posted or the accounts of shareholders whose names are registered in the Company's Register of Members as at close of business on Friday 22<sup>nd</sup>, April, 2022 will be credited on Friday 17<sup>th</sup> June, 2022.

**III. CLOSURE OF REGISTER AND TRANSFER BOOKS**

Notice is hereby given that the Register of Members and Transfer Books of the Company will be closed from Monday the 25<sup>th</sup> day of April, 2022 to Friday the 29<sup>th</sup> day of April, 2022 both days inclusive for the purpose of preparing an up-to date Register of Members.

**IV. BIOGRAPHICAL DETAILS OF DIRECTORS**

The biographical details of the Directors standing for re-election and appointment are provided in the 2021 annual report and posted on the Company's website [www.services.totalenergies.ng](http://www.services.totalenergies.ng)

**V. NOMINATION OF MEMBERS OF THE STATUTORY AUDIT COMMITTEE**

Pursuant to Section 404 (6) of the Companies and Allied Matters Act (CAMA) 2020 any member may nominate a shareholder for election as a member of the Audit Committee by giving notice in writing of such nomination to the Company Secretary at least 21 days before the Annual General Meeting. Nominations should please be accompanied by a copy of the nominee's curriculum vitae.

**VI. RIGHT OF SHAREHOLDERS TO ASK QUESTIONS**

Shareholders have a right to ask questions not only at the meeting but also in writing prior to the meeting and such questions must be submitted to the Company Secretary on or before the 2<sup>nd</sup> day of June, 2022.

**VII. UNCLAIMED DIVIDEND WARRANTS AND SHARE CERTIFICATES**

Several dividend warrants and share certificates remain unclaimed, and are yet to be presented for payment or returned to the Registrars for revalidation. We implore any shareholder affected by this to please write to the Company Secretary or Registrars or call at either office during working hours. We have also published a list in the newspapers and on our website

**VIII. e-DIVIDEND**

In accordance with the Securities and Exchange directives, Shareholders are hereby advised to open bank accounts, stockbroking and CSCS accounts for the purpose of timely receipt of dividend payments. A detachable application form for e-dividend is attached to this Annual Report to enable all shareholders furnish particulars of their bank accounts/CSCS details to the Registrar or Company Secretary expeditiously.

**IX. e-REPORT**

In order to improve delivery of our Annual Reports, we have inserted a detachable form to this Annual Report and are requesting shareholders who wish to receive the Annual Report in an electronic format to complete and return the form to the Registrars or Company Secretary for further processing.

**X. SEC RULE ON COMPLAINTS MANAGEMENT FRAMEWORK**

Please note that in accordance with the Securities and Exchange Commission rule No. 10 (a) shareholders who have complaints should use the electronic complaints register on the website of the company at [www.services.totalenergies.ng](http://www.services.totalenergies.ng) to register their complaints. This will enable the company handle complaints from shareholders in a timely, effective, fair and consistent manner.

**BY ORDER OF THE BOARD**



**OLUBUNMI POPOOLA-MORDI, FCIS**

Company Secretary

FRC/2013/ICSAN/00000002042

**Dated this 31<sup>st</sup> Day of March, 2022**

The electronic version of the Annual Report and Accounts 2021 is available on the Company's website [www.services.totalenergies.ng](http://www.services.totalenergies.ng)