

# **TETU ABERDARE WATER & SANITATION COMPANY LIMITED**



**P. O. Box 1089 – 10100,  
NYERI  
Telephone: 061 2034164  
Fax: 061 2032830**

**Email: [teawasco@gmail.com](mailto:teawasco@gmail.com)**

**Chairman – Tetu Aberdare Water and Sanitation Company Limited**

**All other Directors**

**All members/stakeholders of the Company**

**Auditors of the Company - Auditor General**

## **NOTICE OF THE THIRTEENTH (13<sup>TH</sup>) ANNUAL GENERAL MEETING (AGM)**

**NOTICE IS HEREBY GIVEN** that the **Thirteenth (13<sup>th</sup>)** Annual General Meeting (AGM) of **Tetu Aberdare Water and Sanitation Company Limited** will be held at the **Wamagana Catholic Hall, Nyeri County, on Friday, 21<sup>st</sup> June, 2024 at 11.00 am** to transact the following business:-

### **AGENDA**

**1. Constitution of the Meeting**

The Company Secretary to read the notice convening the meeting after determining if there was requisite quorum

**2. Chairman's Report**

To receive the Chairman's Report

**3. Managing Director's Report**

To receive the Managing Director's Report

**4. Adoption of the Chairman's and the Managing Director's Reports**

To adopt the Chairman's and the Managing Director's Reports

**5. Report of the Auditors and Financial Statements for the year ended 30<sup>th</sup> June, 2023:**

To receive and consider the Company's Audited Financial Statements for the year ended 30<sup>th</sup> June 2023 together with the chairman's, directors' and auditors' reports therein.

**6. Appointment and Remuneration of Auditors:**

To note that the Auditor General shall continue in office as Auditors of the Company and to authorize the Directors to fix their remuneration in accordance with the provisions of Section 724 (1) of the Companies Act 2015

**7. Election of Directors**

- a) Retirement of the following directors by rotation in accordance with the Company's Memorandum and Articles of Association ;
  - i. Director Joel Wang'ombe Kariuki, representing Special Interest Groups – Youth, and is not eligible for re-election having served the maximum cumulative period of six years, and
  - ii. Director Rev. Peter Ndiritu Macharia, representing Religious Organisations, and is not eligible for re-election having served the maximum cumulative period of six years
- b) To receive and adopt the report of the selection committee
- c) To elect directors to fill the two (2) vacancies in the Board

**8. Directors' Remuneration**

To authorize the Board to fix the remuneration of the Directors in accordance with benchmarks and guidelines in the Water Sector

**9. Any Other Business**

To transact any other business of the Annual General Meeting for which written notice has been received by the Company Secretary 48 hours before the Annual General Meeting in accordance with the Companies Act, 2015.

**BY ORDER OF THE BOARD**



**FCS. Richard K. Gikuhi, MBA, MKIM, HSC**  
**Company Secretary**  
**Tetu Aberdare Water and Sanitation Company Ltd**  
**P. O. Box 1089 - 10100**  
**NYERI**

**Date: 27 MAY 2024**

- cc. The CECM Water, Irrigation, Environment and Climate Change - County Government of Nyeri  
The County Secretary - County Government of Nyeri  
The Chief Executive Officer – Tana Water Works Development Agency  
The Chief Executive Officer – Water Services Regulatory Board  
The Managing Director – Tetu Aberdare Water and Sanitation Company Ltd

**Notes:**

A member entitled to attend and vote at the meeting and who is unable to attend is entitled to appoint a proxy to attend and vote on his behalf. A proxy need not be a member of the company. To be valid, the proxy form must be duly completed and signed by the member and must be received by the Company Secretary at the Company's Office situated at the Company Offices, Off Nyeri – Kamakwa Road, not later than 48 hours before the meeting or any adjournment thereof.

If the appointer is a corporation or a Government Office, the instrument appointing the proxy shall be given under its common seal or under the hand of an officer or duly authorized attorney of such Corporation or Government Office.

**ATTACHMENTS**

1. Proxy Form

# **FORM OF PROXY**

## **TETU ABERDARE WATER & SANITATION COMPANY LIMITED**



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***Email: [teawasco@gmail.com](mailto:teawasco@gmail.com)***

I/We ..... being a  
member/members of **Tetu Aberdare Water and Sanitation Company Ltd**

hereby appoint .....

of (Address) .....

or failing him .....

of (Address) .....

and failing him the Chairman of the meeting to be my/our proxy, to vote for  
me/us and on my our behalf at the Annual General Meeting of the  
Company to be held on **21<sup>st</sup> June, 2024** and at any adjournment thereof.

**Signed this ..... day of .....2024**

Signed .....