



Intravenous Infusions PLC

Manufacturers of Pharmaceutical Products

NOTICE OF VIRTUAL ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the **VIRTUAL** Annual General Meeting of the Company will be held on Friday, 17th July 2020 at 11 a.m.

AGENDA

1. Opening
2. To receive the report of the Directors, the audited Financial Statements for the year ended 31st December, 2019 and the report of the Auditors thereon
3. To declare a dividend
4. To re-elect directors
5. To ratify the appointment of Mr. Emmanuel Blankson as a Director
6. To approve the remuneration of the Directors
7. To approve the appointment of Intellisys (Chartered Accountants) as External Auditor

BY ORDER OF THE BOARD

Sgd.

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COMPANY SECRETARY
INTRAVENOUS INFUSIONS PLC

ACCRA: June 23, 2020

Distribution

All Members, All Directors and the External Auditors

Note:

- i. *In compliance with the current restrictions on public gatherings in force pursuant to the Imposition of Restrictions Act, 2020 (Act 1012) and consequent regulatory directives, attendance and participation by all members and/or their proxies in this year's AGM shall be strictly by online participation*
- ii. *A member entitled to attend and vote at the AGM may appoint a proxy to attend (via online participation) and vote on his/her behalf. Such a proxy need not be a member of the Company*
- iii. *The appointment of a proxy will not prevent a member from subsequently attending and voting at the meeting (via online participation). Where a member attends the meeting in person (participates online), the proxy shall be deemed to be revoked.*
- iv. *Copies of the **2019 Annual Report** and **proxy form** can be downloaded from **<https:iiplcagm.com>** and the proxy form may be completed and sent via email to: **shareregistry@gcb.com.gh** or deposited at the registered office of the Registrar of the Company, Share Registry, **GCB Bank Limited, High Street, Accra** or posted to the Registrar at **PO Box 134, Accra** to arrive not later than 10.00 GMT on **Wednesday, July 15, 2020**.*

Accessing and Voting at the Virtual AGM

- v. *A unique token number will be sent to you by email, SMS or by post from **July 01, 2020** to give you access to the meeting. Shareholders who do not receive this token can contact the Share Registry on: **shareregistry@gcb.com.gh** or call **0302 668712** any time after **July 01, 2020** but before the date of the AGM to be sent the unique token.*
- vi. *To gain access to the Virtual AGM, shareholders must visit **<https:iiplcagm.com>** and input their unique token number on **Friday, July 17, 2020**. For shareholders who do not submit proxy forms to the Registrar of the Company prior to the meeting, they may vote*

electronically during the Virtual AGM again using their unique token number. Further assistance on accessing the meeting and voting electronically can be found on <https://iipicgm.com>