

# Notice of Meeting



NOTICE IS HEREBY GIVEN that the **46<sup>th</sup> Annual General Meeting** of the Shareholders of Total Petroleum Ghana PLC will be held VIRTUALLY and streamed live by video link from Accra City Hotel on **Tuesday, 31<sup>st</sup> May, 2022 at 11 O'clock** in the forenoon to transact the following business:

## AGENDA

### Ordinary Business

1. To receive and adopt the Reports of the Directors, Auditors and the Financial Statements of the Company for the year ended 31<sup>st</sup> December, 2021.
2. To declare a Final Dividend in respect of the year ended 31<sup>st</sup> December, 2021.
3. To ratify the appointment of Directors.
4. To re-elect Directors retiring by rotation.
5. To approve the remuneration of non-executive Directors.
6. To authorize the Directors to fix the remuneration of the Auditors.

### Special Business

1. To change the name of the Company from Total Petroleum Ghana PLC to TotalEnergies Marketing Ghana PLC.

Dated this 29th day of March 2022

By Order of the Board

(SGD)

Mercy Samson (Mrs.)

Secretary

### Note:

- i. In compliance with 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 Annual General Meeting of the Company will be strictly virtual (ie. by online participation).
- ii. A member entitled to attend and vote at the Annual General Meeting 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 (i.e. participates on line), the proxy appointment shall be deemed to be revoked.
- iv. A copy of the Form of Proxy can be downloaded from: <https://totalghana-agm.com/> and may be filled and sent via email to **REGISTRARS@MYUMBANK.COM** or deposited at the registered office of the Registrar of the Company, UMB, 44 Kwame Nkrumah Avenue, Okaishie, Accra, or posted to the Registrar at P. O. Box GP401, Accra to arrive no later than 48 hours before the appointed time for the meeting.
- v. The 2021 Audited Financial Statements of the Company can be viewed by visiting: <https://totalghana-agm.com/>

### Accessing and Voting at the Virtual AGM

- vi. **A unique token number** will be sent to shareholders by email and/or SMS from 10<sup>th</sup> May, 2022 to give them access to the meeting. Shareholders who do not receive this token can contact **EMMANUEL AMOAH ODUM** on **REGISTRARS@MYUMBANK.COM** or call **0302 220952/0302226112** any time after 10<sup>th</sup> May, 2022 but before the date of the AGM to be sent the unique token.
- vii. **To gain access to the Virtual AGM**, shareholders must visit <https://totalghana-agm.com/> and input their unique token number on 31<sup>st</sup> May, 2022. Access to the meeting will start from 8.00am. Shareholders who do not submit proxy forms to the Registrar of the Company prior to the meeting may vote electronically during the Virtual AGM using their unique token number. Further assistance on accessing the meeting and voting electronically can be found on <https://totalghana-agm.com/>

**For further information, please contact the Registrar:**

**Universal Merchant Bank Limited,  
44 Kwame Nkrumah Avenue,  
Okaishie, Accra.**