

Notice of Meeting



NOTICE IS HEREBY GIVEN that the **47th Annual General Meeting** of the Shareholders of TotalEnergies Marketing Ghana PLC will be held VIRTUALLY and streamed live by video link from Movenpick Ambassador Hotel, Accra on **Wednesday, 28th June, 2023 at 11 O'clock in the forenoon** to transact the following business:

AGENDA

1. To receive and adopt the Reports of the Directors, Auditors and the Financial Statements of the Company for the year ended 31st December, 2022.
2. To declare a Final Dividend in respect of the year ended 31st December, 2022.
3. To ratify the appointment of a Director..
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.
- iv. A copy of the Proxy Form can be downloaded from: <https://totalenergies.com.gh-agm.com/> and may be filled and sent via email to REGISTRARS@MYUMBBANK.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 2022 Audited Financial Statements of the Company can be viewed by visiting: <http://https://totalenergies.com.gh-agm.com/>.

Dated this 5th day of April, 2023

By Order of the Board

(SGD)

Ellen Sarfo Kantanka (Mrs.)

Secretary

Note:

- i. Attendance and participation by all members and/or their proxies in this year's Annual General Meeting of the Company will be **strictly virtual (i.e. 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.

Accessing and Voting at the Virtual AGM

- vi. A unique token number will be sent to shareholders by email and/or SMS from 7th June, 2023 to give them access to the meeting. Shareholders who do not receive this token can contact **EMMANUEL AMOAH ODUM** on REGISTRARS@MYUMBBANK.COM or call **0307 011722** any time after 7th June, 2023 but before the date of the AGM to obtain their unique token.
- vii. **To gain access to the Virtual AGM**, shareholders must visit [http:// https://totalenergies.com.gh-agm.com](http://https://totalenergies.com.gh-agm.com) and input their unique token number on 28th June, 2023. 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://totalenergies.com.gh-agm.com>.

For further information, please contact the Registrar:

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