

# Notice of Annual General Meeting

**To:** All Shareholders

**Company Name:** [Insert Company Name]

**Registered Office:** [Insert Registered Office Address]

Notice is hereby given that the **Annual General Meeting (AGM)** of the members of **[Insert Company Name]** will be held as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue]

## Agenda

1. To receive, consider, and adopt the Company's audited financial statements for the fiscal year ended [Insert Date], together with the reports of the directors and auditors thereon.
2. To appoint auditors and fix their remuneration.
3. To elect directors in place of those retiring by rotation.
4. To discuss any other business that may be duly brought before the meeting with the permission of the Chair.

## Notes:

- A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself/herself, and such proxy need not be a member of the company.
- The instrument appointing the proxy must be deposited at the company's registered office not less than [Insert Number] hours before the commencement of the meeting.

**By Order of the Board,**

**[Insert Name]**

**[Designation, e.g., Company Secretary]**

**Date:** [Insert Date]