



Notice of annual general meeting

All members of Clava Limited are advised that an annual general meeting of the members will take place on Wednesday 31st August 6.00pm, at Yaralla Sports Club.

On arrival at the meeting, members should ensure their registration is appropriately recorded including name, address and membership number.

Agenda

Item	Description
1	Welcome, attendees and apologies: <ul style="list-style-type: none">1.1 Confirm the chair for the meeting1.2 Apologies1.3 Quorum
2	Proxy appointments*
3	Minutes of the previous meeting of members: <ul style="list-style-type: none">• Confirm the minutes• Matters arising
4	Corporation reports: <ul style="list-style-type: none">• CEO report• Chairmans' report• Financial report• Auditor's report
5	Appointment of an auditor for the next financial year.
6	Election of director/s (as applicable) Subject to rules 4.3 through to 4.6.
7	Special resolution/s - Nil
8	Directors Remuneration
9	General business
10	Close

*Proxies

Only one proxy may be held by each member and must be in the appropriate format. An official proxy instrument must be obtained from the C.E.O. The instrument appointing proxy shall be deposited by original or email to the C.E.O 72 hours prior to the time for holding the meeting.

Regards,



Will Schroeder

Company Secretary / C.E.O