

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 20th September 2023, 6.00pm, at Yaralla Sports Club.

On arrival at the meeting, all voting 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 meeting 1.2 Apologies 1.3 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. Nominations must be lodged in the appropriate format with the C.E.O 14 days prior to the date of meeting. Nomination forms are available on request at the concierge desk at Yaralla Sports Club.
7	Special resolution/s – <ul style="list-style-type: none"> i. Change to constitution - addition 5.5 (i) The board of directors must present to each annual general meeting a written report of the company's operations throughout the year.
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