



**STATIONERY &
OFFICE SUPPLIES
LTD.**



Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN that the 2020 Annual General Meeting of Stationery & Office Supplies Limited (the "Company") will be held on Tuesday, September 1st, 2020 at 10:00 a.m. at 23 Beechwood Avenue, Kingston 5, Jamaica for the following purposes:

1. To receive the Company's Audited Accounts and the Reports of the Directors and the Auditors for the year ended December 31, 2019. To consider and (if thought fit) pass the following resolution:

Resolution No. 1: "THAT the Directors' Report, the Auditor's Report and the Statements of Account of the Company for the year ended December 31, 2019 be approved."

2. To appoint Auditors and authorize the Directors to fix the remuneration of the Auditors. To consider and (if thought fit) pass the following resolution:

Resolution No. 2: "THAT Mair Russell Grant Thornton, Chartered Accountants be and are hereby appointed Auditors of the Company to hold office until the next Annual General Meeting at a remuneration to be fixed by the Directors of the Company."

3. To consider and (if thought fit) declare a final dividend.

Resolution No. 3: "THAT a dividend of eight cents (\$0.08) per ordinary stock unit paid to the ordinary stockholders of the Company be approved."

4. The Directors to retire from office pursuant to the Articles of Incorporation are Mr. Jermaine Deans, Mr. Stephen Todd and Ms. Kerri Todd.

Resolution No. 4: To approve the re-election of Directors recommended for appointment to the Board of Directors of the Company. To consider and (if thought fit) pass the following resolutions:

- a) "THAT retiring Director Jermaine Deans be and is hereby re-elected a Director of the Company,"
- b) "THAT retiring Director Stephen Todd be and is hereby re-elected a Director of the Company," and
- c) "THAT retiring Director Kerri Todd be and is hereby re-elected a Director of the Company."

Dated this 15th day of July 2020

BY ORDER OF THE BOARD

Marjorie McDaniel
Secretary

REGISTERED OFFICE
23 Beechwood Avenue,
Kingston 5

A Member entitled to attend and vote at this meeting may appoint a Proxy to attend and vote in his/her stead. A Proxy need not be a Member of the Company. A Proxy Form is enclosed for your convenience. Completed Proxy Forms must be lodged at the Company's Registered Office at least forty-eight hours before the time appointed for holding the meeting. The Proxy Form shall bear the stamp duty of \$100.00 before being signed. The stamp duty may be paid by adhesive stamp(s) to be cancelled by the person executing the Proxy.



**STATIONERY &
OFFICE SUPPLIES
LTD.**



POSTAGE
STAMP

Form of Proxy

I/We _____ of

(address)

being a shareholder(s) of the above-named Company, hereby appoint:

(proxy name)

of _____ (address)

or failing him, _____ (alternate proxy)

of _____ (address)

as my/our proxy to vote for me/us on my/our behalf at the 2020 Annual General Meeting of the Company to be held on Tuesday, September 1st, 2020 at 10:00 a.m. at 23 Beechwood Avenue, Kingston 5, Jamaica and at any adjournment thereof.

Signed this _____ day of _____ 2020:

Signature: _____ (Signature of primary shareholder)

Name: _____ (Name of primary shareholder)

Signature: _____ (Signature of secondary shareholder)

Name: _____ (Name of secondary shareholder)

Note

- 1. If the appointer is a Corporation, this form must be under its common seal or under the hand of an officer or attorney duly authorised.*
- 2. A Member entitled to attend and vote at this meeting may appoint a Proxy to attend and vote in his/her stead. A Proxy need not be a Member of the Company. A Proxy Form is enclosed for your convenience. Completed Proxy Forms must be lodged at the Company's Registered Office, 23 Beechwood Avenue, Kingston 5 at least forty-eight hours before the time appointed for holding the meeting. The Proxy Form shall bear the stamp duty of \$100.00 before being signed. The stamp duty may be paid by adhesive stamp(s) to be cancelled by the person executing the Proxy.*