

**Notice of Virtual Annual General Meeting**

**with COVID-19 Procedural Details**

**NOTICE IS HEREBY GIVEN** that the 2021 Annual General Meeting (“AGM”) of Stationery & Office Supplies Limited (the “Company”) will be held on Tuesday, November 23, 2021 at 2:00 p.m., **in a fully electronic format in accordance with a Court Order of Judicature of Jamaica dated September 29, 2021** **in Claim Number SU 2021 CD 00291”, a copy of which is attached to this Notice)** to consider and if thought fit pass the following resolutions:

1. To receive the Company’s Audited Accounts and the Reports of the Directors and the Auditors for the year ended December 31, 2020. 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, 2020 be approved.”

1. 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.”

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1. The Directors to retire from office pursuant to the Articles of Incorporation are David McDaniel. Marjorie McDaniel and Allan McDaniel.

**Resolution No. 3** 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:

1. “THAT retiring Director David McDaniel be and is hereby re-elected a Director of the Company,”
2. “THAT retiring Director Marjorie McDaniel be and is hereby re-elected a Director of the Company,” and
3. “THAT retiring Director Allan McDaniel be and is hereby re-elected a Director of the Company.”

Dated this 26th day of October 2021

BY ORDER OF THE BOARD

Marjorie McDaniel

Secretary

REGISTERED OFFICE

23 Beechwood Avenue,

Kingston

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.

**COVID-19 Procedural Details**



In light of the outbreak of the SARS-CoV2 (Coronavirus COVID-19) pandemic, the Company has obtained from the Supreme Court, in Claim Number SU 2021 CD 00291, an Order made on September 29th, 2021 (the “Formal Order”) for among other things, permit for the Company to hold its Annual General Meeting by virtual, electronic or hybrid means.

All shareholders are invited to participate online and vote on matters arising by registering via the link below:

[www.sosjm.com/agm2021](http://www.sosjm.com/agm2021)

Upon registration, you will receive an email outlining details regarding access to the private live stream of the AGM which will allow you to see and hear the proceedings at the meeting.

These arrangements will allow all our valued shareholders, regardless of their geographic location, to have an equal opportunity to participate in the business of the Company and engage the Company’s Board of Directors, Senior Management Team and Auditors, whilst taking the necessary precautions to support your health and safety amidst the pandemic.

Voting at the AGM will also be facilitated by live voting and completed Proxy forms which are to be submitted to the Company’s Registrar not less than forty-eight (48) hours prior to the meeting at

Jamaica Central Securities Depository

Email: jcsdrs@jamstockex.com

Telephone: (876) 967-3271

Questions from shareholders will be accommodated at the meeting and addressed (time permitting) during the question-and-answer segment of the AGM.

We thank you for your understanding.

BY ORDER OF THE BOARD OF DIRECTORS

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**Marjorie McDaniel**

Company Secretary