



**STATIONERY &
OFFICE SUPPLIES
LTD.**

Agents for



Kingston: 23 Beechwood Avenue, Kingston 5, Jamaica, West Indies. Tel: (876) 926-5688, 926-2649 Fax: (876) 968-8200
Montego Bay: Unit #8, Fairview Office Park, Alice Eldermire Drive. Tel: (876) 953-6351 Fax: (876) 953-6386
 Website: www.sosjm.com Email: mail@sosjm.com

SUPPLEMENTAL NOTICE OF AGM – June 29, 2023

NOTICE IS HEREBY GIVEN that the 2023 Annual General Meeting (“AGM”) of Stationery & Office Supplies Limited (the “Company”) will be held on the 25 July 2023 at 2:00 p.m., in a fully electronic format in accordance with the Jamaican Companies Act 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, 2022. 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, 2022, 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 HBL Mair Russell, 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 approve a dividend and pass the following resolution:

Resolution No. 3: THAT a dividend payment of \$0.18c per ordinary stock unit paid on September 14, 2022, to the ordinary shareholders on record as at August 31, 2022 be and is hereby approved.

4. The Directors to retire from office pursuant to the Articles of Incorporation are Kerri Todd, Jermaine Deans and Stephen 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 Kerri Todd be and is hereby re-elected a Director of the Company,”
- b) “THAT retiring Director Jermaine Deans be and is hereby re-elected a Director of the Company,” and
- c) “THAT retiring Director Stephen Todd be and is hereby re-elected a Director of the Company.”

5. Special Business: **Resolution No. 5 To approve the following ordinary resolution:**

To increase the maximum number of shares authorized to be issued.

“THAT in order to facilitate the proposed subdivision of the existing ordinary shares in the capital of the Company, the authorized share capital of the Company be increased from 500,000,000 to 500,000,000,000.

To subdivide the existing ordinary shares.

“THAT each of the issued ordinary shares in the capital of the Company be subdivided into nine (9) ordinary shares resulting in the total issued shares in the capital of the Company being increased from 250,120,500 to 2,251,084,500. The record date for the stock split is August 2nd, 2023”.

Dated this 28th day of June 2023 BY ORDER OF

THE BOARD - Marjorie McDaniel - Secretary

REGISTERED OFFICE –
23 Beechwood Avenue, Kingston 5