



Ref. No. TVO/HQ/AGM/27/Vol. 2/50

Date: September 18th, 2025

1. H. E. The Governor of Taita Taveta County,
P. O. Box 1066 - 80304,
WUNDANYI.
2. The County Secretary and Head of County Public Service,
County Government of Taita Taveta,
P. O. Box 1066 – 80304,
WUNDANYI.
3. Granton Samboja Mwandawiro
County Executive Committee Member
Water, Sanitation, Environment, Climate Change and Natural Resources,
County Government of Taita Taveta,
P. O. Box 1155 - 80304,
WUNDANYI.
4. Elijah Mwazo
County Executive Committee Member,
Finance and Economic Planning,
County Government of Taita Taveta,
P. O. Box 1066 - 80304,
WUNDANYI.

Dear Sir,

NOTICE OF THE 15TH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 15th Annual General Meeting of Tavevo Water & Sewerage Co. Limited will be held on **Friday 17th October, 2025**, at Taita Taveta National Polytechnic Auditorium (Voi) at 10.00 a.m, for the purpose of deliberating on the following;

- 1) To note the presence of quorum.
- 2) To read notice of the 15th Annual General Meeting.

P. O. Box 6 - 80300, Voi
E-mail: info@tavevowater.co.ke

www.tavevowater.co.ke

Tel: 0713676213
0780676213

P.O. Box 6 - 80300, Voi
Email: info@tavevowater.co.ke
www.tavevowater.co.ke

Tel: 0713 676213

- 3) To confirm the Minutes of the 14th Annual General Meeting held on 14th October, 2024.
- 4) To receive and adopt Chairman's report for the period ended 30th June, 2024.
- 5) To receive and consider the audited Financial Report for the year ended 30th June, 2024.
- 6) To approve auditors' remuneration for the year ended 30th June 2024.
- 7) To appoint auditors in accordance to Article 16 of the Articles of Association of the Company.

AOB

- 1) To discuss any other business which is proper to be transacted at an Annual General Meeting which notice shall have been given in writing by a member or members to the Secretary at least Seven days before the date of the meeting.

BY ORDER OF THE BOARD

CS. JUSTUS M. MUNYITHYA
(COMPANY SECRETARY)

(Pract Cert No. p/cpsb/1434 Reg No. R/1434)

DATED THIS 18th DAY OF September

JUSTUS M. MUNYITHYA
Certified Public Secretary (K)
Pract Cert No. P/cpsb/1434
Reg No R/1434
P. O. BOX 00200, NAIROBI

NB: *In accordance with section 282 of the Companies Act 2015, a Company shall give notice of a general meeting in a hard copy; in electronic form; by means of website; or partly by one such other means and partly by one or more of the other such means.*