



**THE BRITISH BUSINESS ASSOCIATION OF KENYA**

**NOTICE OF ANNUAL GENERAL MEETING**


**Thursday 9<sup>th</sup> March 2017**

TO ALL MEMBERS:

Notice is hereby given that the annual general meeting of the British Business Association of Kenya will be held at the residence of the British High Commissioner to Kenya, Muthaiga, Nairobi on Thursday 9<sup>th</sup> March 2017 during breakfast between 7.00am and 9.00am of that day to transact the following business:

1. To approve the minutes of the Annual General Meeting held on 26<sup>th</sup> May 2016.
2. To receive and approve the Accounts for the year ended September 2016.
3. All Committee Members retire, but being eligible, offer themselves for re-election.
4. To approve the amendment of the Society's current Constitution, primarily regarding Chamber expansion / representation, to have branch offices in Africa namely Uganda, Tanzania, Ethiopia Burundi and Rwanda.
5. Members may nominate any member of the Association to serve on the Executive Committee in place of a retiring member of the Committee. Such nominations shall be in writing and submitted to the BBAK Secretariat at least seven days before the Annual General Meeting. Each nomination shall be proposed and seconded by a member and must include a statement that the nominee has declared himself or herself willing to serve.
6. Appointment of auditors: It is proposed that the Executive Committee be delegated the authority to re-appoint or appoint auditors and agree the applicable fee, for the year ended 30th September 2017.
7. Other business (notice of which must be submitted in writing to the Secretariat seven clear days prior to the date of the Annual General Meeting).



Signed:  .....

Date: 14 Feb 2017 .....

Chairman  
Signed:  .....

Date: 13<sup>th</sup> Feb 2017 .....

Secretary

Note: A member entitled to vote at a general meeting of the Association may appoint in writing an Ordinary Member or an authorized representative of a Corporate Member as his proxy. A Proxy Form is attached.

**PROXY FORM**

**ANNUAL GENERAL MEETING OF THE BRITISH BUSINESS ASSOCIATION OF KENYA  
(BBAK)**

I/We.....of....., being a fully paid-up member/members of BBAK, hereby appoint .....of.....or failing him/her .....of..... as my/our proxy to vote for me/us on my/our behalf at the annual general meeting of the society to be held on the 9<sup>th</sup> March 2017, and at any adjournment thereof.

Signed: .....

Name (in block capitals) .....

Signed this.....day of....., 2017

Note: this proxy form must be delivered to the Association's office Bloom Centre, KMA Building, Mara Road, Upper Hill, Nairobi, at least, 24 hours before commencement of the meeting.