



NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 3rd Annual General Meeting of the Management Training Bureau will be held on Monday, 27 January 2025 at the Ministry of Higher Tertiary Education, Innovation, Science and Technology Development Boardroom, 6th Floor Mgandane Dlodlo Building, corner S.V Muzenda street and Samora Machel, Harare, Zimbabwe at 0900 hours.

1. AGENDA

The Agenda for the AGM of MTB is as follows:

2. ORDINARY BUSINESS

To attend the following ordinary business:

- a) The Chairperson's welcome Remarks
- b) Quorum of the meeting
- c) Adoption of Notice and Agenda convening the Annual General Meeting
- d) Confirmation of Minutes of the 2nd AGM held on Friday 29 August 2024
- e) Matters Arising from the Minutes of the 2nd AGM held on 29 August 2024

3. CORPORATE REPORTS

To receive the following Corporate Reports for the year under review:

a) Chairman's Report

To receive and consider for adoption the Chairman's report.

b) CEO's Report

To receive and consider for adoption the Operations Report from the CEO.

c) Financial Report

To receive and consider for adoption the Financial Report from the Director or Head of Finance

d) Compliance Report

To receive and consider for adoption of the Compliance Report from the Corporate Secretary or Compliance Officer

e) Audit Report

- i) To receive and consider for adoption the Compliance Report the Audited Report from the External Auditors for the year ended 31 December 2023.
- ii) To consider and confirm payment of audit fees to Auditor General being 12 000 (twelve thousand United State Dollars) payable in local currency.
- iii) To consider and confirm the re-appointment of Auditor General as recommended by the Auditor General as External Auditors for MTB for the year 2024.

3. DIRECTORS FEES

To confirm the board fees and sitting allowances payable to Non-Executive Boards of Directors for the year ended 31 December 2023 being ZWL\$160,015,106 (One hundred sixty million fifteen thousand one hundred six Zimbabwean dollars)

4. CONFIRMATION OF RESOLUTIONS

To confirm and re-affirm the resolutions passed at the AGM.

5. LINE MINISTER'S STATEMENT

To receive a statement from the line Ministry or their appointed representative on the year under review and their expectations for the ensuing year

6. CLOSING REMARKS

Closing remarks and end of the meeting

7. END OF THE MEETING

There being no further business for discussion the meeting is brought to closure.

By order of the Board

Dr N. Maseko
Executive Director