

Notice of Annual General Meeting

(AGM)

Notice is hereby given to all members that the 2nd Annual General Meeting (AGM) of the Management Training Bureau (the Institute) will be held *in terms of the Public Entities Corporate Governance Act: [CAP: 10:31]; No 4 of 2018*, on 29 August 2024 at 1230 hours at Ministry of Higher Tertiary Education, Innovation, Science and Technology Development Boardroom at the Government Complex Building, corner S.V. Muzenda street and Samora Machel, Harare.

The purpose of the AGM is to transact the following:

Ordinary Business

1. To receive and adopt the Financial Statements and report of the External Auditors for the financial year ended 31 December 2022.
2. To transact any business that may be transacted at an AGM.

AGENDA

1. Welcome Remarks and Introductions
2. Confirmation of Quorum
3. Notice Convening the Annual General Meeting
4. Confirmation of the 1st AGM Minutes of 18 January 2024
5. Matters Arising from the Minutes of the 1st AGM
6. To Receive the 2022 Annual Report
7. To Receive the Report of the Auditors
8. Discussion
9. Adoption of the 2022 Financial Statements and Annual Report
10. Shareholder Representative's Address

Audited Financial Statements are available for inspection at the registered office of the Institute. Also available for download from the MTB website www.mtb.co.zw is the full 2022 Annual Report.

Registered Office

128 Mutare Rd
Msasa
Harare

By Order of the Board

Dr N. Maseko
Executive Director