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Republic of Ghana
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Registrar-General's Department
Ministry of Justice

P.O. Box 118
ACCRA

14TH MAY, 2020

TO ALL MEDIA COMPANIES

BULLETIN

NO 1 OF 2020

GUIDELINES ON HOLDING OF VIRTUAL ANNUAL GENERAL MEETINGS OF COMPANIES

In view of the COVID-19 pandemic and the resultant restriction imposed under the Imposition of Restrictions Act 2020 (Act 1012) on public gatherings, pursuant to the power conferred by section 378(2) of the Companies Act 2019 (Act 992) on the Registrar of Companies, it is hereby directed that Companies may hold their Annual General Meetings (AGM) electronically.

The following should guide the Companies on the procedure and conduct of the AGM.

1. The Registrar-General should be notified before such a virtual meeting is held. The notification can be submitted to the Head Office in Accra or any of our Regional Offices in Kumasi, Sekondi Takoradi or Tamale.
2. In this notification Companies should spell out the electronic system to be used to be fair to all members.
3. Notice of the Meeting should be sent to EVERY member electronically in accordance with provisions of each Company's constitution.
4. The virtual AGM can be held using such modalities as are fair to all their shareholders. Due to the COVID-19 pandemic and the restriction on movements, Companies may send their Notifications to the Registrar-General by email to info@rgd.gov.gh for Accra infoksi@rgd.gov.gh for Kumasi, infotmi@rgd.gov.gh for Tamale and infostdrgd.gov.gh for Sekondi-Takoradi

SIGNED
JEMIMA MAMAA OWARE (MRS)
REGISTRAR-GENERAL