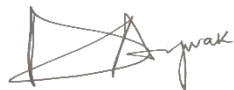


NOTICE OF ANNUAL GENERAL MEETING TO BE HELD ON 3RD DECEMBER 2022

NOTICE IS HEREBY GIVEN pursuant to Article 8.3 of the HOPAK Constitution that the Hospital Pharmacists Association of Kenya shall hold a Hybrid Annual General Meeting on **Saturday 3rd December 2022** at Sarova Panafric Hotel in Nairobi at 2:30 PM to conduct the following business:

AGENDA

1. To Table Apologies and Note the Presence of a Quorum.
2. To Read the Notice Convening the Meeting.
3. To Approve the Minutes of the Annual General Meeting held on 27th November 2021.
4. To Consider and, if Approved, adopt the audited Statements of Financial position and Accounts of the Association for the year ended 31 December 2021 together with the Chairman's and Treasurer's report.
5. To Consider and if approved appoint the firm of *C M Maingi & Company* to continue in office as the Company Auditors and to authorize the National Office to fix their remuneration.
6. To confer the award of Fellow of the Hospital Pharmacists Association of Kenya
7. To elect officials to the National Office in accordance with Article 10.
8. Any Other Business with the approval of the Chair



Dr. Dorothy A. Aywak

National Secretary

BY ORDER OF THE NATIONAL OFFICE

11th November 2022

NOTES:

1. The National Office has appointed M/S Alakonya and Associates Advocates in accordance with Article 10.1.5 as the Returning Officers for the election scheduled for 3rd December 2022.

2. M/S Alakonya and Associates Advocates will reach out to you through email on info@alakonyalaw.co.ke with the call for expression of interest for the National Office, together with a copy of the Expression of Interest Form. Duly completed forms should be submitted to the address of the Returning Officer on or before the prescribed date and time.
3. Any member who wishes to be elected to the National Office should lodge his/her expression of interest in the prescribed form.
4. As notified in this notice, this will be a hybrid meeting and therefore Members are encouraged to continuously monitor the Association's website and their personal email inbox for further details on how to register for Annual General Meeting and the electronic voting procedure if they wish to participate virtually.
5. Any Special Business not indicated in the Agenda should be sent to the Secretary through email secretary@hopak.or.ke and should be received on or before 25th November 2022.