

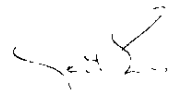
**Business in Focus Limited - 02553654
Notice of Annual General Meeting
to be held at Sophia Gardens, Sophia Walk, Cardiff CF11 9XR
at 8.45am on Wednesday, 13th November 2019**

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Company will be held, for the following purposes:-

- 1 To receive and approve the Minutes of the Annual General Meeting held on 7th November 2018
- 2 To discuss any matters arising from the minutes of the Annual General Meeting of 7th November 2018
- 3 To receive the accounts of the Company for the year ended 31st March 2019 together with the reports thereon of the directors and the auditors of the company
- 4 To reappoint Messrs Watts Gregory as auditors of the Company until the conclusion of the next general meeting of the Company at which accounts are laid before the members and to authorise the directors to determine their remuneration
- 5 In accordance with Article 30 of the Articles of Association of the Company to reappoint the following Directors, each of whom retire by rotation:-
 - (i) Jonathan Good
 - (ii) Jenny Jones
 - (iii) Nirmal Chhabria
 - (iv) Cllr Robert Bevan
- 6 In accordance with Article 30 of the Articles of Association of the Company there are no persons to recommend for appointment as a director.
- 7 **SPECIAL RESOLUTION**
"THAT with effect from the conclusion of the meeting the draft articles of association presented to the meeting, initialled by the Chair for the purposes of identification, are hereby adopted as the articles of association of the Company, in substitution for, and to the exclusion of, the Company's existing articles of association (including the relevant provisions of the memorandum of association of the Company that would otherwise be treated as provisions of the articles of association under section 23 of the Companies Act 2006)."
- 8 To transact any other business

Date: 16th October 2019

BY ORDER OF THE BOARD



CHAIR

Registered office: Units 14/15 Bocam Park, Oldfield Road, Pencoed, BRIDGEND. CF35 5LJ

A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in his place. Such proxy need not be a member of the Company. To be effective, forms of proxy must be returned to the Company Secretary at the Registered Office not less than 48 hours before the time fixed for the meeting.

THURSDAY



A04 *A8K5004J* 12/12/2019 #21
COMPANIES HOUSE