



READYMIX (WEST INDIES) LIMITED

NOTICE OF ANNUAL MEETING

Notice is hereby given that the **ANNUAL MEETING** of **READYMIX (WEST INDIES) LIMITED** for the year ended 31st December, 2018 will be held at the Utility Room, Readymix (West Indies) Limited Head Office, Tumpuna Road, Guanapo, Arima on **Friday, 13th September, 2019** at 2:30 p.m. for the transaction of the following business:

ORDINARY BUSINESS

1. To receive and consider the Report of the Directors and the Audited Financial Statements for the financial year ended 31st December, 2018, with the Report of the Auditors thereon;
2. To elect Directors;
3. To appoint Auditors and authorise the Directors to fix their remuneration for the ensuing year;
4. To authorise the Board of Directors to fix the remuneration of the Directors; and
5. To transact any other business that may be properly brought before the meeting.

1. **Record Date**

The Directors have fixed Tuesday, 13th August, 2019 as the record date for Shareholders entitled to receive notice of the Annual Meeting. Shareholders listed on the Register of Members as at the close of business on that date will be sent formal notice of the meeting, along with a proxy package, by mail. A list of such Shareholders will be available for examination by Shareholders at the registered office of the Trinidad & Tobago Central Depository, 10th Floor, Nicholas Tower, 63-65 Independence Square, Port of Spain during usual business hours and at the Annual Meeting.

2. **Proxies**

Members of the company entitled to attend and vote at the meeting are entitled to appoint one or more proxies to attend and vote instead of them. A proxy need not also be a member. Where a proxy is appointed by a corporate member, the form of proxy should be executed under seal or signed by some officer or attorney duly authorised.

To be valid, the proxy form must be completed and deposited at the registered office of the Trinidad & Tobago Central Depository, 10th Floor, Nicholas Tower, 63-65 Independence Square, Port of Spain, not less than 48 hours (excluding non-business days) before the time fixed for holding the meeting.

3. **Annual Reports**

Annual Reports (inclusive of Annual Comparative Financial Statements and Directors and Auditors' Reports) for the year ended 31st December, 2018, were mailed to Shareholders listed on the Register of Members as at Friday, 12th April, 2019. Shareholders requiring a copy of the report may contact the Company Secretary, Readymix (West Indies) Limited, Tumpuna Road, Guanapo, Arima at telephone no. 1-868-225-8254 or access an electronic copy on the company's website: www.readymix.co.tt.

BY ORDER OF THE BOARD

MALCOLM SOOKNANAN
COMPANY SECRETARY

August 6, 2019