

Notice of Meeting



READYMIX (WEST INDIES) LIMITED

Notice is hereby given that the **ANNUAL MEETING** of **READYMIX (WEST INDIES) LIMITED** ("**RML**" or "**the Company**") for the year ended December 31, 2021 will be held in a hybrid format, via live webcast from the office of Trinidad Cement Limited, Claxton Bay, Southern Main Road, Trinidad on **Tuesday 23rd August, 2022** at 1:00 p.m. Shareholders may attend remotely and participate in the meeting by following the registration process as set out in this Notice. This meeting is called 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 December 31, 2021 with the Report of the Auditors thereon;
2. To appoint Auditors and authorise the Directors to fix their remuneration for the year ended December 31, 2022;
3. To authorise the Board of Directors to fix the remuneration of the Directors; and
4. To transact any other business that may be properly brought before the meeting.

I. RECORD DATE

The Directors have fixed **Friday 22nd July, 2022** as the record date for shareholders entitled to receive notice of the Annual Meeting. Formal Notice of the Meeting along with a Proxy Form and Management Proxy Circular (including details of the registration process) shall be sent to Shareholders listed on the Register of Members as at the close of business on that date, by post. 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.

II. PROXIES

Members of the Company entitled to attend and vote at the Meeting are allowed to appoint one or more proxies to attend remotely and vote instead of them or to appoint the Chairman to cast their vote for 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, or completed and submitted via electronic mail to registrar@stockex.co.tt no later than 4:00pm on Friday 19th August, 2022.

III. NOTES

- a. Despite local restrictions being lifted relating to the COVID-19 virus, the safety and well-being of stakeholders continue to be of great importance to the Company, as the COVID-19 virus remains a concern. Accordingly, shareholders are invited to attend remotely.
- b. Shareholders are required to pre-register during the period **Thursday 04th August, 2022 to Friday 19th August, 2022**, inclusive, to attend the meeting virtually, via the following steps:
 - Visit <https://readymix.co.tt/> and click on the banner "Annual Meeting"
 - Select "Register to Attend Meeting" and fill in the requested information in the spaces provided (full name; address; date of birth; valid identification number [National ID Card, Passport or Driver's Permit]; and a valid email address). Shareholders' registration will close at 4:00 p.m. on Friday 19th August, 2022.
 - Shareholders who wish to appoint a proxy (other than the Chairman) to attend the meeting virtually, shall be required to submit a valid Proxy Form; and select "Register Proxy to Attend Meeting" and fill in the requested information, as stated above, in respect of the shareholder as well as, the name, address; and a valid email address for the person(s) being appointed proxy. Proxy registration closes at 4:00 p.m. on Friday 19th August, 2022.
- c. Shareholders can request the Report of the Directors and the Audited Financial Statements for the financial year ended December 31, 2021 with the Report of the Auditors, by e-mailing AGM.tcl@cemex.com.
- d. Additional guidelines on virtual attendance and participation shall be available on the Company's website.

BY ORDER OF THE BOARD

Khelsy Maharaj
Company Secretary
July 29th, 2022