

General Notice No. 1568 of 2019

**PRACTICE DIRECTION (NO. 1 of 2019) PURSUANT
TO SECTION 12(8) OF THE COMPANIES ACT 2001**

Sending of Annual Report

This Practice Direction is issued pursuant to Section 12(8) of the Companies Act 2001 and supersedes Practice Direction No. 1 of 2015.

Companies are reminded that, in accordance with Section 219 of the Companies Act 2001, a hard copy of the annual report must be sent to shareholders not less than 14 days before the date of the annual meeting.

In case the board decides to provide a soft copy in lieu of a hard copy of the annual report to the shareholders, the following procedures should be strictly complied with:-

1. The company shall seek the consent in writing of every shareholder not to receive a hard copy of the annual report.
2. The consent not to receive a hard copy of the annual report must be signed by the shareholder. The consent shall remain in force unless revoked by the shareholder.
3. In case the annual report is undelivered and returned to the company for 2 consecutive years, the company may elect not to send a hard copy of the annual report to the shareholder until such time that the shareholder makes a request to receive a hard copy.
4. The company secretary shall henceforth maintain a record of all undelivered annual reports.
5. The soft copy should be in any readable electronic format acceptable to the shareholder.
6. Notwithstanding the above, the shareholder shall retain his right to receive a hard copy of the annual report at any time upon request.
7. Item 3 is applicable to reports which have been sent and returned undelivered prior to the issue of this Practice Direction.

Dated this 27 August 2019

Registrar of Companies,
One Cathedral Square Building,
Jules Koenig Street
Port Louis.