

PRACTICE DIRECTION (NO. 4 of 2020) PURSUANT
TO SECTION 20A OF THE COMPANIES ACT 2001

**METHODS OF HOLDING MEETINGS AND EXTENSION OF DEADLINE DURING
THE COVID -19 PERIOD AND POST COVID 19 PERIOD.**

This Practice Direction is issued pursuant to Section 20A of the Companies Act 2001 and is meant to assist companies to comply with their regulatory obligations in holding of annual meetings during the COVID-19 period and post COVID-19 period.

In this Practice Direction:-

Covid-19 period has the same meaning as in the Interpretation and General Clauses Act as amended.

Post Covid-19 period means such further period, as the Registrar may determine, after the Covid-19 period lapses. (Section 20A).

Methods of holding meetings:-

1. Meetings should be held in accordance with paragraph 3 (1) of the Fifth Schedule to the Companies Act
2. Notice of such meeting must be sent to every shareholder entitled to receive notice of the meeting and to every director, secretary and auditor of the company not less than 21 days before the meeting.
3. Notice of such meeting must be effected in accordance with section 327 of the Companies Act.

Extension for holding annual meetings

1. Companies whose annual meetings were due to be held during the COVID-19 period, from 23 March 2020 to 1 June 2020 may hold their annual meetings no later than 31st July 2020.
2. Companies whose annual meetings were due to be held after the 1st of June 2020 and until 30th September 2020 may hold their annual meetings no later than 30th November 2020.
3. Companies whose annual meetings were due to be held during the COVID-19 period are required to file their Annual Returns 28 days after the holding of such meeting.
4. This Practice Direction supersedes any other prior communique issued by the Corporate and Business Registration Department and is applicable only during the Covid-19 period and post Covid-19 period.

Dated this May 2020

**Registrar of Companies,
Corporate and Business Registration Department
One Cathedral Square Building,
Jules Koenig Street
Port Louis**