

## Requirements

Candidates were expected to complete a declaration form by typing information on a provided proforma. Unfortunately the insert was omitted and candidates could not do this exercise. The few who tried preparing the form and typing in the information were given credit. But the majority were compensated statistically as the question was not attempted.

## Question 6

Type the following Notice and Agenda attractively on A5 Portrait paper.

Pendeza co-operative union Ltd / caps  
Centre  
Notice of the Annual General Meeting / Centre

*In full*  
Notice is hereby given that the  
A.G.M. of the <sup>shareholders</sup> ~~shareholders~~ of Pendeza  
Co-operative Union Ltd will be held  
at Kaza Plaza, Kayole, Nairobi on  
Tuesday, 24th June 2003 at 10.00 a.m.

### Agenda

1. Confirmation of minutes of the  
Annual General Meeting held  
on <sup>12th</sup> ~~13th~~ March 2003.

*u/c*  
3. Adoption of the financial statement  
for the year 2003.

4. Election of Directors.

*hrs*  
2. Chairman's Statement.

5. Remuneration of Staff 6. Election  
of Auditors.

7. Any other Business.

By order of the Board  
R. Kenga  
Secretary