



UNILEVER CARIBBEAN LIMITED

# Notice of Annual Meeting

## TO ALL SHAREHOLDERS

**Notice is hereby given that the Ninety-First Annual Meeting of the Shareholders** of Unilever Caribbean Limited ("the Company") will be held on **Thursday, 29 October, 2020** at 11:00 a.m. in the Boardroom, Unilever Caribbean Limited, Eastern Main Road, Champs Fleurs, Trinidad. The meeting will be in a completely virtual format, whereby shareholders may attend and participate in the meeting via live webcast by accessing a link and following the registration steps. Shareholders are requested to carefully review Notes 5 and 6 below for details on registration and attendance at the Annual Meeting. The meeting will be held for the following purposes:

## SPECIAL BUSINESS

1. To amend the existing By-Law No. 1, relating generally to the conduct of affairs of the Company.

## ORDINARY BUSINESS

1. To receive and consider the Audited Financial Statements of the Company for the financial year ended 31 December 2019, together with the report of the Directors and Auditors thereon.
2. To elect Mr. Rodrigo Sotomayor as a Director of the Company in accordance with Section 4.3.1 of By-Law No. 1 of the Company for a term from his date of election until the close of the next Annual Meeting of the Company following his election or until his retirement in accordance with Section 4.4.1 of By-Law No. 1.
3. To elect Ms. Camille Chatoor as a Director of the Company in accordance with Section 4.3.1 of By-Law No. 1 of the Company for a term from her date of election until the close of the third Annual Meeting of the Company following her election or until her retirement in accordance with Section 4.4.1 of By-Law No. 1.
4. To elect Mrs. Danielle Chow as a Director of the Company in accordance with Section 4.3.1 of By-Law No. 1 of the Company for a term from her date of election until the close of the third Annual Meeting of the Company following her election or until her retirement in accordance with Section 4.4.1 of By-Law No. 1.
5. To elect Mr. Tim Grothauzen as a Director of the Company in accordance with Section 4.3.1 of By-Law No. 1 of the Company for a term from his date of election until the close of the next Annual Meeting of the Company following his election or until his retirement in accordance with Section 4.4.1 of By-Law No. 1.
6. To reappoint Messrs. KPMG as Auditors of the Company to hold office until the close of the next Annual Meeting and to authorize the Directors to fix their remuneration for the ensuing year.
7. To transact any other business as may properly be brought before the meeting.

**By order of the Board**

A handwritten signature in black ink, appearing to read 'L. Wright', written over a horizontal line.

**AEGIS BUSINESS SOLUTIONS LIMITED**

**Company Secretary  
18 Scott Bushe Street  
Port of Spain**

**Date: 7 October, 2020**

## Notice of Annual Meeting (continued)

### NOTES:

1. Only shareholders on record at the close of business on 14 October, 2020, the date fixed by the Directors as the record date, are entitled to receive notice of the annual meeting.
2. As a result of the COVID-19 pandemic, the Company is holding the meeting as a completely virtual meeting, which will be conducted via live webcast. All registered shareholders, regardless of geographical location and equity ownership levels, will have an equal opportunity to participate in the meeting and engage with the directors of the Company and its management. Shareholders will not be able to physically attend the meeting in person.
3. The Board of Directors has considered all the options available to the Company to host the meeting and the Board of Directors is of the view that the meeting should be held as a completely virtual meeting. This is to ensure that the Company continues to take all prudent precautions to ensure the health and well-being of the shareholders and other stakeholders, and also ensure compliance with the directives from the Public Health and Government officials in connection with the fight against the COVID-19 pandemic. However, for the Company to hold the meeting as a completely virtual meeting, the By-Law No. 1 of the Company must be amended to allow for same. The Board of Directors has reviewed the proposed amendments to By-Law No. 1 of the Company and approved these amendments on 21 September, 2020, subject to the approval of the Shareholders, in accordance with the Articles of Continuance of the Company.
4. A marked-up version of the proposed amendments to By-Law No. 1 is available for review on the Company's website, [www.unilever.tt/investor-relations/](http://www.unilever.tt/investor-relations/). It is imperative that the shareholders approve the proposed amendments to By-Law No. 1 of the Company, as the meeting will not be allowed to continue without such approval.
5. In order to attend the meeting, Shareholders are required to pre-register during the period 15 October, 2020 to 21 October, 2020, using the following steps:
  - a. Visit [www.unilever.tt/investor-relations/](http://www.unilever.tt/investor-relations/) and click on the banner "**UCL 91st Annual Meeting of Shareholders**".
  - b. Select "**Register to Attend Meeting**" and complete the form provided by inserting your full name, address, contact number, date of birth, email address, valid identification number (National ID card, Passport or Driver's Permit).
  - c. Your information will be validated through the Trinidad and Tobago Central Depository and once you are confirmed as a shareholder on record as at 14 October, 2020, you will receive an email with your unique username and password login credentials which will enable you to attend the meeting on 29 October, 2020.
6. Pre-registration forms will also be available at our Company Secretary, Aegis Business Solutions Limited (contact information below) to register during the period 15 October, 2020 to 21 October, 2020 to attend the meeting. You will be required to provide the same information as set out at **5. b.** above. Once validated, you will be contacted via email with your login credentials which will enable you to attend the meeting on 29 October, 2020.
7. A shareholder who wishes to appoint a proxy holder is required to visit the website, <https://www.unilever.tt/investor-relations/>, to download and print the required form. A proxy holder will only be able to attend the meeting once the shareholder's information is validated. The login credentials will be shared with the shareholder who in turn will provide them to the proxy holder.

**Proxy Forms will also be available at: Aegis Business Solutions Limited, 18 Scott Bushe Street, Port of Spain**