



MAY & BAKER NIGERIA PLC
Supporting your health for life RC:558

SHAREHOLDER ENGAGEMENT POLICY

VERSION 1.1
NOVEMBER 2023

MAY & BAKER NIGERIA PLC

SHAREHOLDER ENGAGEMENT POLICY

1. Purpose of Policy

This Shareholder Engagement Policy is made pursuant to the Nigerian Code of Corporate Governance 2018 which provides for the establishment of a system to ensure regular dialogue with shareholders to balance their needs, interests and expectations with the objectives of the company.

The Board of Directors and management of May & Baker Nigeria Plc understand that regular and open dialogue with Shareholders would help develop a balanced understanding of shareholder issues and ensure that shareholder views are communicated to the Board.

This Policy stipulates how the Board and Management engage with Shareholders of the Company. It also explains how Shareholders can communicate with the Board and Management.

2. How Shareholders can communicate with the Board of Directors

- 2.1 Shareholders have a right to ask questions not only at the Annual General Meeting, but also in writing prior to the meeting. Questions should be submitted to the Company Secretary through the contact details stated in clause 2.9 below.
- 2.2 In between annual meetings, the company supports an open and transparent process for shareholders to contact the Board of Directors, including the Chairmen of Board Committees, through the Company Secretary.
- 2.3 Shareholders are encouraged to be specific in their communications such that enquiries can be directed to appropriate contacts and replied to efficiently and effectively.
- 2.4 The Company Secretary has been designated by the Board of Directors as its agent to receive and review communications and meeting requests addressed to directors. The Company Secretary will determine whether the communication

received is a proper communication for the Board of Directors or better addressed by Management.

- 2.5 For administrative purposes, correspondence to the Chairman may be opened or viewed by the Company Secretary.
- 2.6 The Board of Directors has the right to decline requests for meetings for any reason it deems appropriate, including where the proposed topics are not appropriate and to limit the number of such meeting requests to a reasonable level and prioritize acceptances based on the interests of all shareholders. The Chairman of the Board of Directors will determine which directors will attend any such meeting.
- 2.7 Shareholders may wish to communicate with the Board on:
 - i. Board structure and performance
 - ii. General Board oversight, including committee charters.
 - iii. Material strategic decisions
 - iv. Corporate governance practices
 - v. Disclosure of financial and non-financial information
 - vi. Monitoring of risk, including environmental and social risks
 - vii. Succession planning
- 2.8 The Board of Directors will endeavour to respond to all appropriate correspondence in a timely manner.
- 2.9 Shareholders may communicate with the Board of Directors by e-mail or telephone by contacting the Company Secretary:

Marina Nominees Limited

(Chartered Secretaries)

Aret Adams House

233, Ikorodu Road,

Ilupeju, Lagos.

Email: marinanommails@yahoo.com

Telephone: +234 0818650756

3. How Shareholders can communicate with Management

3.1 Shareholders questions or concerns regarding the company's general business operations, financial results, strategic direction and similar matters are most appropriately addressed by Management.

3.2 Shareholders may communicate with Management by e-mail or telephone by contacting the Investor Relations Officer, via the contact details below:

Investor Relations Officer

May & Baker Nigeria Plc

3/5 Sapara Street, Industrial Estate, Ikeja

Lagos.

Email: rmaleeq@may-baker.com

Telephone: 08032833764

3.3 Management will endeavour to respond to all appropriate correspondence in a timely manner.

4. Shareholders' Requests

Shareholders' requests should contain the following details:

- Indicate whether you are a shareholder or shareholder representative, the number and type of shares held.
- state the issues to be addressed clearly and concisely.
- In the case of a meeting request, identify other persons who wish to attend the meeting; and provide an overview of the topic(s) to be discussed.

5. Review of Policy

The Board of Directors will review and amend this Policy periodically to ensure that it is up to date and effective in achieving its objectives. This Shareholder Engagement Policy will be made publicly available in May & Baker Nigeria Plc website (www.may-baker.com).

6. **Approval**

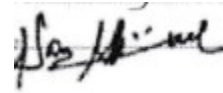
Recommended to the Board by the Committee on 30th of November 2023.

Approved by the Board on 20th of November 2023.

SIGNED BY:



DAISY DANJUMA
CHAIRMAN OF THE BOARD



SAMUEL ONYISHI
CHAIRMAN OF THE COMMITTEE



PATRICK AJAH
MANAGING DIRECTOR

