



NOTICE OF 35TH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 35th Annual General Meeting (AGM) of the Nigerian Conservation Foundation (NCF) will hold on **Wednesday, 10th July 2024 at 12:00PM at the Rotunda, Lekki Conservation Centre** to transact the following businesses:

- To receive and consider the report of the National Executive Council, the Audited Financial Statements and the Auditor's Report for the year ended 31st December 2023.
- To re-appoint the Auditors.
- To conduct any other business that may be properly transacted at an AGM.

Dated this Wednesday, 19th June 2024

Signed on behalf of Board of Trustees
Dr. Joseph Onoja
 Director General

NOTICE TO MEMBERS
 All members are enjoined to update their contact details with the Foundation via membership@nfcnigeria.org or call **09091476149**

JOIN US TODAY
 Make significant contributions towards biodiversity conservation and sustainable development of Nigeria's natural resources by becoming a member of NCF. Please call **Azeez 09091476149** or register at www.nfcnigeria.org/membership

Connect with us on our social platforms via [Facebook](#) [Twitter](#) [LinkedIn](#) [Instagram](#) [YouTube](#) [TikTok](#) [Snapchat](#) [WhatsApp](#) n@nfcnigeria.org +234 903 489 5780 www.nfcnigeria.org



R.T. BRISCOE (NIGERIA) PLC
 (IN RECEIVERSHIP)
 RC 1482

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the ANNUAL GENERAL MEETING OF R.T. BRISCOE (NIGERIA) PLC (IN RECEIVERSHIP) will be held at 18, FATAI ATERE WAY, MATORI, LAGOS STATE on Wednesday, July 24, 2024 at 11.00A.M. for the transaction of the following business:

ORDINARY BUSINESS

- To lay before the meeting, the financial statements for the year ended 31st December, 2023 and the Reports of the Directors, Auditors and Audit Committee thereon.
- To re-elect Directors.
- To ratify the appointment of Mr. Jubril Adetokunbo Shittu as a Director of the Company.
- To authorize the Directors to fix the remuneration of the Auditors.
- To elect members of the Audit Committee.
- To disclose the compensation of the Managers of the company.

SPECIAL BUSINESS

- To fix the remuneration of the Directors.
- To authorize the company to procure goods and services necessary for its operations from related companies.
- To show case the R.T Briscoe Savings and Investment Fund to Shareholders.

Voting by Interested Persons

In line with the provisions of Rule 20.8 (c) (8) of the Rules Governing Related Party Transaction of Nigerian Exchange Limited, interested persons have undertaken to abstain, and ensure that their proxies, representatives, or associates shall abstain from voting on resolution 8 above.

Lagos, Nigeria.
 March 27, 2024.

By Order of the Board

Michael Olabode
 [FRC/2022/PRO/NBA/002/23356]

Financial Statements

The Audited Financial Statements of the Company for the year ended 31st December 2023 and list of unclaimed dividends are available at our website at www.rtbliscoe.com as well as at the website of our Registrars at www.meristemregistrars.com. Hard copies would be provided on request.

Proxies

A member of the Company entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote instead of him/her. A proxy need not be a member of the Company. To be valid for the meeting, executed proxy forms should be deposited at either the registered office of the Company at 18, Fatai Atere way, Matori, Lagos or the office of the Registrars at 213, Herbert Macaulay Way, Adekunle, Lagos, not less than 48 hours before the time of holding the meeting. The Company has made arrangements at its own cost for stamp duties to be paid on the proxy forms.

Audit Committee

Any shareholder may nominate another shareholder through his/her proxy as a member of the Audit Committee by giving notice in writing of such nomination to the Company Secretary at least 21 days before the date of the Annual General Meeting. This should be forwarded to briscoemail.com.

Closure of Register

The Register of members will be closed from Wednesday, June 19, 2024 to Tuesday, June 25, 2024 both dates inclusive.

Right of Shareholders to ask Questions

Shareholders have a right to ask questions not only at the meeting but also in writing prior to the meeting. Such questions must be submitted to the Company or the Registrars on or before the 28th of June, 2024 at briscoemail@rtbriscoe.com or meristemregistrars.com.

SUMMARY OF AUDITED FINANCIAL RESULTS

For the year ended 31 December 2023

| | 2023 N'000 | 2022 N'000 | % Change |
|---|---------------|---------------|----------|
| Turnover | 14,592,325 | 17,883,014 | -18% |
| Operating Profit before Interest & Tax | 378,788 | 1,084,552 | -65% |
| Net Finance costs | (1,332,548) | (838,672) | -59% |
| (Loss)/Profit before taxation | (953,760) | 245,880 | -488% |
| Taxation | (289,030) | (122,526) | -136% |
| (Loss)/Profit after taxation | (1,242,790) | 123,354 | -1107% |
| Other comprehensive loss net of tax | (9,483) | (11,880) | +20% |
| Total comprehensive (Loss)/income for the year after tax | (1,252,273) | 111,474 | -1223% |
| Share Capital | 588,177 | 588,177 | 0% |
| Total Equity | (9,247,823) | (7,995,550) | -16% |
| Per 50k Share Data: | | | |
| Based on 1,176,352,056 (2022 -1,176,352,056) | | | |
| Ordinary shares of 50k each: | | | |
| Basic (Loss)/Profit Per Share (Naira) | (1.06) | 0.10 | |
| Diluted (Loss)/Profit Per Share (Naira) | (1.06) | 0.10 | |
| Net Liabilities (Naira) | (7.86) | (6.80) | |
| Dividend declared | - | - | |
| Dividend cover (times) | - | - | |
| Stock Exchange quotation at year end (kobo) | 61 | 26 | |
| Number of employees (group) | 208 | 212 | |

www.rtbliscoe.com



A. TLMN is a Sub-recipient in the Global Fund GC7 project which commenced in January 2024 and, therefore, looking to fill the below vacant positions in the Global Fund GC7 project:

- 1. Job title:** Finance Assistant.
Location: Jigawa, Sokoto, Zamfara, Kebbi and Niger State respectively.
Responsible to: Head of Finance and Administration
Job Summary: Working with and assisting the Finance Manager in all financial responsibilities such as daily book-keeping, cash management, banking, bank reconciliation, reporting of financial statements and other duties as assigned.
Requirements/Qualifications: The candidate to be considered must have:
 - HND/BSc Accountancy, Business Administration, or related courses. ICAN is an added advantage.
 - 3 years' work experience.
 - Ability to write financial reports, proper accountability of funds.
 - Good command of English Language and communication.
 - Use of QuickBooks, excel, outlook, and Microsoft packages.
- 2. Job title:** State TB/HIV Technical Assistant - Adhoc
Location: Jigawa, Sokoto, Zamfara, Kebbi and Niger State respectively.
Responsible to: Head of Programmes and Operations
Job Summary: The State TB/HIV Technical Assistant(s) will perform the following responsibilities such as Service Scale-Up Oversight, Seamless Coordination and Data Reporting, Knowledge Transfer and Capacity Building, Data Collection and Analysis, Workplan Development and Technological Solutions Management.
Requirements/Qualifications: The candidate to be considered must have:
 - Possession of a University degree (degree in Public Health or Medicine & Surgery is preferred).
 - A master's degree in public health, Project management, or a related field will be an added advantage.
 - Experience in the implementation of Global Fund (GF) grant is an added advantage.
 - 3 years of working experience in Tuberculosis/HIV Control.
 - Knowledgeable in TB/HIV and Understanding various technicalities in implementing TB/HIV-related grants in both Private facilities and the community.
 - Experience in the implementation of a Global Fund (GF) grant is an added advantage.
 - Proven work experience as a Technical Assistant or Officer in a health-based NGO or similar role
 - Familiar with and resident in the project state.
 - Working knowledge of Microsoft packages at least MS Excel, MS Word and PowerPoint, ODK, MATS App.
 B. We also seek a highly qualified and dynamic Social Enterprise Manager to lead our prosthetic workshop in Nigeria.
Job Title: Social Enterprise Manager
Department: Programmes and Operations
Location: Minna, Niger State
Reports to: Head of Programmes and Operations
Type: Full Time
Job Summary: The ideal candidate will possess a unique blend of business acumen and social impact focus, ensuring the delivery of superior prosthetic services while driving financial sustainability such as Operational Excellence, Marketing and Outreach, Financial Management, Strategic Initiative and Compliance/Reporting.
Requirements/Qualifications: The candidate to be considered must have:
 - A Bachelor's degree in Business Administration, Social Entrepreneurship, Public Health or a related field and a Master's degree is preferred.
 - Minimum of 5 years of managerial experience within a social enterprise, healthcare facility, or related sector.
 - Strong financial management skills, with proven experience in budgeting and financial reporting.
 - Demonstrated ability to develop and implement strategic plans.
 - Excellent leadership and team management capabilities.
 - Excellent communication and interpersonal skills.
 - Knowledge of the prosthetics industry/market and experience working in Nigeria, or a similar context is highly desirable.
How to Apply:
 - Kindly visit the website, www.leprosymission.org for detailed job description, person specification and how to apply.
 - TLMN is an equal opportunity employer and makes all employment decisions without regard to race, gender, religion, disability and age.
 - Only shortlisted candidates will be contacted for interview.