

TEMPLATE OF FORMAL NOTICE

TEMPLATE OF FORMAL NOTICE BY REGISTERED LETTER WITH ACKNOWLEDGEMENT OF RECEIPT TO DEMAND THE CONVENING OF A GENERAL MEETING

Remark. This template is related to article 337 §. 1. of the 2014 revised Ohada Uniform Act on Commercial Company law granting to one or more partners holding half of the company's shares, or one-quarter of the company's shares, if they represent at least one-quarter of the partners, the right to request the convening of a general meeting.

Mr Manager.

This letter is to remind you that since ____/____/____ (recall the situation which lead to your request).

However, since this date, we have received no answer from you.

It should be recalled that requests for the convening of a general meeting is formally provided for in article 337 § 1 of the revised Uniform Act in favor of company partners.

Therefore, we now formally demand that all relevant measures be taken by you to convene this general meeting as soon as possible after the reception of this formal notice, otherwise, we will be obliged to go ahead with other measures.

Hoping to avoid such steps and seeing this problem addressed, rapidly

Very truly.

(*) you may include a precise time-limit instead if required by the situation