



CIC UNIT TRUST FUNDS

NOTICE IS HEREBY GIVEN THAT PURSUANT TO REGULATION 84 OF THE CAPITAL MARKETS (COLLECTIVE INVESTMENT SCHEMES) REGULATIONS 2001, THE 12TH ANNUAL GENERAL MEETING OF CIC UNIT TRUST SCHEME WILL BE HELD VIA ELECTRONIC COMMUNICATION, ON FRIDAY 23RD JUNE, 2023 AT 10.00 AM TO TRANSACT THE FOLLOWING BUSINESS

Dear Unit Holder,

Ordinary Business:

1. To table the proxies and determine the presence of a quorum.
2. To read the notice convening the Meeting.
3. To confirm the minutes of the 11th Annual General Meeting held on 24th June, 2022.
4. To receive and approve the Chairman's Report.
5. To receive, consider and if deemed fit, adopt the Audited Financial Statement for the year ended 31st December 2022, together with the Auditors' Report; Trustees', Fund Manager's and Custodian Reports thereon.
6. To re-appoint PriceWaterhouseCoopers, Certified Public Accountants, being eligible and having expressed their willingness to continue in office as the Auditors of CIC Unit Trust Scheme for the ensuing year and to authorize the Fund Manager to fix their remuneration.
7. To transact any other business of CIC Unit Trust Scheme, for which due notice has been received by the Trust Secretary forty-eight (48) hours prior.

Note:

1. In accordance with section 45 of the Trust Deed; All Unit Holders in the CIC Unit Trust Scheme who are entitled to attend and vote at a meeting of Unit Portfolio are entitled to appoint a proxy for the Annual General Meeting and vote on their behalf. A proxy need not be a Unit Holder and in this regard, you are cordially invited.
2. Unit Trust Holders wishing to participate in the meeting should register for the AGM by dialing ***483*907#** for all networks and following the various prompts regarding the registration process. In order to complete the registration process, a unit holder will need to have their ID/ Passport Numbers or Unit Trust Account Number at hand. For assistance unit holders (whether in Kenya or outside) should dial the following helpline number: **(+254) 709 170 000** from 9:00 a.m. to 5:00 p.m. from Monday to Friday.
3. A member domiciled outside of Kenya can send an email to Image Registrars via

cicunitrust@image.co.ke providing their details i.e Name, Passport/ID no. Unit Trust Account Number and Mobile telephone number requesting to be registered. Image registrars shall register the shareholder and send them an email notification once registered.

Links to register via the web portal will also be sent to all members with email addresses in the Register.

4. Registration for the AGM opens on **Friday 02nd day of June, 2023 at 9:00 am** and will close on **Wednesday 21st June, 2023 at 5:00 pm**. Unit holders will not be able to register after Wednesday 21st June 2023 at 5:00 pm.
5. Only one proxy is permitted i.e. A Unit Holder shall be entitled to appoint no more than one (1) proxy to attend the annual general meeting.
6. The instrument appointing the proxy must be delivered to the Secretary, P.O Box 59485-00200 Nairobi or at Image Registrars Limited offices, not less than forty-eight (48) hours before the meeting or adjourned meeting in order that the appointment may be effective.
7. A proxy form is attached to this Notice and is available on the CIC's (Company's) website via this link: <https://cic.co.ke>. Physical copies of the proxy form are also available at the following address: Image Registrars Limited offices, 5th Floor Absa Towers (formerly Barclays Plaza), Loita Street. A proxy must be signed by the appointer or his attorney duly authorized in writing. If the appointer is a body corporate, the instrument appointing the proxy shall be signed under the hand of an officer or duly authorized attorney of such body corporate. A completed form of proxy should be emailed to cicunitrust@image.co.ke or delivered to Image Registrars Limited, 5th Floor Absa Towers (formerly Barclays Plaza), Loita Street, P.O. Box 9287 – 00100 GPO, Nairobi, so as to be received not later than **Tuesday, 20th June 2023 at 10:00 a.m.** Any person appointed as a proxy should submit his/her mobile telephone number to the Scheme not later than 20th June 2023 at 10:00 a.m. Any proxy registration that is rejected will be communicated to the unit holder concerned no later than **21st June, 2023** to allow time to address any issues.
8. Copies of the Annual Financial Statement for the year ended 31st December, 2022 can be viewed from the website www.cic.co.ke.
9. The above documents may also be accessed by dialing the USSD code above and selecting the Reports option. The documents will also be accessible on the livestream link.
10. Unit holders wishing to raise any questions or clarifications regarding the AGM may do so by:
 - a. sending their written questions by email to cicunitrust@image.co.ke

- b. to the extent possible, physically delivering their written questions with a return physical address or email address to **Image Registrars Limited**, 5th Floor Absa Towers (formerly Barclays Plaza), Loita Street, Nairobi, or
- c. sending their written questions with a return physical address or email address by registered post to the Company's address at P. O. Box 59485-00200 Nairobi.

Unit holders must provide their full details (Full names, ID/Passport Number and mobile number) when submitting their questions and clarifications. All questions and clarification must reach the Company on or before Wednesday 21st June, 2023 at 11:00 am. Following receipt of the questions and clarifications, the Scheme Trustee/Administrator shall provide written responses to the questions received to the return physical address or email address provided by the Unit holder not later than 12 hours before the start of the general meeting. A full list of all questions received and the answers thereto will be published on the CIC's website not later than 12 hours before the start of the general meeting.

- 11. The AGM will be streamed live via a link which shall be provided to all unit holders who will have registered to participate in the general meeting. Duly registered unit holders and proxies will receive a short message service (SMS/USSD) prompt on their registered mobile numbers, 24 hours prior to the AGM acting as a reminder of the AGM. A second SMS/USSD prompt shall be sent one hour ahead of the AGM, reminding duly registered unit holders and proxies that the AGM will begin in an hours' time and providing a link to the live stream.
- 12. Duly registered unit holders and proxies may follow the proceedings of the AGM using the live stream platform and may access the agenda. Duly registered unit holders and proxies may vote (when prompted by the chairman) via the USSD prompts.
- 13. A poll shall be conducted for all the resolutions put forward in the notice.
- 14. Results of the AGM shall be published on the Company's website within 24 hours following conclusion of the Annual General Meeting.

For and on behalf of the Fund Manager

Naeem

Trust Secretary

CIC Unit Trust Scheme

29th May, 2023.