

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE CICAM INCOME
DRAWDOWN FUND FOR THE YEAR ENDED 31 DECEMBER 2022 HELD ON FRIDAY, 23
JUNE 2023, AT 3.10 P.M.**

PRESENT

Ms. E. Maina	-	Corporate Trustee, KCB Bank
Ms. L. Oyaya	-	Sponsor Representative, CIC Asset Management
Mr. T. Yanga	-	Fund Manager, CIC Asset Management
Mr. M. Njeru	-	Custodian, Co-operative Bank
Mr. J. Kirenge	-	Auditor, Kirenge & Associates
Ms. L. Kemboi	-	Administrator, CPF Financial Services

Members of the Fund

1. Flora Kazilika Mulama
2. George Ouma Obuya
3. Franklin Shida Munga
4. Collins Christian Mudany
5. Veronica Makena Kaari
6. Vincent Radhi Mwanza
7. John Gicheru Mungai
8. Patrick Cheruiyot Sang
9. Joel Kiprono Kiplagat
10. Augusta Njagi
11. Symon Mugo Mbanya
12. Mohamed Abdullahi Ibrahim
13. Shadrack Musyoka Vundi
14. Joseph Kipkemoi Kirui
15. Jane Wanjira Kilonzo
16. Samson Mulei Mwanja
17. Bernard Ireri Francis
18. Jones Mwakisha Mwawuganga
19. Paul Mutuku Mathitu
20. Nelius Nyakieni Kariuki
21. Bonface Ochieng Ogola
22. Osumba Susan Asuu'o
23. Alice Aketch Ojowi

MIN: 01/SPF-AGM/2023 OPENING OF THE MEETING

Having noted sufficient quorum, the Chairperson called the meeting to order at 3.15 p.m. with a welcome note, a word of prayer and introduction of all present.

MIN: 02/SPF-AGM/2023 NOTICE AND ADOPTION OF AGENDA OF THE MEETING

The Notice of the Annual General Meeting was circulated by email on 2nd June 2022.

The Agenda of the AGM, as circulated, was as follows:

1. To confirm the minutes of the 3rd Annual General Meeting held on 24th June 2022
2. Address by the Sponsor, CIC Asset Management
3. Address by the Corporate Trustee. KCB
4. To receive the Audited Accounts by Kirenge & Associates
5. To receive the Report of the Fund Managers by CIC Asset Management
6. To receive the Report of the Custodian by Cooperative Bank of Kenya
7. To receive the Report of the Administrator by CPF Financial Services
8. Question & Answers session by Members Thank you.

The agenda was proposed for adoption by. F. Ireri and Seconded by Ms. C.K. Mudany.

MIN: 03/SPF-AGM/2023 CONFIRMATION OF MINUTES OF THE PREVIOUS AGM

It was noted that the minutes of the Annual General Meeting for the previous year held on 24th June 2022 were circulated to the members on email.

The minutes were confirmed as a true record of the proceedings. The minutes were proposed by Ms. Anne Muthinie and seconded by Ms. Osumba Susan Asumo

MIN: 04/SPF-AGM/2023 SPONSOR'S REPORT

Ms. L. Oyaya presented the Sponsor remarks. It was noted that there was improved economic performance in the financial markets leading to an improved performance for the year 2022.

She appreciated the Trustees & service providers for their dedication and prudence in management of the Fund that saw the Fund grow from K Shs.228 million as at 31 Dec 2021 to K Shs. 294 million as at 31 December 2022 with a membership of 92 pensioners.

MIN: 05/SPF-AGM/2023 PRESENTATION OF AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DEC 2022

Mr. J. Kirenge, presented the audited financial statements. He confirmed that the audit was carried out in accordance with the International Financial Reporting Standards, Retirement Benefits Regulations and that they were a true and fair view of the Fund's financial affairs as at December 31, 2022.

It was noted that the audited accounts had been circulated to the members.

The highlights of the report were as follows:

- Contributions for the year were K Shs. 89.7 million
- Total benefits paid were K Shs. 39.9 million
- The net return on investments was K Shs. 19.8 million
- Administrative expenses were K Shs. 664,682
- The increase in assets for the year was K Shs. 66.8 million
- Total Closing Balance was K Shs. 294.6 million

He reported that they had conducted an independent audit of the Fund. He gave an assurance that the audited accounts were a true and fair view of the Fund as at 31st December 2022.

The Audited Accounts were proposed for adoption by Mr. C. Mudany and seconded by Ms. A. Muthinie Soi for adoption.

MIN: 06/SPF-AGM/2023 PRESENTATION OF INVESTMENT MANAGER'S REPORT

The investment report was done by Mr. Teddy Yanga. The following were the highlights of the presentation:

i. Role of the Investment Manager

- Instruct the custodian on placement of funds for investment.
- Provide liquidity.
- Ensure compliance to investment guidelines.
- Reporting on investment actions
- Research on investments.
- Compliance to investment guidelines and IPS

ii. Macroeconomic Outlook & Performance of Financial Markets in 2022:

The real GDP expanded from 4.8% in 2022 from 7.6% in 2021. Annual Inflation rose from 7.6% in 2022 from 6% in 2021. The Exchange Rate Depreciated by 8.15%, closed the year at 122.93% compared to 112.1 to the dollar in 2021. The 91 Day T-bill closed 2022 at 9.34% from 7.26% in 2021. The NSE 20 down 11.90%, NASI down 23.42%, amid foreign investor outflows and increased risk sentiments.

iii. Asset Allocation & Fund Movement

Asset Allocation	% Allocation	Amount (K Shs)
Cash & cash equivalents	0.00%	4,144
Demand Deposits	7.18%	21,323,219
Fixed Deposits	11.80%	35,015,690
Government Securities	81.02%	240,445,793
Total Assets as at 31 Dec 2021	100%	296,788,846

Fund Movement	Amount (K Shs)
Opening Fund Value	229,923,876
Contributions	94,019,235
Withdrawals	(43,403,881)
Expenses	(3,587,155)

Investment Return	19,836,772
Total Fund Value as at 31 Dec 2022	296,788,846

MIN: 07/SPF-AGM/2023 PRESENTATION OF CUSTODY REPORT

The custody report was presented by Mr. M. Njeru and the following were the highlights of the report:

i. Role of the Custodian

- Safekeeping of assets
- Execution of investment instructions
- Trade settlement
- Collection of investment income
- Payment to beneficiaries, taxes and fees
- Compliance management

He confirmed that the assets of the CIC AM Income Drawdown Fund were held in safe custody by Co-operative Bank and that they discharged the duties of the custodian in line with the requirements of the Retirement Benefits Act. Assets held under custody were as follows:

Asset Class	Value as at 31 st Dec 2022
Cash	4,143.93
Call Deposits	21,323,219.59
Fixed Deposits	35,015,705.59
Government Securities	240,445,705.98
Total	296,788,758.68

MIN: 08/SPF-AGM/2023 PRESENTATION OF ADMINISTRATOR'S REPORT

Ms. Lindah Kemboi presented the Administration report as follows:

i) Role of the Administrator

- Maintaining Members Records
- Providing member statements
- Paying benefits when they fall due.
- Maintaining the books of accounts
- Legal & Secretarial Support to Trustees
- Training

ii) Benefits Structure & Legislative Requirements in the IDD

- The Fund grew to 92 members and paying an average pension of K Shs. 3.3 million per month.
- Growth in the fund is attributed to inflows from transfers in and investment income earned.
- A member is required to drawdown a pension for a minimum of 10 years after which they may exercise the following options:

exercise the following options:

1. Continue to drawdown from the Fund.
2. Purchase an annuity for a lifetime pension.
3. Access their benefits as a cash lumpsum from the fund.

MIN: 08/SPF-AGM/2023 QUESTION & ANSWER SESSION

Members were encouraged to submit their questions through the digital platform *483*823#.

MIN: 09/SPF-AGM/2023 ANY OTHER BUSINESS

There being no other business, the meeting ended at 4.20 p.m.

Approved for circulation:

FOR: KCB BANK KENYA LTD.

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CHAIRPERSON CORPORATE TRUSTEE.

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DATE