



**NOTICE OF THE CIC ASSET MANAGEMENT UNIT TRUST FUND ANNUAL GENERAL MEETING FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2024**

Dear Unit Holder,

NOTICE IS HEREBY given that pursuant to The Capital Markets Act, Capital Markets (Collective Investment Schemes) Regulations, 2023, clause 134, the 14<sup>th</sup> Annual General Meeting of CIC Unit Trust Scheme will be held via electronic mode (online), on Friday 20<sup>th</sup> June, 2025 at 10.00 am to transact the following business:

**Ordinary Business:**

1. Welcome and introductions by the Fund Manager.
2. To table the proxies and determine the presence of a quorum.
3. To read the notice convening the Meeting.
4. To confirm the minutes of the 13<sup>th</sup> Annual General Meeting held on 28<sup>th</sup> June, 2024.
5. Remarks by the Chairman and Group Managing Director and CEO.
6. To receive, consider, and if deemed fit, adopt the Annual Report and Audited Financial Statement for the year ended 31<sup>st</sup> December 2024, together with the Auditors' Report, Trustee Report, Custody Report, Investment Report, and Fund Manager's Report.
7. To transact any other business of CIC Unit Trust Scheme, of which due notice has been received by the Trust Secretary forty-eight (48) hours prior.

By Order of the Trustee

Date: 20<sup>th</sup> May, 2025.

**Notes:**

1. In accordance with section 45 of the Trust Deed; Any Participant (Hereinafter referred to as Unit Holder) in the CIC Unit Trust Scheme who is entitled to attend and vote at the AGM of Unit Portfolio is entitled to appoint a proxy to attend and vote on his/her behalf. A proxy need not be a Unit Holder and in this regard, you are cordially invited.

2. Unit Trust Holders wishing to follow the virtual meeting should register for the AGM by dialing the USSD Code **\*483\*810#** 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 which were used to purchase their units and or CIC Asset Management 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 Unit Holder domiciled outside of Kenya can send an email to Image Registrars via [info@image.co.ke](mailto:info@image.co.ke) or [cicunittrust@image.co.ke](mailto:cicunittrust@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 Unit Holder and send them an email notification once registered.

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

4. Registration for the AGM opens on **Friday 6<sup>th</sup> day of June, 2025 at 9:00 am** and will close on **Wednesday 18<sup>th</sup> June, 2025 at 5:00 pm**. Unit holders will not be able to register after Wednesday 18<sup>th</sup> June 2025 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 Image Registrars offices, 5<sup>th</sup> Floor Absa Towers (formerly Barclays Plaza), Loita Street, 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 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, 5<sup>th</sup> 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 [cicunittrust@image.co.ke](mailto:cicunittrust@image.co.ke) or delivered to Image Registrars Limited, 5<sup>th</sup> Floor Absa Towers (formerly Barclays Plaza), Loita Street, P.O. Box 9287 – 00100 GPO, Nairobi, so as to be received not later than

**Wednesday, 18<sup>th</sup> June 2025 at 10:00 a.m.** Any person appointed as a proxy should submit his/her mobile telephone number to the Scheme not later than 18<sup>th</sup> June 2025 at 10:00 a.m. Any proxy registration that is rejected will be communicated to the unit holder concerned no later than **19<sup>th</sup> June, 2025** to allow time to address any issues.

8. Copies of the Annual Report and Audited Financial Statements for the year ended 31<sup>st</sup> December, 2024 have been availed in the company's website [www.cic.co.ke](http://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 [cicunittrust@image.co.ke](mailto:cicunittrust@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**, 5<sup>th</sup> 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, Member Number and Mobile number) when submitting their questions and clarifications. All questions and clarification must reach the Company on or before Wednesday 18<sup>th</sup> June, 2025 at 11:00 am. Following receipt of the questions and clarifications, the Scheme Trustee/Administrator will provide written responses 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. During the meeting, the Unit Holder may ask questions on the live stream chat or text +254 709 170 000 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 number or email, 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 on the livestream link. 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.