

## CIC JIPANGE PERSONAL PENSION PLAN

12<sup>th</sup> Annual General Meeting held on Friday 08 October 2021 via Virtual Electronic Means, oghoo

### MINUTES

#### **Present:**

Kevin Aricha - Kingsland Court, Corporate Trustee

Brian Mwangi - Kingsland Court, Corporate Trustee

#### **In attendance:**

Meshack Miyogo - CIC Life Assurance Limited, Managing Director

Jane Gitau - CIC Life Assurance Limited, Pensions Administration Manager

Michael Wanyeki - CIC Life Assurance Limited, Administrator

Lucilla Nyaseda - CIC Life Assurance Limited, Administrator

Nicholas Ngumunu - CIC Life Assurance, Approved Issuer

Lorna Karaka - CIC Life Assurance, General Insurance

Wycliffe Maosa - PKF Kenya Limited, Auditor

Yvonne Muthwii - Retirement Benefits Authority

#### **Member Attendance**

The AGM started with a word of prayer from Shem Mai.

The attendance list of the members who attended the meeting is annexed.

#### **Approval of the Notice and Agenda**

The Pensions Administration Manager welcomed the members present to the meeting and introduced the various service providers to the members. The Notice and Agenda had been circulated earlier and was adopted as it was.

#### **Minute 01/2021 – Welcome Note by the Managing Director**

Mr. Meshack Miyogo welcomed the members present and opened the years AGM. He passed greetings from the Group Chief Executive Officer and further urged the members to continue the journey of saving for their retirement through the CIC Jipange Plus Scheme. He also reiterated the need for members to make use of the Member online services that provide convenience to the members from wherever they may be.

#### **Minute 02/2021 – Statement by the Trustee**

Kevin Aricha representing the Corporate Trustee, read the Trustees Statement to the members. He noted that the Statement was part of the annual report to members that been circulated to the members. He also confirmed the minutes and the content there in as a true record of what was discussed during the last AGM.

#### **Minute 03/2021 – Audited Financial Statements**

Wycliffe Maosa, representing PKF Kenya, took the meeting through the audited accounts and auditor's report as of 31 December 2020. Summarized audited accounts for the year ended 31 December 2020 had been circulated to members as part of the Annual Report to Members. It was also confirmed that a full copy of the Financial Statements is available to members through the Scheme's website.

He also read the Auditor's opinion that gave the Scheme an unqualified report.

#### **Minute 04/2021 – Approved Issuer's Report**

Nicholas Ngumunu presented the Guaranteed Fund Report from CIC Asset Managers as the Approved Issuer. He confirmed that even under the tough economic period occasioned by the COVID 19 pandemic, the Scheme managed to declare an interest rate of 7% for the financial year 2020.

He also informed the members that their funds are held under a guaranteed fund at a guaranteed rate of 5% which cushions the members against capital depletion. He also provided an outlook on the economy and the impact to the Scheme performance.

He reported that all these asset classes were within the RBA limits and the tactical range as per the Investment Policy Statement.

#### **Minute 05/2021 – Administration Report**

##### **a) Administration Report**

Lucilla Nyaseda gave the Administrator's presentation. She touched on the Scheme structure, membership, funding, and investments all whose details can be accessed from the Scheme's website. She also took the members through a presentation of life in retirement as well as the process of accessing member benefits.

She also emphasized on the importance of updating the nomination of beneficiaries' form which gives an opportunity for members to express their wish on how their benefits should be shared out in the unfortunate event that they pass on while still scheme members. Whilst a member's Nomination of Beneficiaries is not binding on the Trustee it is important and will be taken as an expression of the members wishes regarding disbursement of funds.

#### **Minute 06/2021 – CIC Seniors Mediplan**

Lorna Karaka representing CIC general insurance gave a presentation on the CIC Seniors Mediplan. She reported that the Scheme had engaged into a strategic partnership with CIC General to develop and offer a medical product specifically covering retirees known as CIC Seniors Mediplan. Members of CIC Jipange Plus who save through the Post-Retirement Medical Fund would have an option to enjoy medical cover at retirement through the CIC Seniors Mediplan.

#### **Minute 07/2021 – Retirement Benefits Authority**

Yvonne Muthwii representing the Retirement Benefits Authority gave a presentation on industry developments and the highlights are as below:

##### **a) The Post-Retirement Medical Fund**

These were Introduced in 2018 under the Retirement Benefits (PRMF) Guidelines 2018 and they allow for scheme members to additionally save for medical expenses arising in retirement. The members as well as employers can voluntarily make contributions towards this fund. Members can also transfer part of their accumulated benefits in the Scheme towards this post-retirement medical fund.

##### **b) The Retirement Benefits (Mortgages)(Amendment) Regulations**

A member can utilize up to 40% of his / her accrued scheme benefits subject to a maximum of Kshs 7 million for purposes of purchasing a residential house. This term "accrued scheme benefits" does not include any accumulated AVCs and a member may add such AVCs on top of the accrued scheme benefits. The exclusions to access are as below:

- Available where mortgage is from an "Approved Institution".
- Available for a house certified for occupation.
- Available before retirement
- Can only be used once.
- Cannot be used to offset an existing mortgage.

#### **Minute 08/2021 –Remuneration of the Trustee**

The Trust Secretary confirmed that the Corporate Trustee was remunerated at the rate of 0.2% per annum of the fund value in the year 2020.

**Minute 09/2021 – Questions from Members**

**Q:** Can a member who had withdrawn their saving after Retirement age come back and start contributing again if they feel so?

**A:** Yes. Members are allowed to resume contributions into the Scheme even after they had withdrawn their funds. Just ensure to contact the Administrator once you make the decision to resume contributions so that these can be captured accurately.

**Q:** Can a member save for retirement when formerly employed?

**A:** The Scheme is open to all members who wish to start saving towards their retirement whether self-employed or formerly employed.

**Q:** Can a member buy an annuity with funds accumulated under a retirement benefits scheme?

**A:** An Annuity is an arrangement between a member and an insurance company where a member receives payments for a lifetime upon the purchase of an annuity. Members can use their accumulated funds in the Scheme to purchase an annuity from any service provider of their choice. Interested members are requested to kindly contact the Administrator or the pensions team to guide accordingly on this product.

**Minute 10/2021 – Any Other Business**

The Pensions Administration Manager gave a vote of thanks to all the members and the service providers present for taking time out of their schedules to attend the Scheme annual general meeting.

There being no further business the meeting ended at 11h45 with a word of prayer from Shem Mai.