

# CIC UMBRELLA RETIREMENT BENEFITS SCHEME

## NOTICE OF ANNUAL GENERAL MEETING

The Members,

Notice is hereby given that the **6<sup>th</sup> Annual General Meeting** of **CIC Umbrella Retirement Benefits Scheme** will be held on **28th July 2023** at **11h00** via electronic means.

### AGENDA

	BY WHOM	TIME
1. Welcome Remarks and Prayers	Head Retirement Benefits	11h00 – 11h10
2. Sponsor's Remarks	MD - CIC Life Assurance	11h10 – 11h20
3. Trustee's Remarks	Kingsland Court	11h20 – 11h30
4. Review of minutes of the previous AGM held on 23rd September 2022	Trust Secretary	11h30 – 11h35
5. Auditor's reports and highlights of the financial statements for the year ended 31 December 2022	PKF Kenya	11h35 – 11h50
6. Approved Issuer's report on investment performance in 2021 and the outlook for 2022	CIC Life Assurance	11h50 – 12h05
7. Administrator's report on administration of the Scheme	CIC Life Assurance	12h05 – 12h20
8. Remarks by representative of the Retirement Benefits Authority	RBA	12h20 – 12h35
9. Questions from members.	All	12h35 – 12h55
10. Closing Remarks and Prayers	CIC	12h55 – 13h00

A copy of the Scheme's Audited Financial Statements for the year ended 31st December 2022 is available for review on the CIC website: <https://shorturl.at/ahrNS>

### PLEASE NOTE THAT:

- To register to attend this year's Scheme AGM please dial **\*483\*902#** and follow the quick registration steps
- To attend the Scheme AGM on the day a link shall be provided prior to the meeting and this link shall only be accessible to Members who have registered to attend prior to the Meeting.
- You can ask a question prior to and during the AGM through the meeting Chat Room
- Personal questions relating to your membership should be raised at any time directly with the Administrator through the address [life.pensions@cic.co.ke](mailto:life.pensions@cic.co.ke).

The Trust Secretary will arrange for all questions (except personal questions) and the responses to be recorded in a Newsletter to be issued shortly after the Scheme AGM

**Trust Secretary**

**13<sup>th</sup> July 2023**

### IMPORTANT NOTICES:

#### 1. Registration

- A Member wishing to attend the virtual meeting should register by dialling **\*483\*902#** (available through all mobile phone networks) and complete the quick registration process.
- Any Member living outside of Kenya and who wishes to attend the AGM may send an email requesting to be registered via [info@image.co.ke](mailto:info@image.co.ke)
- To complete the registration process, members will need to have their ID/Passport Numbers and/or their Member Number at hand.
- Registration for the AGM opens on **Thursday 13th July 2023 at 9:00 am** and will close on **Friday 28th July 2023 at 10:00 am**. Members will not be able to register after **Friday 28th July 2023 at 10:00 am**.

#### 2. Questions and Clarifications By Members

Members who wish to raise any questions or clarifications regarding the AGM may do so prior or during the AGM by:

- Sending their written questions by email to [life.pensions@cic.co.ke](mailto:life.pensions@cic.co.ke); or
- Dialling the USSD code **\*483\*902#** and selecting the "Ask Question" option; or
- Sending their written questions with a return physical address or email address by registered post to the Company's address at P.O. Box 58485-00200 Nairobi.

Members are encouraged to provide their full details (full names, ID/Passport No. and Member No.) when submitting their questions and clarifications.

The Trustee shall have questions answered during the AGM and those not responded to at the Meeting shall be answered after and the responses shared with all members by way of a newsletter.

#### 3. Conduct of the Annual General Meeting

- The AGM will be streamed live via a link which shall be provided to all Members who will have registered to participate in the general meeting one hour before the scheduled Meeting time.
- Members will receive an SMS prompt on their registered mobile numbers 8 hours prior to the AGM as a reminder of the Meeting. A second SMS prompt shall be sent one hour ahead of the AGM, reminding the Members that the AGM will begin in an hours' time and providing a link to the live stream.

#### 4. Scheme Documents

The following documents are available for review via USSD code **\*483\*902#** and on the CIC Life Assurance Limited website: <https://shorturl.at/ahrNS>

- Scheme audited financial statements for the year ended 31<sup>st</sup> December 2022,
- Minutes of the last AGM held on 23<sup>rd</sup> September 2022
- Trustee Annual Report to Members

**CIC INSURANCE GROUP PLC.**

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