



NCBA UNIT TRUST HOLDERS ANNUAL GENERAL MEETING

Notice is hereby given that pursuant to Regulation 83 of the Capital Markets (Collective Investment Schemes) Regulations, the 15th Annual General Meeting of the NCBA Unit Trust Funds will be held via electronic means on Friday, 18th June 2021 from 10.00 am to conduct the following business:

AMENDED AGENDA

1. To read the notice convening the Meeting and determine if there is quorum.
2. Welcome by the Sponsor/Chairman.
3. To confirm the minutes of the 14th Annual General Meeting held on 28th August, 2020.
4. To receive and consider the Fund Manager Report by NCBA Investment Bank Limited.
5. To receive and consider the Custodian Report by NCBA Bank Kenya PLC.
6. To receive and consider the Annual Financial Report, the reports of the Trustee and Auditor to the NCBA Unit Holders for the year ended 31st December, 2020.
7. To appoint Deloitte and Touche as Auditors for the Unit Trust Funds until the end of the next Annual General Meeting.
8. Any other Business.

Dated at Nairobi on this day 24th May 2021.

BY ORDER OF THE BOARD

Waweru Mathenge

Secretary

Notes:

1. Due to ongoing restrictions on public gatherings as provided for under The Public Health (Covid-19 Restriction of Movement of Persons and Related Measures) Rules, 2020 as issued under Legal Notice No. 50 of the Public Health Act, the Unit Trust Holders will not be able to attend the AGM in person but will be able to register, and participate during the meeting (including raising questions and voting) via electronic communication in the manner detailed below.
2. In accordance with Regulation 88 of the Capital Markets (Collective Investment Schemes) Regulations, 2001, Unit Trust Holders entitled to attend and vote at the AGM are entitled to appoint a proxy to vote on their behalf. A proxy need not be a unit holder of the fund. A proxy form is attached to this Notice and is available on <https://investment-bank.ncbagroup.com/financials/>. To be valid, the proxy form must be duly completed by the Unit Holder or his attorney duly authorized in writing. If the Unit Holder is a body corporate, the instrument appointing the proxy shall be give

under its common seal (if any) or under the hand of an officer or duly authorized attorney of such body corporate.

3. A completed form of proxy should be emailed to unittrustsfunds@ncbagroup.com in PDF format or delivered to any NCBA Bank Kenya PLC Branch so as to reach the Registrar not later than 12.00 noon on 16th June, 2021. Duly completed form must be accompanied by a copy of ID/ valid Passport of the unit holder and include the ID/Passport, email or telephone number of the proxy to facilitate registration. Any proxy registration that is rejected will be communicated to the shareholder concerned no later than 17th June 2021 at 10.00 am to allow time to address any issues.
4. Unit Trust Holders and registered proxies wishing to participate in the meeting should register for the AGM online at <https://digital.candrgroup.co.ke> or via USSD using short code number *384*053# and following the various prompts regarding the registration process. In order to complete the registration process, Unit Trust Holders will need to have their ID/Passport Number which were used to purchase their units.
5. Registration for the AGM opens on 10th June 2021 at 08:00am and will close on 17th June, 2021 at 12 noon.
6. For assistance, Unit Trust Holders should dial the following helpline numbers: +254 20 7608216 from 8:00am to 4:00pm during the registration open period. Any Unitholder outside Kenya should dial the helpline number to be assisted to register or send an email to digital@candrgroup.co.ke.
7. Unit Trust Holders and proxies who would have registered will access the Virtual AGM using their log in credentials via <https://digital.candrgroup.co.ke> or via USSD *384*053# to vote and submit questions
8. Unit Trust Holders wishing to raise any questions for the AGM may do so by:
 - (i) Accessing Virtual AGM via <https://digital.candrgroup.co.ke> platform; Select Attend Event; Select "NCBA Unit Trust Funds AGM"; Select "Q&A" option tab and submit questions in text box provided; or
 - (ii) Accessing Virtual AGM via USSD platform *384*053#; Use the menu prompts to Select "Q&A" and submit their questions (within 160-character limit for SMS text); or
 - (iii) Sending their written questions by email to digital@candrgroup.co.ke
 - (iv) To the extent possible, physically delivering their written questions with a return physical address or email address to any NCBA Bank Kenya PLC branch.
 - Unit Trust Holders sending questions by email or delivering questions at the branches must provide their full details (full names, Portfolio Number) when submitting their questions and clarifications. Also attach a copy of your ID/Passport.
 - All questions and clarifications must reach the C&R Group on or before 16th June, 2021 3:00PM.
9. Unit Trust Holders and registered proxies wishing to vote may do so by:

- (i) Accessing the Virtual AGM via <https://digital.candrgroup.co.ke> platform; Select Attend Event; Select "NCBA Unit Trust Funds AGM"; Select "Voting" option tab and vote; or
 - (ii) Accessing the Virtual AGM via USSD platform*384*053#; Use the menu prompts to follow the various prompts regarding the voting process.
10. The AGM will be streamed live to all Unit Trust Holders and proxies who will have registered to participate in the general meeting. Duly registered Unit Trust Holders and proxies will receive a short message service (SMS/USSD) prompt on their registered mobile numbers or an email to their registered email address, 24 hours prior to the AGM as a reminder of the AGM. A second SMS/USSD prompt or email shall be sent two hours ahead of the AGM, reminding duly registered Unit Trust Holders and proxies that the AGM will begin in two hours' time and providing a link to the live stream.
 11. Duly registered Unit Trust Holders and proxies may follow the proceedings of the AGM using the live stream platform.
 12. Duly registered shareholders and proxies may vote (via the USSD *384*053# or via <https://digital.candrgroup.co.ke> and accessing the voting tab.
 13. Results of the AGM shall be published within 24 hours following conclusion of the AGM.
 14. The 15th NCBA Unit Trust 2021 AGM Notice, 14th NCBA Unit Trust AGM Minutes, Proxy Form and Annual report and financial statements of the fund for the year ended 31st December 2020 are available on <https://investment-bank.ncbagroup.com/financials/>