

# NOTICE OF THE FIFTH ANNUAL GENERAL MEETING

Notice is hereby given to the Unit holders of the Equity Investment Bank Unit Trust Funds (comprising of Equity Investment Bank Money Market Fund and Equity Investment Bank Balanced Fund), that pursuant to Regulation 84 of the Capital Markets (Collective Investments Schemes) Regulations 2001 and in compliance with the CMA Circular number CMA/MRT/006/2020 the 5th Annual General Meeting (AGM) of Equity Investment Bank Unit Trust Funds will be held via electronic communication on **Friday, 28th August, 2020** at 10.00am for the purpose of considering and, if thought fit, passing the resolutions set out below.

Due to ongoing Government restrictions on public gatherings Unit holders will not be able to attend the AGM in person but will be able to register for, access information pertaining to the proposed resolutions, follow the meeting in the manner detailed below and to vote electronically or by proxy. Unit holders may ask questions in advance of the meeting, as detailed below.

## AGENDA

### 1. CONSTITUTION OF THE MEETING

The Secretary to read the notice convening the meeting and determine if a quorum is present.

### 2. ORDINARY BUSINESS

To receive, consider and if deemed fit, adopt the Annual Report and Audited Financial Statements for the year ended **31st December 2019** together with Auditors' reports thereon.

### 3. SPECIAL BUSINESS

#### a. SPECIAL RESOLUTIONS

- i. To amend Article 41 of the Trust Deeds of the Equity Investment Bank Unit Trust Funds to allow virtual meetings for General Meetings including Annual General Meetings and Extraordinary General Meetings.

### 4. ANY OTHER BUSINESS

To transact any other business that may legally be transacted at an annual general meeting, of which notice will have been duly received.



Mary Wangari Wamae  
Director  
P.O. Box 74454-00200  
Nairobi  
8th August 2020

## NOTES

1. On 12th June 2020, the Capital Markets Authority released Circular No. CMA/MRT/006/2020, with regards to requirements for convening and conducting virtual Annual General Meetings by approved Collective Investments Schemes (CISs). This circular provides guidelines for any CISs listed on the Nairobi Securities Exchange ("Public REIT") to convene and conduct a virtual general meeting subject to receipt of a letter of 'No Objection' from the Capital Markets Authority (CMA).
2. The Trustee of the Equity Investment Bank Unit Trust Funds has convened and shall be conducting this virtual general meeting following receipt of a No Objection from the Capital Markets Authority. The Trustee has appointed CDSC Registrars Limited to host the virtual AGM.
3. In Accordance with Part VII of the Trust Deed, Unit holders are entitled to attend and vote at the AGM and are entitled to appoint a proxy to vote on their behalf. A proxy need not be a unit holder in the Equity Investment Bank Unit Trust Funds, the appointed proxy will need to access a mobile phone. A proxy form is attached to this Notice and is available on the Equity Group Holdings Plc website <https://equitygroup Holdings.com/EIBUnitTrustAGM> and shall be sent to the unit holders' email address. A proxy must be signed by the appointor or his attorney duly authorized in writing, or if the appointor is a Company, either under seal (where applicable), or under the hand of an officer or attorney duly authorized by the Company. A completed form should be emailed to [AWM@equityinvestmentbank.co.ke](mailto:AWM@equityinvestmentbank.co.ke) or lodged with the Secretary at EQUITY CENTRE 9th floor, Hospital Road, not later than 4.00pm on **Wednesday 26th August, 2020**. Any person

appointed as a proxy should submit his/her email to the Secretary not later than 4.00pm on **Wednesday 26th August 2020**. Any proxy registration that is rejected shall be communicated to the Unit holder concerned no later than 10.00am on **Thursday 27th August 2020** to allow time to address any issues.

4. Any Unit holder wishing to participate in the meeting should register using either of the following:
  - a) **Through the web portal**  
By logging onto <https://escrowagm.com/agm/> and filling in the registration form. In order to complete the registration process, the unit holder will need to have their ID/Passport Numbers that were used to purchase their units and/or their member Number. For assistance, they should dial the following number: [+254] 710 888 000 between 9:00 a.m. to 5:00 p.m. from Monday to Friday.
  - b) **Unstructured Supplementary Service Data (USSD)**  
By dialing \*483\*560# on their Safaricom, Airtel and Telkom telephone lines or \*482# on Equitel telephone lines and following the prompts. In order to complete the registration process, unitholders will need to have their ID/Passport Numbers that were used to purchase their units and/or their member Number at hand. For assistance unitholders should dial the following helpline number: [+254] 710 888 000 between 9:00am to 5:00pm from Monday to Friday excluding public holidays.
5. Registration for the AGM opens on Monday, 10th August 2020 at 9.00am and will close on Wednesday, 26th August, 2020 at 5.00pm
6. Unit holders wishing to raise any questions or clarifications regarding the Agenda before the AGM may do so by:
  - a. Sending their written questions by email to [AWM@equityinvestmentbank.co.ke](mailto:AWM@equityinvestmentbank.co.ke); or
  - b. To the extent possible, physically delivering their written questions with a return physical address or email address to the registered office of Equity Investment Bank Limited at the Equity Investment Bank's Head Office situated at Equity Centre, 9th Floor, Hospital Road, Upper Hill, Nairobi. Unit holders must provide their full details (full names, Kenyan national identity card or Passport Number or Member Number) when submitting their questions or seeking clarifications.

All questions and requests for clarifications must reach Equity Investment Bank Limited on or before Wednesday, 26th August 2020 at 10.00am. Following receipt of the questions, the Trustee of Equity Investment Bank Unit Trust Funds shall provide written responses to the questions and clarifications received to the return physical address or email address provided by the Unit holder no later 10.00am on Thursday, 27th August 2020.

7. The AGM will be streamed live via a link which shall be provided to all unitholders who will have registered to participate in the AGM. Duly registered unitholders and proxies shall be able to join the meeting either by logging into the system at <https://escrowagm.com/agm/> using their registration credentials or following proceedings on the link to be shared two hours to the AGM.
8. Duly registered Unit holders and proxies may vote upon registration for resolutions on a panel provided next to the live stream screen or by dialing \*483\*560# and selecting the 'vote' menu.
9. Results of the AGM shall be published at <https://equitygroup Holdings.com/EIBUnitTrustAGM> within 48 hours following conclusion of the AGM.
10. As the situation regarding COVID-19 is evolving and the Government directives remain subject to change, Equity Investment Bank Limited Unit Trust Funds strongly encourages all Unit holders to monitor the Equity Group Holdings Plc website <https://equitygroup Holdings.com/EIBUnitTrustAGM> for further updates or changes in relation to the AGM. Equity Investment Bank Unit Trust Funds appreciate the understanding of the Unit holders as it navigates the changing business conditions posed by the COVID-19.
11. Unit holders can access the Annual Report and Audited Financial Statements for the year ended 31st December 2019 together with Auditors' reports thereon, the Agenda for the AGM and a copy of the CMA Circular number CMA/MRT/006/2020 at <https://equitygroup Holdings.com/EIBUnitTrustAGM>.