

**NOTICE OF THE ANNUAL GENERAL MEETING**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

Dear Unit Holder,

**NOTICE IS HEREBY** given, that the **2<sup>nd</sup> Annual General Meeting** of the **Britam Special Fixed Income Fund**, ('the Fund') will be held via electronic communication on **19<sup>th</sup> June, 2025 at 12.00pm** to transact the following business:

1. To read the notice convening the meeting;
2. To receive, consider and if deemed fit, adopt the Funds' Annual Report and Financial Statements for the year ended 31<sup>st</sup> December 2024, together with the Auditors' report thereon;
3. To transact any other business of the Funds of which due notice has been received.

**By Order of the Trustee**



**Standard Chartered Bank Kenya Limited**

**Date:** .....

**NOTES:**

1. Any Unitholder wishing to follow the virtual meeting should register for the Annual General Meeting (AGM) by dialing **\*483\*420#** for all networks and following the various prompts regarding the registration process. In order to complete the registration process, Unitholders will need to have their ID/Passport Numbers which were used to purchase their Units and/or their BA Account Number at hand. For assistance Unitholders should dial the following helpline number: 0709 170 000 from 9:00 a.m. to 04:00 p.m. from Monday to Friday.

A Unitholder domiciled outside of Kenya can send an email to Image Registrars via [bamagm@image.co.ke](mailto:bamagm@image.co.ke) providing their details i.e. Name, Passport/ID number, BA account number and mobile telephone number requesting to be registered. Image Registrars shall register the unitholder and send them an email notification once registered.

2. Registration for the AGM opens on 28<sup>th</sup> May 2025 at 9:00 am and will close on

Britam Confidential

17<sup>th</sup> June 2025 at 11:00 am.

The following documents may be viewed on the Fund Manager's website <http://www.britam.com>:

- (i) a copy of this Notice and the Proxy Form;
  - (ii) the Fund's audited financial statements for the year 2024;
  - (iii) a copy of the Fund Manager's report and
  - (iv) a copy of the Minutes of the previous meeting of the Fund.
3. Unitholders wishing to raise any questions or clarifications regarding the AGM may do so by:
- a. sending their written questions by email to [bamagm@image.co.ke](mailto:bamagm@image.co.ke);
  - b. to the extent possible, physically delivering their written questions with a return physical address or email address to Image Registrars offices at 5<sup>th</sup> floor, Absa Towers (formerly Barclays Plaza), Loita Street; or
  - c. sending their written questions with a return physical address or email address by registered post to Image Registrars' address at P.O. Box 9287 – 00100 Nairobi.

Unitholders must provide their full details (full names, ID/Passport Number/BA Account Number) when submitting their questions and clarifications.

Following receipt of the questions and clarifications, the Management of the Fund Manager shall provide written responses to the questions received to the return physical address or email address provided by the Unitholder not later than 12 hours before 11.00 a.m. 17<sup>th</sup> June 2025.

All questions and clarification must reach the Fund Manager on or before 17<sup>th</sup> June 2025 at 11.00 a.m. A full list of all questions received, and the answers thereto will be published on the Fund Manager's website not later than 12 hours before the start of the Annual General Meeting.

4. Unitholders 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 member of the Funds. If the Proxy

appointed is not the Chairperson of the AGM, the appointed proxy will need access to a mobile telephone.

A proxy form is available on the Fund Manager's website via this link: <http://www.britam.com>. 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 appointor, or his attorney duly authorized in writing. If the appointor is a body corporate, the instrument appointing the proxy shall be given under its common seal or under the hand of an officer or duly authorized attorney of such corporation or Government office.

A completed form of proxy should be emailed [bamagm@image.co.ke](mailto:bamagm@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 17<sup>th</sup> June 2025 at 11.00 am. Any person appointed as a proxy should submit his/her mobile telephone number to the Fund Manager not later than 17<sup>th</sup> June 2025 at 11.00 am. Any proxy registration that is rejected will be communicated to the unitholder concerned not later than 17<sup>th</sup> June 2025 to allow time to address any issues.

5. The AGM will be streamed live via a link which shall be provided to all unitholders who will have registered to participate in the general meeting. Duly registered unitholders and proxies will receive a short message service (SMS)/USSD prompt on their registered mobile numbers, 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 unitholders and proxies that the AGM will begin in an hours' time and providing a link to the live stream.
6. Duly registered Unitholders and proxies may follow the proceedings of the AGM using the live stream platform and may access the agenda. Duly registered Unitholders and proxies may vote (when prompted by the Chairperson) via the USSD prompts.

7. A poll shall be conducted for all the resolutions put forward in the notice.
8. Results of the poll shall be published on the Fund Manager's website within 24 hours following conclusion of the Annual General Meeting.

*2m/2*