

# Sanlam Unit Trust Scheme

## NOTICE OF THE ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that pursuant to Regulation 84 of the Capital Markets (Collective Investments Schemes) Regulations 2001, the 6<sup>th</sup> Annual General Meeting of the Sanlam Unit Trust Scheme will be held on **10<sup>th</sup> June 2021 at 11.00 am** to conduct the following business:

(NB: The company wishes to notify its unitholders that physical attendance in person at Annual General Meeting (AGM) will not be possible as a result of the current COVID 19 pandemic and the various restrictions placed by the Government of Kenya on public gatherings and social distance. To that end, the 6<sup>th</sup> AGM will be held via electronic communication in the manner outlined in this notice. Unitholders (or their proxies), are requested to participate in the AGM via the electronic mode provided. Further information on how to participate is set out in this Notice.)

1. To read the Notice convening the meeting and confirm the presence of a quorum.
2. To confirm the minutes of the last Annual General Meeting held on 28<sup>th</sup> August 2020.
3. To consider, and if approved, adopt the Audited Financial Statements for the year ended 31<sup>st</sup> December 2020 together with the Custody report, the Trustee report, the Investment report and reports of the Auditors.
4. To transact any other business of the Unit Trust scheme of which due notice has been received.

By Order of the Fund Administrator

Date: 12<sup>th</sup> May 2021

### Notes

1. In relation of the ongoing Coronavirus 2019 (Covid-19) pandemic and the related public health regulations and directives passed by the Government of Kenya precluding among other things, public gatherings, it is impracticable for Sanlam Unit Trust to hold a physical Annual General Meeting (AGM) in the manner prescribed in the CIS Regulations.
2. The Unit Trust Scheme has convened and is conducting this virtual annual general meeting following receipt of a "No Objection" from the Capital Markets Authority (CMA).
3. A copy of this notice and the proxy form, Annual Report and Audited Financial Statements for the year ended 31<sup>st</sup> December 2020 have been availed in the company's website and a link shall be provided to all unitholders on email to access the documents on registration.
4. Any Unit holder who is entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote in his/her stead.
5. Any Unit holder wishing to follow the virtual meeting should register for the AGM by dialling \*483\*823# for all networks and following the various prompts regarding the registration process. In order to complete the registration process, Unit holders will need to have their ID/ Passport Numbers which were used to purchase their Units and/or their Sanlam Member Number at hand. For assistance Unitholders should dial the following helpline number: 0709 170 000 from 9:00 a.m. to 3:00 p.m. from Monday to Friday. Links to register via the web portal will also be sent to all unitholders with email addresses in the Register.  
A Unitholder domiciled outside of Kenya can send an email to Image Registrars via [info@image.co.ke](mailto:info@image.co.ke) providing their details i.e., Name, Passport/ID no., Sanlam Member Account no. and Mobile telephone number requesting to be registered. Image registrars shall register the unitholder and send them an email notification once registered.
6. Registration of the AGM opens on 13<sup>th</sup> May 2021 at 9.00am and will close on 9<sup>th</sup> June 2021. Unitholders will not be able to register after 9<sup>th</sup> June 2021 at 5.00pm
7. Unitholders who wish to raise any questions or clarifications regarding the AGM may do so by sending their written questions to [agm@sanlameastafrica.com](mailto:agm@sanlameastafrica.com) or via SMS/WhatsApp to +254 793 377 373. Unitholders must provide their full details (full names, ID/Passport number, Member Number and Mobile number). Following receipt of the questions and clarifications, the trustees will provide responses via email not later than 12 hours before the start of the general meeting. During the meeting, the unitholders may ask questions on the live stream chat or text +254 793 377 373.
8. 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. The same will be sent via the unit holder registered email and mobile number and a short message (SMS) will be sent 24 hours prior to the AGM.
9. Duly registered unitholders and proxies may follow the proceedings of the AGM using the livestream platform or dial in via +254 (0) 719 067 101 / +254 (20) 4967 101 and may access the agenda on the livestream link. If a unitholder is unable to log onto the meeting, they should dial the following helpline number: +254 719 067 000/+254 793 377 373.
10. Results of the AGM shall be published on the company's website within 24 hours following the conclusion of the Annual General Meeting.

In light of the escalating COVID-19 pandemic, we encourage our unitholders to monitor the Sanlam unit trust updates (if any) on Sanlam Investments East Africa's website and email communication after issuing this notice.