



# NOTICE OF ANNUAL GENERAL MEETING

Dear Unit Holder,

NOTICE IS HEREBY given that pursuant to Regulation 84 of the Capital markets (Collective Investments Schemes) Regulations 2001, the 7th Annual General Meeting (AGM) of Apollo Unit Trust Funds will be held virtually on Monday 19th June 2023 at 10.00 am to transact the following business:

1. To read the notice convening the meeting and confirm quorum.
2. To confirm the minutes of the 6th AGM held on Tuesday 21st June 2022.
3. To receive, consider and if deemed fit, adopt the Annual Report and Financial Statements for the year ended 31st December 2022, together with the Auditor's, Trustee's and Custodian's reports thereon.
4. To note that the auditors, PricewaterhouseCoopers LLP, will continue in office until the conclusion of the next Annual General Meeting and to authorise the Corporate Trustee to fix their remuneration.
5. To transact any other business of the unit trust funds of which due notice has been received.

Apollo Asset Management Company Limited

26<sup>th</sup> May 2023



**Apollo Asset, Investing Happiness**



## Notes:

1. Unit Holders will not be able to attend the meeting in person since the AGM shall be held virtually via electronic platforms. All Unit Holders will be able to register to follow the meeting, vote electronically or by proxy and may ask questions as set hereinafter in the section titled Information Notes for the AGM:
2. The following documents may be viewed on the website [https://www.apainsurance.org/financial\\_report.php](https://www.apainsurance.org/financial_report.php):
  - (i) a copy of this Notice and the Proxy Form;
  - (ii) the Scheme's Audited Financial Statements for the year 2022;
  - (iii) the Abridged Report for the Year 2022.
3. Every member entitled to attend electronically and vote at the AGM is entitled to appoint a proxy to attend on his/her behalf. A proxy need not be a Unit Holder. Only one proxy is permitted i.e., a Unit Holder shall be entitled to appoint no more than one proxy to attend the AGM. A Proxy Form is enclosed and may be completed and signed by the Unit Holder or the duly authorised attorney of the unitholder and returned to Apollo Asset Management Company, or lodged at the offices of the Apollo Asset Management Company, 3rd Floor, Apollo Centre, Ring Road Parklands, Nairobi, Kenya so as to arrive not later than 48 hours before the meeting or any adjournment thereof. The Proxy Form is also available on the website via this link: [https://www.apainsurance.org/financial\\_report.php](https://www.apainsurance.org/financial_report.php)
4. Any unitholder wishing to participate in the meeting should register using either of the following:
  - (i) **Through the web portal** - By logging onto 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 Account Number at hand.
  - (ii) **Unstructured Supplementary Service Data (USSD)** - By dialling \*483\*560# and following the prompts. 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 Account Number at hand.
  - (iii) For assistance, they should dial the following number: (+254) 710 888 000 between 9.00 am to 4.00 pm from Monday to Friday except public holidays.

5. Registration for the AGM opens on **5<sup>th</sup> June 2023** at 9:00 a.m. and will close on **16<sup>th</sup> June 2023** at 4.00 p.m. Unitholders will not be able to register after **16<sup>th</sup> June 2023** at 4.00 p.m.
6. Any person appointed as a proxy should register no later than **16<sup>th</sup> June 2023** at 4.00p.m. Any proxy registration that is rejected will be communicated to the unitholder concerned no later than **16<sup>th</sup> June 2023** to allow time to address any issues.
7. Unit Holders wishing to raise any questions or clarifications regarding the AGM in **advance** may do so by:
  - (i) sending their written questions by email to [unit.trust@apollo.co.ke](mailto:unit.trust@apollo.co.ke);
  - (ii) to the extent possible, physically delivering their written questions with a return email address to the registered office of the Funds at Apollo Centre, Ring Road Parklands, 3rd Floor, Westlands, Nairobi.
  - (iii) sending their written questions with a return email address by registered post to the Company's address at P. O. Box 30389-00100 Nairobi. Unit Holders must provide their full details (full names, ID/Passport Number) when submitting their questions and clarifications.

Unit Holders wishing to raise any questions or clarifications **during the AGM** may do so by:

  - (i) Posting them on the live chat functionality enabled
  - (ii) Requesting the Chair of the meeting for an opportunity by utilising the "Raise Hand" functionality
8. Duly registered Unit Holders and proxies will receive a short message service (SMS) prompt on their registered mobile numbers, 24 hours prior to the AGM acting as a reminder of the AGM.
9. Duly registered Unit Holders and proxies may follow the proceedings of the AGM using the livestream platform on <https://escrowagm.com/apollo/signup.aspx> and may access the agenda. Duly registered Unit Holders and proxies may vote (when prompted by the Chairman) if necessary. Results of the AGM shall be published within 24 hours following conclusion of the AGM.