

# NOTICE OF THE 26<sup>TH</sup> ANNUAL GENERAL MEETING

## To the Shareholders of Britam Holdings Plc

**NOTICE IS HEREBY GIVEN THAT IN ACCORDANCE WITH THE ARTICLES OF ASSOCIATION OF THE COMPANY, THE 26<sup>TH</sup> ANNUAL GENERAL MEETING (AGM) OF THE COMPANY WILL BE HELD VIA ELECTRONIC COMMUNICATION ON WEDNESDAY, 8<sup>TH</sup> JUNE 2022 AT 10:00 A.M., WHEN THE BUSINESS SET OUT BELOW WILL BE TRANSACTED.**

### ORDINARY BUSINESS

- 1 To table the proxies and note the presence of a quorum.
- 2 To read the notice convening the meeting.
- 3 To receive and, if approved, adopt the audited Consolidated Financial Statements for the year ended 31 December 2021, together with the Chairman's, the Directors' and Auditor's Reports thereon.
- 4 To note that the Directors do not recommend the payment of a dividend for the financial year ended 31<sup>st</sup> December 2021.
- 5 Directors:
  - i) Mr Mohamed Karama retires at this meeting by rotation in accordance with Articles 91 & 92 of the Company's Articles of Association and being eligible, does not offer himself for re-election.
  - ii) Ms Marianne Loner retires at this meeting by rotation in accordance with Articles 91 & 92 of the Company's Articles of Association and being eligible, does not offer herself for re-election.
  - iii) Mr Kuria Muchiru who was appointed during the year retires in accordance with Article 114 of the Company's Articles of Association and being eligible, offers himself for re-election.
  - iv) Mr Edouard Schmid who was appointed during the year retires in accordance with Article 114 of the Company's Articles of Association and being eligible, offers himself for re-election.
- 6 In accordance to the provisions of Section 769 of the Companies Act 2015, the following directors being members of the Board Audit & Risk Committee be elected to continue to serve as members of the said committee: -
  - a) Ms Caroline Kigen
  - b) Ms Josephine Ossiya
7. Directors' Remuneration: -
  - a) To approve the Directors' Remuneration Policy as shown in the audited Financial Statements for the year ended 31 December 2021.
  - b) To approve the Directors' Remuneration Report as shown in the audited Financial Statements for the year ended 31 December 2021 and to authorize the Board to fix the remuneration of the Directors.
8. To re-appoint PricewaterhouseCoopers (PwC) as auditors in accordance with Section 721 (2) and 724 of the Companies Act, No.17 of 2015 and to authorize the Directors to fix their remuneration for the ensuing financial year in accordance with the provisions of Section 724 (1) of the Companies Act 2015.
9. To consider any other business of which due notice has been received.

### By Order of the Board

**Winnie Jumba**  
Company Secretary  
P O Box 30375 - 00100  
NAIROBI

Date: 13 May 2022

### Notes:

1. Britam Holdings plc has convened and is conducting this virtual annual general meeting in accordance with article 58 of the Company's Articles of Association.
2. Shareholders wishing to participate in the meeting should register for the AGM by doing the following:
  - (a) Dialing \*483\*451# for all networks and follow the various prompts regarding the registration process; or
  - (b) Sending an email request to be registered to [britamagm@image.co.ke](mailto:britamagm@image.co.ke); or
  - (c) Shareholders with email addresses will receive a registration link via email which they can use to register.

In order to complete the registration process, Shareholders will need to have their ID/Passport Numbers, which were used to purchase their shares and/or their CDSC Account Number at hand. For assistance, Shareholders should dial the following helpline number: +254 709 170 016 from 9.00 a.m. to 4 p.m. from Monday to Friday or send an email to [britamagm@image.co.ke](mailto:britamagm@image.co.ke)

3. Registration for the AGM opens on 13<sup>th</sup> May 2022 at 9:00 a.m. and will close on 6<sup>th</sup> June 2022 at 11.00 a.m. Shareholders will not be able to register after 6<sup>th</sup> June 2022 at 11.00am.
4. In accordance with Section 283 (2) (c) of the Companies Act, the following documents are available for viewing on the Company's website <https://www.britam.com>: (i) a copy of this Notice; (ii) the proxy form (iii) Copy of the audited Financial Statements for the year 2021.

The reports may also be accessed upon request by dialling the USSD code above and selecting the Reports option. The reports and agenda can also be accessed on the livestream link.

5. Shareholders wishing to raise any questions or clarifications regarding the AGM may do so by one of the following options:
  - i) Sending their written questions by email to [agm@britam.com](mailto:agm@britam.com) ; or
  - ii) Shareholders who will have registered to participate in the meeting shall be able to ask questions via sms by dialling the USSD code above and selecting the option (ask Question) on the prompts.
  - iii) To the extent possible, physically delivering their written questions with a return physical address or email address to the registered office of the Company at Britam Towers, 28th Floor or to Image Registrars offices at 5th Floor, Absa Towers (formerly Barclays Plaza), Loita Street; or
  - iv) Sending their written questions with a return physical address or email address by registered post to the Company's address at P.O. Box 30375, GPO 00100, Nairobi.
6. Shareholders must provide their full details (full names, Kenyan national identity/passport Number/CDSC Account Number) when submitting their questions and clarifications.
7. All questions and clarification must reach the Company on or before 6<sup>th</sup> June 2022 at 10.00 a.m.

Following receipt of the questions and clarifications, the directors of the Company shall provide written responses to the questions received to the return email address provided by the Shareholder by 7<sup>th</sup> June 2022. A full list of all questions received and the answers thereto will be published on the Company's website not later than 10<sup>th</sup> June 2022.

8. In accordance with Section 298(1) of the Companies Act, Shareholders 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 Company, but if not the Chairman of the AGM, the appointed proxy will need access to a mobile telephone. A proxy form is attached to this Notice and is available on the Company's website via this link: <https://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.
9. A proxy must be signed by the appointor or his attorney duly authorised 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 authorised attorney of such corporation or Government office.
10. A completed form of proxy should be emailed to [britamagm@image.co.ke](mailto:britamagm@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 6<sup>th</sup> June at 10.00 a.m.
11. The AGM will be streamed live via a link, which shall be provided to all shareholders who will have registered to participate in the general meeting. Duly registered shareholders 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 at least one hour ahead of the AGM, reminding duly registered shareholders and proxies that the AGM will begin in an hours' time. The link will be sent to registered shareholders via SMS and Email 8 hours before the meeting.
12. Duly registered Shareholders and proxies may follow the proceedings of the AGM using the livestream platform and may access the agenda. Duly registered shareholders and proxies may vote (when prompted by the Chairman) via the USSD prompts or via the VOTE button on the livestream link.
13. A Poll shall be conducted for all the Resolutions put forward in this Notice.
14. Shareholders will receive an SMS prompt with instructions on their registered mobile phone numbers alerting them to propose or to second the resolutions put forward in the notice.
15. Results of the voting on resolutions at the AGM shall be published within 48 hours following conclusion of the AGM on the Company's website [www.britam.com](http://www.britam.com).

The Company strongly encourages all Shareholders to monitor the Company's website (<https://www.britam.com/>) for further updates or changes in relation to the AGM.