



Kenya Bureau of  
Standards

Standards for quality life

61

MEMO

REF: KEBS/ADM/23

TO : SPONSOR

DATE: 2018-10-02

FROM: CHAIRMAN.(KBSRBS)

Approved  
BT 2018.10.05

SUBJECT: BUDGET FOR KEBS STAFF PENSION SCHEME ANNUAL GENERAL MEETING  
28<sup>TH</sup> NOVEMBER 2018 AT 9:00 A.M.

The Kenya Bureau of Standards Staff Retirement Benefits Scheme (KBSSRBS) is obligated by law (the Retirement Benefits Act 1997) to hold its 2017/2018 AGM not more than 12 months after the end of the Financial Year which ended on 30<sup>th</sup> June 2018.

In compliance with the above requirement, the Board of Trustees has proposed the Annual General Meeting for Wednesday **28<sup>TH</sup> November 2018**. The Board takes this opportunity to thank the sponsor for having given financial support to the Scheme since inception in hosting the Scheme's AGMs.

The Board of trustee appreciates the support the sponsor has extended to the Scheme by continuing to pay money towards the deficit financing to a tune of Ksh. 9,500,000 per Month.

With the DB Scheme being in financial deficit it means any withdrawal from the Scheme would escalate the deficit which would not be in the interest of the Sponsor and members.

The Trustees hereby humbly requests the Sponsor to extend financial support for the 2017/2018 AGM and below is the proposed budget which we request for your approval to commence preparations.

NO	RESOURCE REQUIRED	QTY	UNIT COST (Kshs)	TOTAL COST (Kshs)
1)	Refreshments and Lunch for guests	600	1,000.00	600,000.00
2)	Tents	5	6,000.00	30,000.00
3)	Seats	400	30	12,000.00
4)	Printing and Stationery (pensioners & beneficiaries)	lot	lot	5,000.00
5)	Advert on Nation & Standard (1/4 page each)	2	177,000	354,000.00
6)	PA system	package	package	20,000.00
7)	Retirees logistics	package	Package	200,000.00
TOTAL				1,191,000

Joseph Kamochi,  
Chairman-Kenya Bureau of Standards Staff Retirements Benefits Scheme



## STAFF RETIREMENT BENEFITS

### PROGRAMME

DATE: Wednesday 28<sup>th</sup> November 2018

VENUE: KEBS HEADQUARTERS (Behind Administration block)

Time	Event	Responsibility
08.30 – 09.00 a.m	Arrival and Registration of members/	Trust Secretary
09.00 – 09.15 a.m	Prayers & Opening Remarks	Master of Ceremony
09.15 – 09.30 a.m	Introduction of the Board of Trustees and service providers	Chairman
09.30 – 09.45 a.m	Confirmation of Previous Minutes	Chairman
09.45 – 10.15 a.m	Matters Arising from the previous minutes	Chairman
10.15 – 10.45 a.m	Report of the status of the scheme/Report from the Board of Trustees	Chairman
10.45 – 11.00 a.m	Remarks from the Sponsor	MD-KEBS
11.00 – 11.15 a.m	Presentation of the Scheme's audited Accounts for the year ended 30 <sup>th</sup> June 2017	Kingori Kimani & Company
11.15 – 11.30 a.m	Presentation of the scheme's investments	GenAfrica Asset Managers
11.30 – 11.50 a.m	Presentation of the Scheme's Assets	Standard Chartered Securities Ltd
11:50 – 12:05 p.m	Presentation by the Administrator	AON Kenya
12:05 – 12:30 p.m	Case study by retiree	Administrator
12:30 – 12:45 p.m	RBA remarks	RBA Representative
12:45 – 1:00 p.m	Question and Answer Session	Trustee – Chairman
1:00 – 1:15 p.m	Vote of Thanks	Trustee – Dominic Ondoro
1:15 -	Lunch	All are welcome