NOTICE OF ANNUAL GENERAL MEETING

Dear Unit Holder,

NOTICE IS HEREBY given of the 4th Annual General Meeting of Apollo Unit Trust Funds will be held as a virtual meeting via electronic means on FRIDAY, 28TH AUGUST 2020 at 10.00 am. Due to the ongoing COVID-19 pandemic and the related restrictions on public gatherings by the Government of Kenya, unitholders will not be able to attend the Annual General Meeting in person but will be able to register for, access information pertaining to the proposed business, follow the meeting in the manner detailed below and to vote electronically or by proxy. Unitholders may ask questions in advance of the meeting relating to the following business:

1. To read the notice convening the meeting and confirm presence of a quorum.
2. To receive, consider and if deemed fit, adopt the Annual Report and financial statements for the year ended 31st December 2019, together with the auditor’s report thereon.
3. To note that the auditors, RSM Eastern Africa LLP will not seek re-appointment at the conclusion of this Annual General Meeting and to authorise the Trustee to appoint a new Auditor and to fix their remuneration.
4. Special Items:
   a) Amendment of the Trust Deed and Rules - To consider and if thought fit to pass the following resolutions as SPECIAL RESOLUTION:
      (i) THAT, the Trust Deed & Rules of the Collective Investment Scheme be amended so as to change the minimum investment amount from KShs. 10,000/- to KShs. 1,000/-;
      (ii) THAT the Trust Deed and Rules for the Apollo Unit Trust Scheme be amended to allow the Scheme to have an alternative form of holding meetings including virtual meetings and hybrid meetings and to align the Trust Deed and Rules to the recent changes to the Companies Act no. 17 of 2015
   b) Amendment of the Information memorandum - To consider and if thought fit to pass the following resolutions as SPECIAL RESOLUTION:
      (i) THAT, the Information memorandum of the Collective Investment Scheme be amended so as to change the minimum investment amount from KShs. 10,000/- TO KShs 1,000/-;
      (ii) THAT, the Information memorandum of the Collective Investment Scheme be amended so as to change the minimum additional purchase of units to an existing account from KShs. 2,000/- to KShs .1,000/-.
      (iii) THAT the Information memorandum of the Collective Investment Scheme be amended so as to allow the Company to have an alternative form of holding meetings including virtual meetings and hybrid meetings and to align the Trust Deed to the recent changes to the Companies Act no. 17 of 2015
5. To transact any other business of the unit trust funds of which due notice has been received.

Richard Michael Ashley

For: Apollo Asset Management Company Limited
6th August 2020

www.apolloassetmanagement.co.ke

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NOTE:

1. In view of the on-going Coronavirus 2019 (COVID-19) pandemic and the related Public Health Regulations and directives passed by the Government of Kenya precluding inter alia public gatherings, it is impracticable, as contemplated under Regulation 84 of the Capital Markets (Collective Investments Schemes) Regulations 2001, for the Apollo Unit Trust Scheme to hold a physical Annual General Meeting (AGM) in the manner prescribed in its Trust Deed.

2. The Apollo Unit Trust Scheme has convened and is conducting this virtual annual general meeting following receipt of a No Objection from the CMA. The Scheme has also appointed CDSC Registrars Limited to host the virtual AGM.

3. Unitholders wishing to participate in the meeting should register for the AGM using any of the following:

   **Through the web portal**

   By logging onto and filling in the registration form. In order to complete the registration process, the unitholder will need to have their ID/Passport Numbers that were used to purchase their units and/or their Account Number at hand. For assistance, they should dial the following number: (+254) 710 888 000 between 9:00 a.m. to 5:00 p.m. from Monday to Friday except public holidays.

   **Unstructured Supplementary Service Data (USSD)**

   By dialling *483*560# and following the prompts. In order to complete the registration process, unitholders will need to have their ID/Passport Numbers that were used to purchase their units and/or their Account Number at hand. For assistance unitholders should dial the following helpline number: (+254) 710 888 000 between 9:00 a.m. to 4:00 p.m. from Monday to Friday.

4. Registration for the AGM opens on 10th August 2020 at 9:00 am and will close on 25th August 2020 at 4.00p.m. Unitholders will not be able to register after 25th August 2020 at 4.00 p.m.

5. The following documents may be viewed on the website https://www.apainsurance.org: (i) a copy of this Notice and the proxy form; (ii) the scheme’s audited financial statements for the year 2019; (iii) the Abridged report for the year 2019; (iv) a copy of the No Objection issued by the CMA.

6. Every member entitled to attend electronically and vote at the above meeting is entitled to appoint a proxy to attend on his/her behalf. A proxy need not be a unit holder. A form of proxy is enclosed and may be completed and signed by the unitholder or the duly authorised attorney of the unit holder and returned to Apollo Asset Management Company by email on unit.trust@apollo.co.ke, 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.

7. Any person appointed as a proxy should register on the web portal no later than 25th August 2020 at 4.00p.m. Any proxy registration that is rejected will be communicated to the unitholder concerned no later than 27th August 2020 to allow time to address any issues.

8. Unitholders wishing to raise any questions or clarifications regarding the AGM in advance may do so by:

   a) sending their written questions by email to unit.trust@apollo.co.ke;

   b) 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;

   c) sending their written questions with a return email address by registered post to the Company’s address at P. O. Box 30389-00100 Nairobi. Unitholders must provide their full details (full names, ID/Passport Number) when submitting their questions and clarifications.

   Unitholders wishing to raise any questions or clarifications during the AGM may do so by:

   i) posting them on the live chat functionality enabled;

   ii) All questions raised in the meeting shall be responded to and posted on the Scheme’s website within 48 hours of completion of the AGM.

9. All questions and clarification must reach Apollo Asset Management Company on or before 25th August 2020 at 4.00p.m. A full list of all questions received and the answers thereto will be published on the Scheme’s website no later than 10.00am on day of the AGM.

10. Unit holders and proxies registered via USSD will receive a short message service (SMS) prompt on their registered mobile numbers with the link to the meeting, 24 hours prior to the AGM acting as a reminder of the AGM.

11. Unit holders and proxies who register via the web portal may follow the proceedings of the AGM using the live stream platform on https://eagm.creg.co.zw/cdsc3/login.asp and may access the agenda. Unit Holders and proxies registered via USSD may vote by dialling the short code *483*560# and selecting the vote menu. The resolutions will then pop up until all have been voted for. The unit holders and proxies registered via web portal may vote by clicking on the panel on the web portal. Duly registered unit holders may vote (when prompted by the chairman) if necessary. Results of the AGM shall be published within 24 hours following conclusion of the AGM.