

**NOTICE OF THE 10<sup>TH</sup> ANNUAL GENERAL MEETING**

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**NOTICE** is hereby given that the 10<sup>th</sup> Annual General Meeting of the Institute of Certified Investment and Financial Analysts (ICIFA) will be a hybrid meeting to be held on Friday, 27 June 2025 at 11.00 am at Mercure Hotel, Upperhill to transact the following business:

**Ordinary Business**

1. To confirm the presence of a quorum and apologies.
2. Adoption of the agenda.
3. To read the notice convening the meeting.
4. To confirm minutes of the Annual General Meeting held on 28 June 2024.
5. To receive, consider and adopt the Council's report.
6. To receive, consider and adopt the Financial Statements for the year ended 31 December 2024 and the Auditor's report thereon.
7. To confirm the election of the Chairperson of the Institute pursuant to Section 7 of the Investment and Financial Analysts Act (No. 13 of 2015) and the First Schedule of the Act.
8. To confirm the election of two Council members elected electronically to fill vacancies in the Council of the following pursuant to Section 11(f) of the Investment and Financial Analysts Act (No. 13 of 2015) and the Second Schedule of the Act:
  - i) FA Purity Kagendo, who is retiring, is eligible for re-election having served one-term;
  - ii) FA David Kanyi who is retiring, is eligible for re-election having served one-term.
9. To note that the Financial Statements for the year ending 31 December 2025 shall be audited by the Auditor General.
10. To consider any other business of an Annual General Meeting for which due notice has been given.

By Order of the Council

FA Diana Muriuki-Maina  
**SECRETARY**

16 May 2025

## **IMPORTANT NOTES**

1. *According to section 8 of the By-laws of the Institute, the method of voting shall be manual ballot system or electronic ballot or as may be determined by the Council. The Council elections in 2025 shall only be by electronic voting.*
2. *Only fully paid up Full members /Fellows of the Institute as at Friday, 30 May 2025 shall be entitled to vote via electronic voting.*
3. *Electronic voting for Council elections will be held from Monday, 23 June 2025, 11.00 am to Thursday, 26 June 2025, 11.00 am. Proxies for Council elections will not be allowed.*
4. *Every fully paid up Full member / Fellow of the Institute is entitled to appoint a proxy from among the fully paid up Full members / Fellows of the Institute to attend and vote in respect of the Annual General meeting resolutions on their behalf.*
5. *To be valid, proxy forms must be received by the Secretary using [ceo@icifa.co.ke](mailto:ceo@icifa.co.ke) not later than Friday, 20 June 2025 at 11.00 am before the Annual General Meeting.*
6. *Fully paid up Full members / Fellows intending to attend the physical Annual General Meeting are requested to register by Friday, 20 June 2025, 11.00 am.*
7. *An item may only be considered under any other business of an Annual General Meeting if received by the Secretary using [ceo@icifa.co.ke](mailto:ceo@icifa.co.ke) not later than forty-eight (48) hours before the Annual General Meeting.*