

NOTICE OF THE 9TH ANNUAL GENERAL MEETING

NOTICE is hereby given that the 9th Annual General Meeting of the Institute of Certified Investment and Financial Analysts (ICIFA) will be a hybrid meeting held on Friday, 28 June 2024 at 11.00 am at Kasneb Towers 2, 1st Floor, Multipurpose Hall, Upperhill, Nairobi 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 23 June 2023.
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 2023 and the Auditor's report thereon.
7. 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 Catherine Karita, who is retiring, is eligible for re-election having served one-term;
 - ii) FA Patricia Kiwanuka, who is retiring, is eligible for re-election having served one-term.
8. To note that the Financial Statements for the year ending 31 December 2024 shall be audited by the Auditor General.
9. 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
CEO & Secretary to the Council

26 April 2024

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 2024 shall only be by electronic voting.*

2. *Only fully paid up Full members / Fellows of the Institute as at Tuesday, 30 April 2024 shall be entitled to vote via electronic voting.*
3. *Electronic voting for Council elections will be held from Monday, 24 June 2024, 11.00 am to Thursday, 27 June 2024, 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 electronically.*
5. *To be valid, proxy forms must be received by the Secretary using ceo@icifa.co.ke not later than Friday, 21 June 2024 at 11.00 am before the Annual General Meeting.*
6. *Fully paid up Full members / Fellows intending to attend the Annual General Meeting are requested to register by Wednesday, 26 June 2024, 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 not later than forty-eight (48) hours before the Annual General Meeting.*