

**THE ANNUAL GENERAL MEETING OF THE MEMBERS OF THE JUBILEE INSURANCE UMBRELLA
SCHEME HELD VIRTUALLY ON TUESDAY, 5TH OCTOBER 2021 AT 10 AM**

Corporate Trustee Represented By:

Kevin Aricha	Kingsland Court Trustee Services Limited, Chairperson
Stephen Obudho	Kingsland Court Trustee Services Limited as Trust Secretary
Melissa Omeda	Kingsland Court Trustee Services Limited as Trust Secretary

Present:

Dr. Julius Kip'ngetich	Regional Chief Executive Officer (CEO), Jubilee Holdings Limited
Lawrence Karanja	Investment Manager, Jubilee Life Insurance Limited
Paul Omondi	Scheme Administration, Jubilee Life Insurance Limited
Clement Ochwada	Master of Ceremony
Neel Makwana	External Auditor, PKF Kenya
Wycliffe Maosa	External Auditor, PKF Kenya
Dennis Oluoch	Retirement Benefits Authority (RBA) Representative
Members of the scheme	

MIN 01/2021 – Reading the Notice for the Meeting and Introductions

The meeting was called to order and began with a word of prayer from George of Jubilee Life and opening remarks from Mr. Lawrence Karanja. He welcomed the members of the scheme and service providers present and then invited the Regional Chief Executive Officer (CEO), Jubilee Holdings Limited Dr. Julius Kipng'etich to give his keynote address.

MIN 02/2021 Welcome Remarks and Sponsor's speech

Dr. Julius Kipngetch proceeded to give his speech as the Sponsor of the scheme. He acknowledged the fact that the AGM was being held amid a global pandemic and urged members to continually take care and follow the COVID 19 safety protocols. He gave an overview of the investment market during the pandemic.

He informed members that Jubilee Insurance had brought in a partner in the General Insurance company, Allianz, which is one of the largest general insurers in the world. They had partnered to strengthen the foundation for the next 85 years. He reported that the Kenyan operations had already changed hands and subsequently they would hand over Uganda, Tanzania, Burundi, and Mauritius. He informed members that based on the half-year results, among its peers, Jubilee Insurance was the only one who made money in the insurance business, which showed that members' money had been invested well.

He informed members that Jubilee Life was improving its technology by moving its services to the cloud with a view of also implementing machine learning in its client management. He encouraged members to continue saving despite the difficult times and preserve their savings in the scheme.

MIN 03/2021 – Review of the Minutes of the Previous AGM

Stephen Obudho took members through the minutes of the previous meeting. The minutes were proposed as a true reflection by Christopher Nzioka, seconded by Pamela Lwanga.

MIN 04/2020 Trustee remarks

Mr. Kevin Aricha appreciated the members for attending the AGM. He urged members to take all measures to preserve themselves during the pandemic. He informed members that Kingsland Court was appointed as the Corporate Trustee of the fund as from 30 June 2020. He updated members on the governance of the scheme and investments during the pandemic. He appreciated members and participating employers for their continued contributions despite the hardships caused by the pandemic. He concluded by urging members to fill and update their nomination of beneficiary forms since it guides the trustees in the distribution of benefits upon the demise of the member.

MIN AGM05/2020 Presentation of the Audited Financial Statement

The Audit of the Scheme for FY2020 was conducted by the independent auditor, PKF – Kenya in accordance with the Retirements Benefit Act Section 34(3). The PKF representative, Wycliffe Maosa, took members through the Annual report and financial statements for the year ended 31 December 2020. The financial statements had been availed to the members through their representatives and Jubilee Insurance’s website as indicated in the AGM notice and the same would also be sent to individual members upon request.

The Auditor presented on the responsibilities of trustees and the independent auditors, membership of the scheme, statement of changes in net assets available for benefits, return on investments, and statement of net assets available for benefits.

The auditor concluded that the accompanying financial statements gave a true and fair view of the Jubilee Insurance Personal Pension Plan financial position as at 31st December 2020 and of its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standards and the Retirement Benefits Act.

MIN 06/2021 Administration Report

Mr. Paul Omondi took members through the scheme administration report. He highlighted on the roles and responsibilities of the Scheme Administrator which are to maintain and update membership records, pay all benefits, issue annual member statements and work with the other service providers to ensure the smooth running of the scheme.

He took members through the process of retirement planning, and reasons for savings. He encouraged members to start contributing to their pension early and the benefits of Additional Voluntary Contributions. He informed the members that the umbrella scheme consisted of many participating employers. He also educated members on the withdrawal process and how to access their benefits when they resign or retire, and the taxation procedure of retirement benefits when members withdraw. He reiterated to the members that it was important for them to target an income replacement ratio between 70-80% in retirement to enable them to live comfortably.

MIN 07/2021 Investment Report:

Mr. Lawrence Karanja took members through the Investment Report. He stated that Jubilee Life as the investment managers have a focus on postretirement financial security for the members with their main objectives being capital preservation, long-term capital growth, security, and quality of assets.

He reported that investment was within the Jubilee Life Insurance guaranteed fund, whereby there was a guaranteed return at the minimum return rate of 4%. He also confirmed that investment decisions were made by the Jubilee Life senior leadership. Assets were in a pooled fund arrangement where investment expenses were greatly reduced.

Market overview: The global GDP growth in 2020 was estimated to be at -4.3% due to covid 19 and the associated effects. In the first half of 2020 investors panicked and sold off stocks and other risk assets and instead purchased treasury securities and Gold. Equities saw a recovery in many markets in the second half of 2020 except in frontier markets that continue to lag in economic resilience. Crude oil prices slumped by 36% due to OPEC disagreements over oil production levels and the collapse of global demand due to shutdowns.

Asset allocation and Performance of the fund: The Scheme was compliant with the RBA limits on investments with assets distributed as follows: 85.7% in T-Bills and Treasury Bonds, 2.6% in real estate, 4.8% quoted shares, 6.6% unquoted shares, 0.3% in fixed and call deposits. No investments in corporate bonds. In the FY2020 the fund had a declared rate of 8.81% pa, which was above the industry average of 7.3% and the inflation rate of 5.24%. We anticipate that 2021 will be better given that the markets have been friendlier. The economy shrank by -1.1%.

He concluded by advising members on retirement planning in the new normal and wise financial management tips. He challenged members to think about whether they will have enough financial provision to live comfortably after retirement, what they wanted to do when they retire and where they wanted to live when they retire. He encouraged members to deliberately save and plan for their retirement.

MIN 08/2021 RBA Presentation

Mr. Dennis Oluoch reported on the industry developments and updates. He started by informing the members on the roles and mandates of the RBA which includes supervision of the industry stakeholders, protecting members' interest, advising the government on retirement laws, regulations and policies, and developing the industry through stakeholder engagements.

He further gave highlights of the industry developments which included changes brought about by the Retirement Benefits (Mortgage loans) (Amendment) Regulations 2020 which allowed members to access their pension savings to purchase a residential house. He also touched on the Finance Act 2021 which introduced a requirement for the registration of Corporate Trustees. New regulations were under discussion and public participation to enable institutions to establish stand-alone post-retirement medical funds.

MIN 09/2021 Question and Answer

The members made several inquiries which were addressed by the Service Providers present. Below is a sample paraphrased questions asked and responses:

a) Will my retirement benefits be taxed when I withdraw on grounds of ill health?

Yes, all benefits are taxed in the Scheme in accordance with the provision of the Income Tax Act and regulations. However, there are certain tax benefits and relief accrued while you work and contribute to your retirement pot.

b) Will a lump sum withdrawal of retirement benefits be taxed if I withdraw at the age of 65years?

Pension payments are exempted from tax from the age of 65yrs, however, lump sum payments are not exempted from tax.

c) Is the scheme booklet ready?

Once the Trustee finalises and executes the Trust Deed and Rules of the Scheme, the Scheme booklet would then be finalised and shared with members.

d) Is it possible to consolidate my benefits in the civil service retirement scheme with those in the Jubilee Umbrella Scheme?

The civil service scheme is registered as an act of parliament and not under the retirement benefits scheme, therefore it would be unlawful to consolidate your benefits.

e) Can I withdraw my retirement benefits while still in employment/service?

You can only access your retirement benefits when you resign from employment, emigrate from Kenya, or retire on early, normal or medical grounds.

MIN 10/2021 A.O.B

Mr. Lawrence Karanja gave a vote of thanks and appreciated all the stakeholders on the role each had played to ensure the success of the AGM. He also encouraged members to reach out to the administrators in case of any challenges.

There being no other business to discuss, the meeting ended at 1.12 PM with a word of prayer from Mary Maina.

SIGNED:.....

Chairperson, Corporate Trustee

Date: