



NOTICE OF THE ANNUAL GENERAL MEETING FOR THE YEAR ENDED DECEMBER 31, 2024

Dear Unit Trust Holder,

Notice is hereby given that in fulfillment of Regulation 134, part 12 of the Capital Markets (Collective Investment Schemes) Regulations 2023, **The 1st Annual General Meeting (AGM) of The Umbrella Mayfair Collective Investment Scheme** will be held via electronic communication (virtual) on Wednesday, 9th June 2025 at 10.00 am.

Join the meeting using the following link

[Microsoft Virtual Events Powered by Teams](#)

The following Ordinary business will be transacted at the AGM:

1. To read the notice convening the meeting and confirm presence of a quorum.
2. To receive, consider and if deem fit, adopt the Annual Report and Financial Statements for the year ended 31st December 2024, together with the Auditor's report thereon.
3. To note that the auditors, Moore-JVB, will continue in office until the conclusion of the next Annual General Meeting and to authorize the Corporate Trustee to fix their remuneration.
4. To receive and adopt proposed amendments to the Incorporation documents to align with regulatory requirements. That is the Trust Deed and Information Memorandum.
5. To transact any other business of the Umbrella Mayfair Collective Investment Scheme of which due notice has been received.

By Order of the Fund Administrator

Date: 25th March 2025.

NOTES

1. Any Participant (Hereinafter referred to as Unit Holder) in **The Umbrella Mayfair Collective Investment Scheme** who is entitled to attend and vote at the AGM of Unit Trust Portfolio is entitled to appoint a proxy to attend and vote on his/her behalf. A proxy need not be a Unit Holder and in this regard, you are cordially invited.
2. Registration for the AGM opens on Wednesday 26th of March 2024 at 2:00 pm and will close on Monday 7th April 2025 at 5:00 pm. Unit holders will not be able to register after Monday 7th April, 2025.

To register, click on the **"Register"** button on the right-hand side of your after opening the meeting link.

3. Only one proxy is permitted i.e. A Unit Holder shall be entitled to appoint no more than one (1) proxy to attend the annual general meeting.
4. The instrument appointing the proxy must be delivered to Mayfair Asset Managers Limited offices, 7th Floor, Right Wing, Mayfair Centre, Ralph Bunche Road, not less than forty-eight (48) hours before the meeting.
5. A proxy form is attached to this Notice and is available on Mayfair Asset Manager's Limited website via this link: <https://mayfairasset.com>. Physical copies of the proxy form are also available at Mayfair Asset Managers Offices, 7th Floor Mayfair Centre Building, Ralph Bunche Road, Nairobi. A proxy must be signed by the appointer or his attorney duly authorized in writing. If the appointer is a body corporate, the instrument appointing the proxy shall be signed under the hand of an officer or duly authorized attorney of such body corporate. A completed form of proxy should be emailed to invest@mayfairasset.com or delivered to Mayfair Asset Managers Limited, 7th Floor, Right Wing, Mayfair Centre, Ralph Bunche Road, Nairobi, so as to be received not later than Monday 7th April, 2025 at 10:00 a.m. Any person appointed as a proxy should submit his/her email address to the Scheme not later than 1st April 2025 at 10:00 a.m. Any proxy registration that is rejected will be communicated to the unit holder concerned no later than 7th April 2025 to allow time to address any issues.
6. Copies of the Annual Report and Audited Financial Statements for the year ended 31st December 2024 have been availed in the company's website www.mayfairasset.com.
7. Unit holders wishing to raise any questions or clarifications regarding the AGM may do so by:
 - I. sending their written questions via email to invest@mayfairasset.com or
 - II. to the extent possible, physically delivering their written questions with a return physical address or email address to Mayfair Asset Managers Limited, 7th Floor, Right Wing, Mayfair Centre, Ralph Bunche Road, Nairobi.

Unit holders must provide full details(Full names, ID/Passport Number, Member Number, Mobile number and a return email address) when submitting their questions and clarifications. All questions and clarification must reach the Company on or before Monday 7th April 2025 at 11:00am. Following receipt of the questions and clarifications, the Scheme Trustee/Administrator will provide written responses via the email address provided by the Unit Holder not later than 12 hours before the start of the general meeting. During the meeting, the Unit Holder may ask questions on the live stream chat. A full list of all questions received, and the answers thereto will be published on Mayfair Asset Manager's website not later than 12 hours after the start of the general meeting.

8. The AGM link shall be sent to all unit holders who will have registered to participate and their proxies on their registered email, 24 hours prior to the AGM acting as a reminder of the AGM. A second email prompt shall be sent one hour ahead of the AGM, reminding duly registered unit holders and proxies that the AGM will begin in an hour's time and provide a link to the live stream.