

ANNUAL GENERAL MEETING (AGM) OF THE MEMBERS OF THE JUBILEE INSURANCE PERSONAL PENSION PLAN HELD VIRTUALLY ON THURSDAY, 7TH OCTOBER 2021 AT 10 AM

Corporate Trustee Represented By:

Kevin Aricha	Kingsland Court Trustee Services Limited as 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
Catherine Kang'ata	General Manager - Corporate Pension and Group Life, Jubilee Life Insurance Limited
Lawrence Karanja	Investment Manager, Jubilee Life Insurance Limited
Clement Ochwada	Scheme Administration, Jubilee Life Insurance Limited
Paul Muiga	Master of Ceremony (MC)
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

Chairperson declared the meeting duly convened and constituted. The meeting began with a word of prayer from Mr. Paul Omondi and opening remarks from Ms. Catherine Kang'ata, General Manager of Corporate Pension and Group Life. She 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 Kipng'etich proceeded to give his speech. 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 economic environment during the pandemic.

He informed members that Jubilee Insurance had brought in a partner in the General Insurance division, Allianz, which is one of the largest general insurers in the world. They had partnered to strengthen the foundation of the General company for the next 85 years. He reported that the Kenyan operations had already changed hands and subsequently they would bring on board the Jubilee General Insurance companies in Uganda, Tanzania, Burundi, and Mauritius. He informed members that based on the half-year results, among all its peers, Jubilee Insurance was the only one who made a profit in the insurance business, which showed that members' money had been invested well. He reported that the fund had grown significantly and as at 31st Dec 2020 had reached 15.2bn and projected growth of Ksh 1bn to 1.5bn every year per annum.

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

Paul Muiga took members through the minutes of the previous meeting. The minutes were proposed as a true reflection by Alfred Mutua, seconded by Yvonne Gitobu.

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 with effect from 1st January 2021. 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 disruptions 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 05/2020 - Presentation of the Audited Financial Statement

The 2020 Audit was conducted by the independent auditor, PKF – Kenya as per the Retirements Benefit Act Section 34(3) requirements. The PKF representative, Neel Makwana, took members through the Annual report and financial statements for the year ended 31 December 2020. These accounts had been availed to the members through their representatives and Jubilee Insurance's website as indicated in the AGM notice and would also be sent to individual members upon request.

The Auditor presented 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 financial statements gave a true and fair view of The Jubilee Insurance Personal Pension Plan's 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. Clement Ochwada took members through the scheme administration report. He highlighted 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, the different types of retirement benefits schemes (provident fund and pension schemes), and reasons for savings. He encouraged members to start contributing to their pension early and reiterated the benefits of members making Additional Voluntary Contributions. He educated members on Annuity vs Income Draw Down and Taxation. He also informed members on the impact of Covid-19 crisis on pension schemes growth, and the availability of an online pension portal where members could view their details.

It was reported that the company was also in the process of setting up a personal provident fund which would allow members in the provident fund to access their benefits as a lump sum, while also registering an IDD to allow retirees to invest in if they do not wish to purchase an annuity. He also informed members that the Trustee and the team at Jubilee were working to implement the Mortgage Loan Regulations of 2020 which would allow members to access a portion of their benefits to buy a home.

MIN 07/2021 Investment Report:

Mr. Lawrence Karanja took members through the Investment Report. He stated that Jubilee Life Insurance as the Approved Issuer main objectives in investing the members' benefits was to achieve capital preservation, long-term capital growth, security, and investment in high-quality assets.

The investment of member benefits was done under the Jubilee Life Insurance guaranteed fund, with a guaranteed minimum investment return rate of 4% for the year and the investment decisions were made by the Jubilee Life senior management.

Market overview: The global GDP growth in 2020 was estimated to be at -4.3% due to covid-19 disruption and the associated effects. In the first half of 2020 investors panicked and sold off their equities and other risk assets and shifted monies to safer low yielding treasury securities and Gold. Equities markets saw a recovery in many markets in the second half of 2020 except in frontier markets that continue to lag on poor 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 fully compliant with the RBA asset allocation limit with 85.7% of assets invested in treasury securities in Kenya, 2.6% in real estate, 4.8% in quoted shares at the Nairobi Securities Exchange, 6.6% in unquoted shares, 0.3% in fixed and call deposits. The full-year investment return was declared at a rate of 8.81%, this was still above the industry average of 7.3% and the inflation of 5.24%. The Approved Issuer anticipates that 2021 will be better given that the markets were slowly recovering to pre-pandemic levels.

He concluded by advising members on retirement planning in the post-pandemic period and gave some wise financial management tips. He challenged members to think about whether they had 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 retirement industry developments. He started by informing the members of the roles of the RBA. He thereafter 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 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. Proposed regulations that were still undergoing public participation would also provide for the option of introducing a stand-alone post-retirement medical fund.

MIN 09/2021 Question and Answer

The members made several inquiries which were responded to by the Service Providers present. A sample of the questions asked and responses are highlighted below:

a) How can I access my statements?

The members were advised that Jubilee Life Insurance has an online portal where members could see their pension statements. Members are required to provide their personal details, national identification card, Kenya Revenue Authority Personal Identification details, phone number and email address to enable their profile to be updated in the portal.

b) Can I withdraw my benefits when I move to another employment?

It was advised that members who resign from employment and move to another employer can withdraw their benefits as provided under the retirement benefits act and regulation.

c) Have you explored providing medical insurance to retirees of the Scheme?

The Trustee confirmed that the Scheme trust deed and rules was being amended to allow members save for this purpose through a post retirement medical fund. Members would then be free to buy medical cover from Jubilee Insurance from this savings vehicle.

d) In the case of the death of a member, what documents would the Trustee require to pay benefits to the surviving beneficiaries and dependants?

The Trustee confirmed that notification of death of a member should be done by their next of kin or employer and the Trustee would require death certificate, marriage certificates, birth certificate of dependants, nomination of beneficiary form and any other information before they make a decision on payment.

e) With inflation being over 5%, how is Jubilee protecting members of the Scheme from devaluation of their benefits?

It as reported that the performance of the scheme was above the inflation rate hence the scheme was making positive real rates of returns, therefore members benefits were increasing in real terms and not losing vaue.

MIN 10/2021 Any Other Business

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 or if they had further questions.

There being no other business to discuss, the meeting ended at 1.10 PM with a word of prayer from Paul Muiga.

SIGNED:.....

Chairperson, Corporate Trustee

Date: