

- 1) In view of the ongoing Coronavirus 2019 (COVID-19) pandemic and the related public health regulations and directives the Annual General Meeting will be held virtually.
- 2) Shareholders wishing to participate in the meeting should register for the AGM online at <https://digital.candrgroup.co.ke> or by dialing USSD short code number *384*043# or via a link to the AGM Platform that will be sent to them via SMS and/or Email and following the various registration prompts. In order to complete the registration process, shareholders will need to have their ID/Passport Numbers which were used to purchase their shares and their shares account number or CDSC Account Number at hand. For assistance shareholders should dial the following helpline number+254 20 7608216 from 8:00 a.m. to 4:00 p.m. from Monday to Friday. Any shareholder outside Kenya should dial the helpline number to be assisted to register or send an email digital@candrgroup.co.ke.
- 3) Registration for the AGM opens on 3rd May, 2022 at 08:00AM and will close on 16th May, 2022 at 12.00 Noon.
- 4) Shareholders wishing to raise any questions or clarifications regarding the AGM may do so by:
 - a) Sending their written questions by email to digital@candrgroup.co.ke or
 - b) Shareholders who will have registered to participate in the meeting shall be able to ask questions via SMS by dialing the USSD code *384*043# and selecting the option (ask Question) on the prompts
or
 - c) Shareholders who will have registered to participate in the meeting shall be able to ask questions by visiting <https://digital.candrgroup.co.ke> platform; Select Attend Event; Select “Kakuzi Plc AGM”;
Select “Q&A” option tab and submit questions in text box provided; or
 - d) To the extent possible, physically delivering their written questions by 13th May, 2022 12:00 Noon with a return physical address or email address to the Company Registrars address: Custody & Registrars, at IKM Place, Tower B, 1st Floor, 5th Ngong Avenue
- 5) Shareholders wishing to vote may do so by:
 - a) Accessing Virtual AGM via <https://digital.candrgroup.co.ke> platform; Select Attend Event; Select “Kakuzi Plc AGM”; Select “Voting” option tab and vote; or
 - b) Accessing Virtual AGM via USSD platform*384*043# ; Use the menu prompts menu option for “Voting” and follow the various prompts regarding the voting process
- 6) In accordance with Section 298(1) of the Kenyan Companies Act, shareholders entitled to attend and vote at the AGM are entitled to appoint a proxy to vote on their behalf.
 - A proxy need not be a member of the Company. If the Proxy appointed is not the Chairman of the AGM, the appointed proxy will need access to a mobile telephone or an internet enabled device.
 - A proxy form is included in this Annual Report and is also available on the Company’s website via this link: <https://www.kakuzi.co.ke/regulatory-news>. Physical copies of the proxy form are also available at the Company Registrars address: Custody & Registrars, IKM Place, Tower B, 1st Floor, 5th Ngong Avenue, Nairobi.
 - A proxy form 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 given under its common seal or under the hand of an officer or duly authorized attorney of such body corporate.
 - A completed form of proxy should be emailed to proxy@candrgroup.co.ke or delivered to Custody & Registrars, at IKM Place, Tower B, 1st Floor, 5th Ngong Avenue, Nairobi so as to be received not later than Friday 13th May 2022 at 12.00 Noon. Any person appointed as a proxy should submit his/her email or mobile telephone number to the Company no later than Friday 13th May 2022 at 12.00 Noon.
 - Any proxy registration that is rejected will be communicated to the shareholder concerned not later than Monday 16th May 2022 to allow time to address any issues.

- 7) The AGM will be streamed live via a link which shall be provided to all shareholders who will have registered to participate in the general meeting. Duly registered shareholders and proxies will receive a short message service (SMS) and/or an email prompt on their registered mobile numbers, 24 hours prior to the AGM acting as a reminder of the AGM. A second SMS and/or an email prompt shall be sent one hour ahead of the AGM, reminding duly registered shareholders and proxies that the AGM will begin in an hour's time and providing a link to the live stream.
- 8) Duly registered shareholders and proxies may follow the proceedings of the AGM using the live stream platform and may access the agenda. Duly registered shareholders and proxies may vote (when prompted by the Chairman) via the USSD *384*043# or *Voting Matters* tab on the live stream display screen
- 9) A poll shall be conducted for all the resolutions put forward in the notice.
- 10) Results of the AGM shall be published within 24 hours following conclusion of the AGM
- 11) The preferred method of paying dividends which are below Kshs 140,000.00 is through M-PESA. Shareholders who wish to receive their dividend through M-PESA and who have not registered for this mode of payment can opt to receive future dividends by dialing *483*038# or contacting the Share Registrar, Custody & Registrars Services Limited
- 12) All present and former shareholders of the Company are hereby notified that pursuant to the provisions of the Unclaimed Financial Assets Act No 40 of 2011 Parts II and III, dividends and shares which have not been claimed for a period of three (3) years or more will require to be delivered to the Unclaimed Financial Assets Authority ('the Authority') as abandoned assets on the appointed date.

Therefore, all present and former shareholders with unpaid dividends are requested to urgently contact the Share Registrar, Custody & Registrars Services Limited at the address indicated below to claim any unpaid dividends to avert the risk of the dividends being forwarded to the Authority.

Custody & Registrars Services Limited (C&R Group)
IKM Place, Tower B, 1st Floor 5th Ngong Avenue, Nairobi
Tel: Mobile: +254 20 7608216,