



# CHAI DIAMOND INVESTMENT LTD

(A subsidiary of CHAI SACCO, herein referred to as “the Company”)

**KTDA PLAZA 1<sup>st</sup> Floor, Moi Avenue, Nairobi. P.O. Box 278-00200,  
Nairobi. Tel :0758949654 Website: [www.chaidiamond.co.ke](http://www.chaidiamond.co.ke)  
Email: [chaidiamond@chai-sacco.co.ke](mailto:chaidiamond@chai-sacco.co.ke)**

## NOTICE OF THE 13TH ANNUAL GENERAL MEETING OF THE COMPANY

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**NOTICE** is hereby given that the 13<sup>th</sup> Annual General Meeting (AGM) of Chai Diamond Investment limited will be held virtually via Zoom on Saturday, 12 July 2025 from 10.00 a.m. to transact the following business:

1. To read the notice convening the meeting.
2. To table proxies and confirm the presence of quorum.
3. To receive and adopt the Chairman’s Report for the year ended 31 December 2024.
4. To receive, consider and adopt the audited financial statements for the financial year ended 31<sup>st</sup> December 2024, together with the reports of Directors and Auditors thereon.
5. To elect Directors in place of those retiring in accordance with the provisions of the Company’s Articles of Association.
  - 5.1. To note the retirement of Mr. Lameck Migiro and Mr. James Hinga, both representing Chai Sacco, from the Board of Directors. Chai Sacco shall nominate and appoint new representatives to the Board in accordance with the Company’s Articles of Association.
  - 5.2. To note the retirement of Mr. James Nteere Kuungania, the representative of the East of Rift Valley Region, from the Board of Directors.
6. To consider and approve Director’s remuneration.
  - 6.1. To approve the payment of Kenya Shillings Seven Hundred Thousand (Kshs. 700,000) as Directors’ fees for the year ending 31<sup>st</sup> December 2025.
7. Appointment external Auditor
  - 7.1. To re-appoint, Messrs. Henry Smith & Wilson as the Company’s auditors in accordance with Section 721 of the Companies Act (Act No.17 of 2015) for the financial year ending 31<sup>st</sup> December 2025 and to authorize the Directors to fix their remuneration.
8. To consider Any Other Business for which due notice will have been received in accordance with the Company’s Articles of Association and the Companies Act, 2015.

### BY ORDER OF THE BOARD

**Purity Gichuki**

**Company Secretary**

**[purity.gichuki@gmail.com](mailto:purity.gichuki@gmail.com)**

16 June 2025

### Note to Shareholders:

- Shareholders are advised to contact **Kelvin Koome** on **+254 758 949 654** to receive Zoom dial-in details by **9 July 2025**.
- A member entitled to attend, and vote is entitled to appoint a proxy. Completed **proxy forms** must be submitted to the Company Secretary at [purity.gichuki@gmail.com](mailto:purity.gichuki@gmail.com) or delivered to the registered office **at least 48 hours before** the meeting. Proxy forms are available at [www.chaidiamond.co.ke](http://www.chaidiamond.co.ke).
- **Nominations for directorship** must be submitted in writing, with the nominee’s details and consent to act, to the Company Secretary by **5 July 2025**.
- Any shareholder wishing to raise a matter under **Any Other Business (AOB)** should submit it in writing to the Company Secretary **no later than 5 July 2025**, in line with the Company’s Articles of Association.
- The **audited financial statements, proxy forms**, and other AGM documents are available at [www.chaidiamond.co.ke](http://www.chaidiamond.co.ke).