



# KENYA AIRWAYS PLC

## 44TH ANNUAL GENERAL MEETING

### REGISTRATION PROCESS

Registration for the AGM opens on **Friday, 19th June 2020 at 8:00 a.m.** and will close on **Thursday, 25th June 2020 at 9.00am.** Shareholders will not be able to register after **Thursday, 25th June 2020 at 9.00am.** Shareholders will be able to register to follow the Virtual Annual General Meeting, vote electronically or by proxy and ask questions in the manner detailed below:

## REGISTRATION

### A) Online Registration

Shareholders wishing to participate in the meeting should register for the Virtual AGM via <https://digital.candrgroup.co.ke>



### B) Registering via USSD

- Register via USSD using short code number **\*384\*046#** and follow the various prompts regarding the registration process. The Costs for the USSD registration and AGM attendance will be met by Kenya Airways Plc.

In order to complete the registration process, Shareholders will need to have:

- Shares Account Number or CDSC Account Number
- ID/Passport Number used at the time of purchasing their shares



### C) For assistance

- Dial our helpline numbers: **+254 20 8690360** or **+ 254 20 7608216** from **8:00 a.m. to 3:00 p.m.** during the registration open period.
- Any Shareholder outside Kenya should dial the helpline number to be assisted to register or send an email to **digital@candrgroup.co.ke**

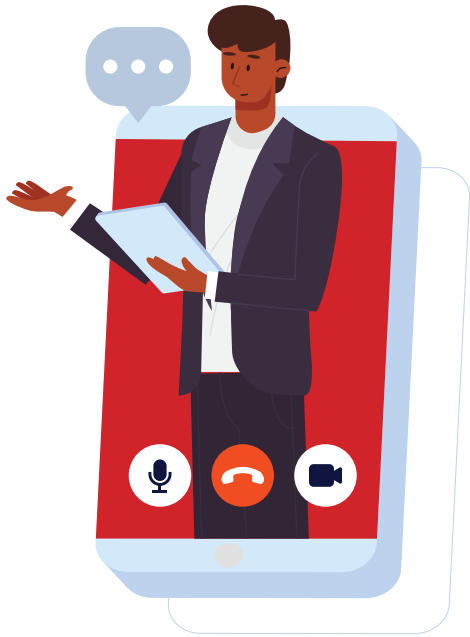


### To access the Virtual AGM

- Shareholders can access the Virtual AGM using their login credentials via <https://digital.candrgroup.co.ke> to view the livestream and vote and submit questions.
- Shareholders without internet access can access the Virtual AGM and vote and submit questions using their log in credentials via USSD **\*384\*046#**

# Q&A SESSION

Shareholders wishing to raise any questions for the AGM may do so prior to the AGM (during the registration open period) or during the live event as follows:



## During the AGM

- Shareholders accessing the Virtual AGM via <https://digital.candrgroup.co.ke> platform: -
  - Select Attend Event.
  - Select (Insert Issuer Name) AGM.
  - Select Q&A option tab and submit questions in text box provided

OR

- Shareholder accessing Virtual AGM via USSD platform \*384\*046#  
Use the menu prompts to Select:
  - Kenya Airways Plc AGM;
  - Select the menu option for Q&A and submit their questions (within 160-character limit for sms text)

## Prior to AGM

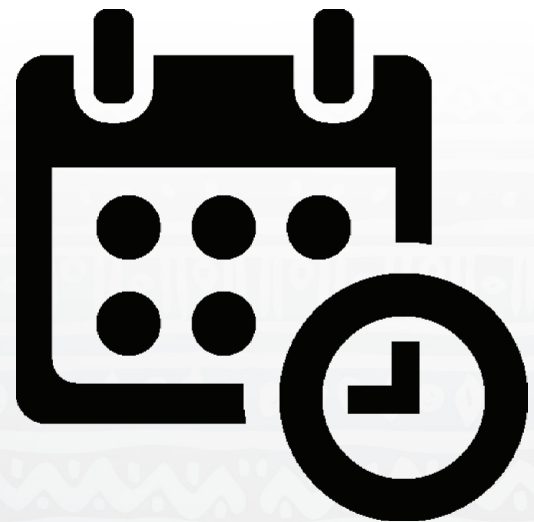
- Access <https://digital.candrgroup.co.ke>
  - Select Attend Event; Select Kenya Airways Plc AGM; Select Q&A option tab and submit their questions in the text box provided;

OR

- Send written questions by email to [digital@candrgroup.co.ke](mailto:digital@candrgroup.co.ke)

OR

- Physically deliver written questions with a return physical address or email address to the offices of Custody and Registrars Services Ltd, Company's Registrars, at IKM Place, Tower B, 1st Floor, 5th Ngong Avenue.



### Note:

Shareholders sending questions by email or delivering to C&R Group must provide full details (full names, Shares Account Number//CDSC Account Number) when submitting their questions and clarifications. Attach an ID/Passport copy. All questions and clarification must reach the C&R Group on or before Wednesday, 24th June 2020 at 9.00am

# VOTING

Shareholders wishing to vote during the AGM may do so when prompted by:

- 1. Accessing Virtual AGM via <https://digital.candrgroup.co.ke>**
  - a. Select Attend Event.
  - b. Select Kenya Airways Plc AGM
  - c. Select Voting option tab and vote
- 2. Accessing Virtual AGM via USSD platform –**
  - a. Use the menu prompts to Select: (Kenya Airways Plc AGM);
  - b. Select menu option for Voting
  - c. Follow the various prompts regarding the voting process
- 3. Vote prior to the AGM:**
  - a. A shareholder may vote during the registration open period by following the steps set out in (1) or (2) above



# ATTENDANCE

1. The Virtual AGM will be accessible to Shareholders and proxies who have duly registered and received the log-in credentials.
2. Duly registered Shareholders and proxies will receive a short message service (SMS/USSD) prompt on their registered mobile numbers, 24 hours prior to the AGM acting as a reminder of the AGM.
3. A second SMS/USSD prompt shall be sent two hours ahead of the AGM, reminding duly registered Shareholders and proxies that the AGM will begin in two hours' time.

Shareholders are encouraged to continuously monitor the Company's website <https://corporate.kenya-airways.com/investorsand-shareholders/en/> for updates relating to the AGM due to the continuous evolving situation with COVID-19 pandemic and the Government directives being subject to change. We appreciate the understanding of our Shareholders as we navigate the changing business conditions posed by COVID-19 pandemic.