

CONTENTS



| | Page |
|--|---------|
| Directorate and Administration | 2 |
| Notice of Annual General Meeting | 3 – 4 |
| Report of the Directors | 5 – 6 |
| Chairman's Statement | 7 – 10 |
| Report of the Auditors | 11 |
| Consolidated Profit and Loss Account | 12 |
| Consolidated Balance Sheet | 13 |
| Balance Sheet of Company | 14 |
| Statement of Source and Application of Funds | 15 |
| Notes to the Accounts | 16 – 23 |
| Analysis of Advances | 24 |
| Directory of Services | 25 – 26 |
| Proxy Form | 27 |
| Fomu ya Mwakilishi | 28 |

CMA – Ke Library



AR0392

CMA-LIBRARY



DIRECTORATE AND ADMINISTRATION

Directors

Mr Charles Davy Kipng'etich Arap-Kirui – Chairman
Mrs Anne Atieno Weda Amissabuor
Mr Kungu Gatabaki
Mr Martin Geake
Mr Benjamin Kipkech Kipkulei (Alternate – Mr F S O Awuor)
Mr Walter Bernard Mukundi Mukuria (Managing)
Mr Abdullahi Mohamed Hussein Sharawe (Alternate – Mr Z. M. Bukania)

Company Secretary

S W Waiganjo B Comm (Hons), FCPA (K), ACIS

Share Registrar

A W Matu (Miss) CPS (K)

Auditors

Peat Marwick
Certified Public Accountants
PO Box 40612, Nairobi

Registered Office & Head Office

Rehani House, Kenyatta Avenue / Koinange Street
PO Box 30088, Phone 333910, 221101, Fax 334670

Branches

Nairobi – Rehani House, Kenyatta Avenue / Koinange Street
PO Box 30088, Phone 333910, 221101, Fax 334670

Nairobi – Gill House, Moi Avenue
PO Box 73340, Phone 333761 / 221606, Fax 228436

Nairobi – Maserah House, Kenyatta Market
PO Box 19679, Phone 727864 / 65, Fax 727873

Mombasa – Permanent House, Moi Avenue
PO Box 84839, Phone 28776, Fax 227609

Nakuru – AFC Building, Geoffrey Kamau Way
PO Box 7259, Phone 43399, 422816, Fax 213723

Nyeri – Kimathi Way
PO Box 693, Phone 2909, Fax 2290

Eldoret – KVDA Plaza, Oloo Street / Utalii Street
PO Box 9015, Phone 32571 / 2, Fax 61774

Kisumu – Tivoli Centre, Court Road
PO Box 1557, Phone 40910 / 1, Fax 21422

Meru – Tom Mboya Street
PO Box 1911, Phone 30586, Fax 30569

Subsidiary Companies

Kenya Building Society Ltd, Rehani House,
Kenyatta Avenue / Koinange Street
PO Box 40151, Phone 333910, 782966 / 7, Fax 334670

First Permanent (East Africa) Ltd, Rehani House,
Kenyatta Avenue / Koinange Street,
PO Box 30088, Phone 333910, 221101, Fax 334670

NOTICE OF THE ANNUAL GENERAL MEETING

NOTICE is hereby given that the 29th Annual General Meeting of the Housing Finance Company of Kenya Limited will be held at the Safari Park Hotel, Nairobi, on Friday, 19th May, 1995 at 12.00 noon for the following purposes:-

1. To confirm the minutes of the 28th Annual General Meeting held on Friday, 20th May, 1994.
2. To receive, consider and adopt the accounts for the year ended 31st December, 1994 together with the Directors' and Auditors' Reports thereon.
3. To declare a dividend.
4. To elect Directors:-
 - (a) Mr Kungu Gatabaki retires by rotation in accordance with Article 78 of the Company's Articles of Association and being eligible offers himself for re-election.
 - (b) Mr Martin Geake retires by rotation in accordance with Article 78 of the Company's Articles of Association and being eligible, offers himself for re-election.
 - (c) Mr Benjamin Kipketch Kipkulei, having been appointed to the Board under Article 84 of the Company's Articles of Association, retires at this Annual General Meeting and being eligible, offers himself for re-election.
 - (d) Mr Charles Davy Kipng'etich Arap-Kirui, having been appointed to the Board under Article 84 of the Company's Articles of Association, retires at this Annual General Meeting and being eligible, offers himself for re-election.
 - (e) Mrs Anne Atieno Weda Amissabuor, having been appointed to the Board under Article 84 of the Company's Articles of Association, retires at this Annual General Meeting and being eligible, offers herself for re-election.
 - (f) Mr Abdullahi Mohamed Hussein Sharawe, having been appointed to the Board under Article 84 of the Company's Articles of Association, retires at this Annual General Meeting and being eligible, offers himself for re-election.
5. To fix the remuneration of Directors.
6. To note that Messrs Peat Marwick will continue in office as Auditors by virtue of Section 159(2) of the Companies Act (Cap. 486) and authorise Directors to fix their remuneration.
7. To transact any other ordinary business of an Annual General Meeting.

By Order of the Board

S W Waiganjo
Company Secretary
Nairobi: 3rd March, 1995

Notes:

- (i) Any member of the Company entitled to attend and vote at the above meeting is entitled to appoint a proxy to attend and vote instead of him. The proxy should be completed and returned to the Secretary, Rehani House, Nairobi, so as to reach him not later than 24 hours before the time appointed for holding the meeting.
- (ii) A person appointed to act as Proxy need not be a member of the Company.
- (iii) If the appointer is Government or any Corporation the Proxy must be under seal or under the hand of an Officer duly authorised in that behalf.



REPORT OF THE DIRECTORS

The Directors have pleasure in presenting their report and the Audited Accounts of the Company for the year ending 31st December, 1994.

1. Principal activities

The Company is a Mortgage Institution licensed under the Banking Act (Cap. 488) and seeks to encourage and promote the flow of savings both private and public into financing home-ownership through provision of savings and deposit facilities as well as such other services as the acceptance and administration of provident funds.

2. Results

Kshs. '000

| | |
|--|----------------|
| Pre-tax profit of the Group for the year | 279,165 |
| Taxation thereon | <u>113,182</u> |
| Profit after taxation | <u>165,983</u> |

3. Dividend

The Directors recommend a dividend of 20% on the paid-up share capital of Kshs 345,000,000. This will be paid on or about 22nd May, 1995 to shareholders registered as at the close of business on 7th April, 1995.

4. Directors

The Directors who have held office since 1st January, 1994 are as follows:

| | |
|--|----------------------------|
| Mrs Anne Atieno Weda Amissabuor | (with effect from 3.2.95) |
| Col. (Rtd) Meshack Kiptoo Birgen | (died on 15.6.94) |
| Mr David John Burndred | (resigned on 3.2.95) |
| Mr Kungu Gatabaki | |
| Mr Martin Geake | (with effect from 1.4.94) |
| Dr Wilfred Koinange | (resigned on 12.5.94) |
| Mr Benjamin Kipketch Kipkulei | (with effect from 12.8.94) |
| Mr Charles Davy Kipng'etich Arap-Kirui | (with effect from 3.2.95) |
| Mr Simeon S. Lesirma | (resigned on 24.5.94) |
| Mr Sammy Muthoka Mbova | (resigned on 19.1.95) |
| Mr Walter Bernard Mukundi Mukuria | (Managing) |
| Mr Stephen Potter | (resigned on 31.3.94) |
| Mr Abdullahi Mohamed Hussein Sharawe | (with effect from 3.2.95). |

Mr Kungu Gatabaki retires by rotation and being eligible, offers himself for re-election.

Mr Martin Geake retires by rotation and being eligible, offers himself for re-election.

In accordance with the Articles of Association, Mrs A. A. W. Amissabuor and Messrs C. D. K. Arap-Kirui, B. K. Kipkulei and A. M. H. Sharawe, having been appointed to the Board under Article 84 of the Company's Articles of Association, retire at this Annual General Meeting and being eligible, offer themselves for re-election.

7. Auditors

The Auditors, Messrs Peat Marwick will be re-appointed under Section 159 (2) of the Companies Act (Cap. 486) at a fee to be determined by the Directors.

By Order of the Board

*S W Waiganjo
Company Secretary
Nairobi: 3rd March, 1995*



*One of the winning entries from the inaugural HFCK calendar visual art competition in 1994
entitled "SHELTER".*



CHAIRMAN'S STATEMENT

Ladies and Gentlemen,

It is with great pleasure that I welcome you to our 29th Annual General Meeting.

I must begin the Chairman's statement for the year ended 31st December, 1994 by paying tribute to my predecessor the late Col. (Rtd) Meshack Kiptoo Birgen who guided the Group so ably since 1987 till he met his untimely death on 15th June, 1994. It is a great honour for me to have been asked to follow him as Chairman and I shall do my best to emulate his outstanding contribution to the Group.

Operating Results

The Group's consolidated profit for the year ended 31st December, 1994 increased to Kshs. 279,165,000 from Kshs. 228,886,000 in the previous year. After deducting corporation tax of Kshs. 113,182,000 payable to the Government the profit after tax is Kshs. 165,983,000 compared to Kshs. 144,340,000 for the last year.

Dividends

The Board of Directors recommend the payment of a first and final dividend of 20% on the issued share capital of Kshs. 345 million. The issued share capital was increased from Kshs. 230 million to

TAARIFA YA MWENYEKITI

Mabibi na Mabwana,

Nina furaha kubwa kuwakaribisha kwenye huu Mkutano Mkuu wa 29.

Sina budi kuanza taarifa ya Mwenyekiti ya mwaka uliomalizika tarehe 31 Desemba 1994 kwa kushukuru Mwenyekiti aliyenitangulia marehemu Col. (Rtd) Meshack Kiptoo Birgen ambaye aliongoza kundi letu la makampuni kwa ufanisi mkubwa hadi alipoaga dunia tarehe 15 Juni 1994. Ni heshima kubwa kwangu kuwa nilipewa fursa ya kuchukua mahali pake kama Mwenyekiti na nitafanya kila juhudi kuzingatia mchango wake wa kufana sana kwa kundi letu la makampuni.

Matokeo ya Utendaji

Faida ya kundi kabla ya kutolewa kodi kwa mwaka uliomalizika tarehe 31 Desemba 1994 iliongezeka hadi Kshs 279,165,000 kutoka Kshs 228,886,000 mwaka uliotangulia. Baada ya kulipa kodi ya makampuni ya Kshs 113,182,000 kwa serikali, faida baada ya kodi ni Kshs 185,181,000 ikilinganishwa na Kshs 144,430,000 ya mwaka uliotangulia.

Malipo kwa wenye hisa

Halmashauri ya Wakurugenzi inapendekeza malipo ya kwanza na ya mwisho ya asilimia 20 kwa jumla ya hisa



Koma Rock Estate Phase III currently under construction. The maximum advance relating to estate properties has recently been increased from Kshs 1.5 million to Kshs 2 million.

Kshs. 345 million in the course of the year by an issue of bonus shares at the rate of one share for two shares then held. The rate of dividend has been retained at Kshs. 1 per share.

Subsidiary Companies

KENYA BUILDING SOCIETY LIMITED

Kenya Building Society Limited, a wholly owned subsidiary, completed construction



Model house at Bamburi / Mtopanga estate, Mombasa.

of Phase II houses in Koma Rock, Nairobi and has embarked on Koma Rock Estate Phase III where approximately 1,000 units are planned. Construction of 415 of these units commenced during the year and it is hoped that these houses will be available for sale during the third quarter of 1995. Outside Nairobi the Company has started construction of 100 houses at Bamburi / Mtopanga, Mombasa, and the houses will be ready for sale in October 1995. The company made a substantial contribution to the Group profits during the year.

FIRST PERMANENT (EAST AFRICA) LIMITED

This is another wholly owned subsidiary which owns three properties in Nairobi which are currently let. The coming year should, your Board hopes, see this Company increase its contribution to Group profits to even higher levels as rentals continue increasing.

milioni 345. Jumla ya hisa iliongezwa kutoka Kshs 230 milioni hadi Kshs 345 milioni kwa kutolewa hisa-bakshishi kwenye kiwango cha hisa moja kwa kila hisa mbili. Kiwango cha malipo kwa wenye hisa kinabakia kwenye Kshs 1 kwa kila hisa.

Makampuni ya HFCK

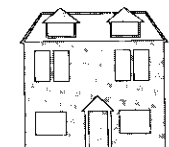
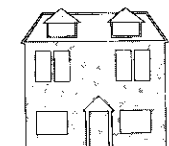
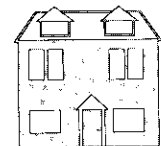
Kampuni la Kenya Building Society Limited, ambalo ni mali kamili ya HFCK lilimaliza ujenzi wa Awamu ya Pili ya nyumba kwenye Koma Rock, Nairobi na limeanza Mtaa wa Awamu ya Tatu wa Koma Rock ambapo kunanuiwa kujengwa nyumba takribani 1,000. Ujenzi wa nyumba 415 miongoni mwa hizo ulianza mwaka ambao uliopita na inatumainiwa kwamba nyumba hizo zitakuwa tayari kuuzwa kwenye robo ya tatu ya mwaka wa 1995. Nje ya Nairobi kampuni imeanza ujenzi wa nyumba 100 huko Bamburi / Mtopanga, Mombasa. Nyumba hizo zitakuwa tayari kuuzwa mwezi wa Oktoba, 1995.

FIRST PERMANENT (EAST AFRICA) LIMITED

Hili ni kampuni jingine ambalo ni mali kamili ya HFCK. Kampuni hili lina mijengo mitatu Nairobi ambayo inakodishwa kwa hivi sasa. Halmashauri inatumai kwamba mwaka ujao hili kampuni litaongeza mchango wake kwenye faida za Kundi hadi kiwango cha juu zaidi kadiri malipo ya kukodisha nyumba yaendeleavyo kupanda.



One of the high class bungalows financed by the company in an urban area. A mortgage of 90% of cost or valuation is available subject to a maximum loan of Kshs 5 million on such a building.



Interest Rate on Mortgages

Your Company is a principal player in the mortgage market. The mortgages are funded through public deposits as you will note in our balance sheet. The high Treasury Bills Rate offered by the Central Bank of Kenya in the course of 1993 had the effect of pushing up the rate of interest payable to our depositors which led to subsequent adjustment of mortgage interest rate to 26% p.a. with effect from 1st January, 1994. I am happy to report that as a result of the lower Treasury Bills Rate and the liberalisation of the money market it has been possible to lower the cost of borrowing with the benefit thereof being passed to the mortgagors who will now pay a reduced mortgage interest rate of 22% per annum with effect from 1st January, 1995. We look forward to increased business as lower rates of interest will enable more Kenyans to borrow to put up shelter either in their rural set-up or in the urban areas.

Directors

There were several changes in your Board during 1994. My predecessor died on 15th June, 1994 while Dr Wilfred Koinange and Messrs D. J. Burndred and Simeon S. Lesrima resigned from the Board. Mr Sammy Muthoka Mbova who was appointed in the course of the year also left the Board. To these Directors I say thank you for your contribution to the

Riba ya Mikopo ya Ujenzi

Kampuni lenu ni mshiriki mkubwa kwenye soko la mikopo ya ujenzi. Mikopo ya ujenzi inagharamiwa na pesa zinazowekwa na umma kama mtakavyoona kwenye mpangilio wa mapato na matumizi ya pesa. Kiwango cha juu cha hati za serikali za pesa kilichotolewa na Banki Kuu ya Kenya mwaka wa 1993 kilisababisha kuongezeka kwa kiwango cha riba kinacholipwa kwa wateja wetu. Jambo hili lilisababisha kuongezwa kwa riba ya mikopo ya ujenzi hadi asilimia 26 kwa mwaka kuanzia tarehe 1 Januari 1994. Nina furaha kuwatangazia kwamba kushuka kwa kiwango cha hati za serikali za pesa pamoja na kulegezwa masharti kwenye soko la pesa kumewezesha kupunguzwa gharama za kukopa. Jambo hili limenufaisha wanaokopa pesa za ujenzi. Sasa watalipa kiwango cha chini cha riba cha asilimia 22 kwa mwaka kuanzia tarehe 1 Januari, 1995. Tunatarajia kuongezeka kwa biashara kwa vile kupunguka kwa kiwango cha riba kutawezesha Wakenya wengi kukopa ili kujenga mashambani au kwenye maeneo ya mijini.

Wakurugenzi

Kulikuwa na mabadiliko mengi kwenye Halmashauri yenu mwaka wa 1994. Mwenyekiti aliyenitangulia aliaga dunia tarehe 15 Juni, 1994. Dr Wilfred Koinange na Mabwana D. J. Burndred na Simeon S.



One of the high class rural properties financed by the company. The maximum advance relating to rural properties has recently been increased from Kshs 500,000 to Kshs 750,000.



Mr John K. Mahia, Deputy General Manager receiving a Long Service Award from the Managing Director, Mr Walter B. M. Mukuria, after faithfully serving the company for 25 years.

growth of the Company. To the departed former Chairman I say "rest in peace".

Mrs Anne Atieno Weda Amissabuor, Mr Benjamin Kipketch Kipkulei, and Mr Abdullahi Mohamed Hussein Sharawe joined the Board in the course of the year and on your behalf I would wish to welcome the new Directors into the Board.

Staff and Customers

I wish to record our warmest thanks to the Management and staff on behalf of the Board and shareholders for their contribution during the past year and very special thanks to our depositors and our customers for their support and goodwill.

I trust that the Management and staff will give me the same support and co-operation they extended to my predecessor.

C. D. K. Arap-Kirui
Chairman

Lesrima walijiuzulu kutoka Halmashauri. Bw. Sammy Muthoka Mbova ambaye aliteuliwa mwaka huo huo pia aliondoka kutoka kwa Halmashauri. Kwa wakurugenzi hawa nasema asante kwa mchango wenu kwenye kukua kwa kampuni. Kwa Mwenyekiti aliyenitangulia, marehemu Col. (Rtd) Meshack Kiptoo Birgen, nasema "Mungu akuweke mahali pema peponi".

Bi. Anne Atieno Weda Amissabuor, Bw. Benjamin Kipketch Kipkulei, Bw. Abdullahi Mohamed Hussein Sharawe walijiunga na Halmashauri na kwa niaba yenu ningependa kuwakaribisha hawa wakurugenzi wapya kwenye Halmashauri.

Kwa niaba ya Halmashauri na wenye hisa ningependa kutoa shukrani kubwa kwa wasimamizi na wafanyakazi wa kampuni kwa mchango wao mwaka uliopita. Ningependa pia kutoa shukrani maalum kwa wawekaji pesa na wateja wetu kwa kutuunga mkono.

Naamini kuwa wasimamizi na wafanyakazi wa kampuni wataniunga mkono na kushirikiana nami kama walivyofanya kwa Mwenyekiti aliyenitangulia.

C. D. K. Arap-Kirui
Mwenyekiti

REPORT OF THE AUDITORS

We have audited the accounts as set out on pages 12 to 23 and have obtained all the information and explanations which we considered necessary. Proper books have been kept and the Balance Sheet is in agreement therewith.

In our opinion the accounts, which have been prepared on the basis of the accounting policies set out on page 16, give a true and fair view of the state of affairs of the Company and of the Group at 31st December, 1994 and of the profit and source and application of funds of the Group for the year to that date and comply with the requirements of the Companies Act.

Peat Marwick
Certified Public Accountants
P.O. Box 40612
Nairobi.

Date: 3rd March, 1995

TAARIFA YA WAKAGUZI WA HESABU

Tumekagua hesabu zilizoko kwenye kurasa 12 hadi 23 na tumepatiwa taarifa na maelezo yote sahihi wakati wa ukaguzi wetu. Vitabu vya hesabu vimewekwa kwa njia sahihi na Urari wa Hesabu unalingana na vitabu hivyo.

Kwa maoni yetu, hesabu hizi ambazo zimeandaliwa kulingana na maongozi ya hesabu yaliyoko kwenye kurasa 16, zinaeleza ukweli na maoni ya haki jinsi hali ilivyo katika Kampuni na kundi lake kufikia tarehe 31 Desemba, 1994 na kuhusu faida na mapato na matumizi ya fedha za kundi kwa mwaka ulioisha tarehe hiyo na yakalingana na masharti ya Sheria za Makampuni.

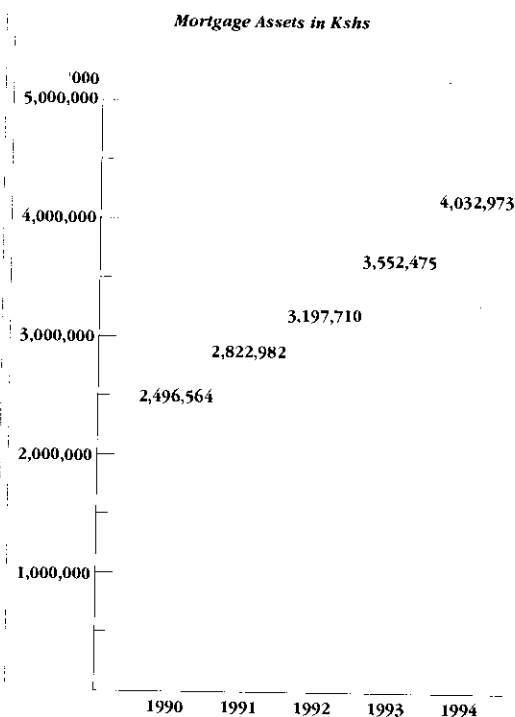
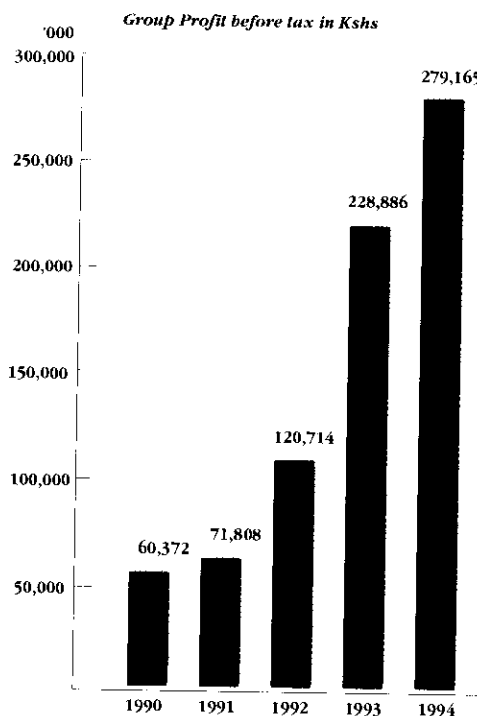
Peat Marwick
Certified Public Accountants
P.O. Box 40612
Nairobi.

Date: 3rd March, 1995

for the year ended 31st December, 1994

| | Note | 1994 Kshs | 1993 Kshs |
|------------------------------|------|---------------|---------------|
| Profit before Taxation | 2 | 279,165,268 | 228,886,214 |
| Taxation | 3 | (113,181,912) | (84,546,253) |
| Profit after Taxation | | 165,983,356 | 144,339,961 |
| Dividends | | | |
| – Proposed | | (69,000,000) | (46,000,000) |
| Retained profit for the year | | 96,983,356 | 98,339,961 |
| Retained profit for the year | | | |
| The parent company | | 78,971,690 | 86,560,261 |
| Subsidiary companies | | 18,011,666 | 11,779,700 |
| | | 96,983,356 | 98,339,961 |
| Earnings per share | 4 | Kshs 2.41 | Kshs 2.09 |

The notes on pages 16 to 23 form part of these accounts.



CONSOLIDATED BALANCE SHEET

at 31st December, 1994

| | Note | 1994 Kshs | 1993 Kshs |
|---|------|----------------------|----------------------|
| Fixed Assets | 5(a) | 310,747,296 | 260,768,711 |
| Investment Properties | | 9,817,231 | 9,817,231 |
| Mortgages | 6 | 4,032,973,063 | 3,552,475,652 |
| Long Term Investment | 7 | 9,775,000 | 9,775,000 |
| Koma Rock and other Housing Projects | 9 | 292,764,401 | 204,459,927 |
| Net Current Assets | 10 | 725,904,002 | 432,108,614 |
| | | <u>5,381,980,993</u> | <u>4,469,405,135</u> |
| Financed by: | | | |
| Share Capital | 11 | 345,000,000 | 230,000,000 |
| Reserves | 12 | 343,277,907 | 342,253,782 |
| Long Term Loans | 13 | 1,572,315 | 1,833,906 |
| Shareholders' Income | | | |
| Notes and Loans | 14 | 220,500,159 | 268,422,611 |
| Public Deposits | | <u>4,471,630,612</u> | <u>3,626,894,836</u> |
| | | <u>5,381,980,993</u> | <u>4,469,405,135</u> |

The accounts set out on pages 12 to 23 were approved by the Board of Directors on 3rd March, 1995 and were signed on its behalf by:-

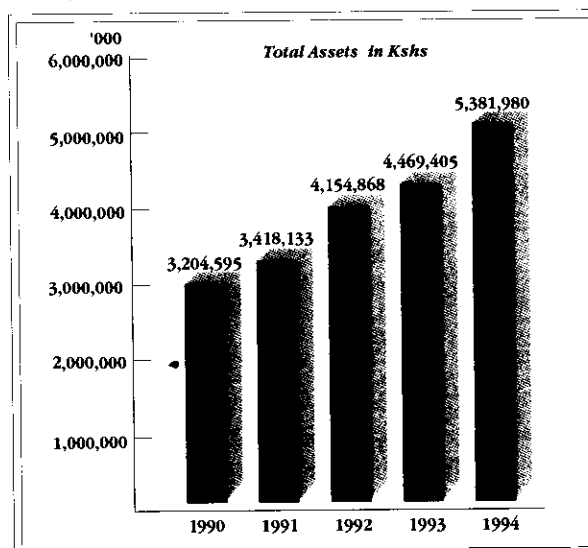
C. D. K. Arap-Kirui

Director

W. B. M. Mukuria

Director

The notes on pages 16 to 23 form part of these accounts.



BALANCE SHEET

at 31st December, 1994

| | Note | 1994 Kshs | 1993 Kshs |
|---------------------------------------|------|----------------------|----------------------|
| Fixed Assets | 5(b) | 303,350,919 | 256,153,801 |
| Mortgages | 6 | 4,032,973,063 | 3,552,475,652 |
| Long Term Investment | 7 | 9,775,000 | 9,775,000 |
| Investment in Subsidiary Companies | 8 | 55,020,000 | 55,020,000 |
| Net Current Assets | 10 | 945,142,784 | 576,208,278 |
| | | <u>5,346,261,766</u> | <u>4,449,632,731</u> |
| Financed by: | | | |
| Share Capital | 11 | 345,000,000 | 230,000,000 |
| Reserves | 12 | 305,493,837 | 322,481,378 |
| Long Term Loans | 13 | 1,572,315 | 1,833,906 |
| Shareholders' Income | | | |
| Notes and Loans | 14 | 220,500,159 | 268,422,611 |
| Public Deposits | | <u>4,473,695,455</u> | <u>3,626,894,836</u> |
| | | <u>5,346,261,766</u> | <u>4,449,632,731</u> |

The accounts set out on pages 12 to 23 were approved by the Board of Directors on 3rd March, 1995 and were signed on its behalf by:-

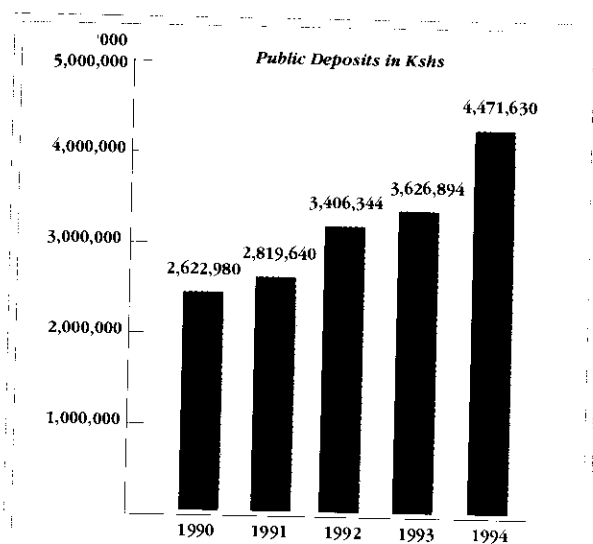
C. D. K. Arap-Kirui

Director

W. B. M. Mukuria

Director

The notes on pages 16 to 23 form part of these accounts.



CONSOLIDATED STATEMENT

of source and application of funds for the year ended 31st December, 1994

| <i>Source of funds</i> | 1994 KShs | 1993 KShs |
|--|----------------------|----------------------|
| Group profit before taxation | 279,165,268 | 228,886,214 |
| Adjustment for items not involving the movement of funds | | |
| Depreciation (net) | 24,980,147 | 17,885,554 |
| Mortgage loss provision | 13,879,667 | 18,240,401 |
| Profit on sale of fixed assets | (487,000) | (707,970) |
| Exchange variations on loan repayments | 11,218,251 | 14,329,685 |
| Total funds generated from operations | 328,756,333 | 278,633,884 |
| <i>Funds from other sources</i> | | |
| Mortgage recoveries | 335,370,566 | 329,779,700 |
| Increase in public deposits | 844,735,776 | 220,550,604 |
| Proceeds on disposal of fixed assets | 487,000 | 929,440 |
| | 1,509,349,675 | 829,893,628 |
| <i>Application of funds</i> | | |
| Mortgage disbursements | 829,747,644 | 702,785,440 |
| Purchase of fixed assets | 76,203,344 | 48,590,183 |
| Dividends paid | 32,000,000 | 30,000,000 |
| Taxation paid | 128,801,440 | 65,220,342 |
| Shareholders' loan repayments | 38,855,322 | 17,091,060 |
| Other loan repayments | 261,591 | 347,483 |
| Koma Rock and other housing projects | 88,304,474 | 74,592,899 |
| | 1,194,173,815 | 938,627,407 |
| Increase / (Decrease) in working capital | 315,175,860 | (108,733,779) |
| <i>Increase / (Decrease) in working capital</i> | | |
| Debtors and prepayments | 93,370,196 | 54,357,477 |
| Creditors and provisions | 26,606,077 | (102,965,298) |
| Movement in net liquid funds: | | |
| Funds at call and short notice, | | |
| Treasury Bills and Bond | 292,361,450 | (114,066,303) |
| Cash at bank and in hand | (97,161,863) | 53,940,345 |
| | 315,175,860 | (108,733,779) |

NOTES TO THE ACCOUNTS

1. Accounting Policies

The following paragraphs describe the main accounting policies used by the group:-

a) *Accounting convention*

The accounts are prepared on a historical cost convention modified to include the revaluation of certain fixed assets.

b) *Consolidation of Group Companies*

The consolidated accounts comprise the accounts of the parent company and its subsidiaries listed under Note 8, all of which are made up to the 31st December, 1994.

c) *Interest*

Interest receivable and payable is calculated and included on the accruals basis.

d) *Depreciation and amortisation*

Depreciation on fixed assets is calculated on the straight line basis to write off their cost or valuation over their expected useful lives. The principal annual rates used are:-

| | | |
|---|-------------------|------------------------|
| Land | - Freehold | - Nil |
| | - Long leasehold | - Nil |
| | - Short leasehold | - Nil |
| Buildings | | - Over period of lease |
| Furniture, fixtures, equipment, and motor vehicles | | - 5% - 25%. |

No depreciation is charged on investment properties.

Excess depreciation provided on the surplus over cost of assets at revaluation is met by an annual transfer from Capital Reserve.

e) *Taxation*

Current taxation is provided on the profits for the year as shown in the accounts adjusted in accordance with the tax legislation.

Provision for deferred tax is made only when the directors consider that a material tax benefit or charge is likely to crystallise in the foreseeable future.

f) *Translation of Foreign Currencies*

Transactions in foreign currencies during the period are converted into Kenya Shillings at rates ruling at the transactions dates. Assets and liabilities at the balance sheet date which are expressed in foreign currencies are translated into Kenya Shillings at rates ruling at that date. The resulting realised and unrealised differences from conversion and translation are taken to the profit and loss account and the Exchange Equalisation Reserve respectively.

g) *Treasury Bonds and Bills*

Treasury Bonds are stated at nominal value. Discounts are amortised and taken to income in instalments that have regard to the maturity dates of the items concerned. Treasury Bills are stated at cost. Interest is credited to income over the period of issue.

NOTES TO THE ACCOUNTS

2. Group profit before taxation is arrived at after charging (crediting) the following items

| | 1994 KShs | 1993 KShs |
|---|-----------------|---------------|
| Crediting:- | | |
| Interest receivable | (1,131,657,233) | (906,853,096) |
| Excess depreciation transferred from capital reserve | (1,244,612) | (1,244,612) |
| Provision for loss on short term deposits no longer required | (1,934,637) | — |
| Profit on sale of fixed assets | (487,000) | (707,970) |
| Charging:- | | |
| Interest payable | 716,668,154 | 550,730,307 |
| Depreciation | 26,224,759 | 19,130,166 |
| Directors' remuneration | | |
| Fees and expenses | 842,427 | 750,951 |
| Other emoluments | 4,142,928 | 2,767,725 |
| Audit fees and expenses | 1,598,000 | 1,394,163 |
| Exchange loss on repayment of Sterling loan | 11,218,251 | 14,329,685 |
| Provision for loss on short term deposits | — | 12,685,757 |

3. Taxation

| | | |
|--|--------------------|-------------------|
| a) At 35% (1993 – 35%) on the profit for the year as adjusted for tax purposes | 106,197,983 | 84,696,349 |
| Overprovision in prior year | (601,642) | (150,096) |
| | 105,596,341 | 84,546,253 |
| 2½% Drought Levy | 7,585,571 | — |
| | <u>113,181,912</u> | <u>84,546,253</u> |

- b) No credit has been taken in these accounts for tax relief that will accrue in future years from the excess of tax written down values at 31st December, 1994 over the corresponding book values of the assets concerned. At existing rates of tax, such future relief amounts to Kshs 5,775,039 (1993 – Kshs 4,870,265).

4. Earnings per share

Earnings per share is calculated on the profit after taxation of Kshs 165,983,356 (1993 – Kshs 144,339,961) and on the number of shares in issue at the balance sheet date. The 1993 comparative has been adjusted to reflect the increase in share capital in 1994 due to the bonus share issue.

NOTES TO THE ACCOUNTS

5. Fixed Assets

a) Group:-

| Land | | | Furniture fixtures Equipment & motor vehicles | | | |
|----------|--------------|---------------|---|--------------------------------|-------|------|
| Freehold | Leasehold | | Buildings | Capital work in progress | Total | |
| | Long term | Short term | | | | |
| Kshs | Kshs | Kshs | Kshs | Kshs | Kshs | Kshs |

Cost or valuation:

| | | | | | | | |
|------------------------------|-----------|------------|---------|-------------|--------------|------------|--------------|
| At 1.1.94 | 2,000,000 | 59,250,000 | 800,000 | 136,007,268 | 122,997,387 | 8,620,868 | 329,675,523 |
| Additions during the year | — | — | — | 74,368 | 47,636,405 | 28,492,571 | 76,203,344 |
| Disposals | — | — | — | — | (1,026,383) | — | (1,026,383) |
| At 31.12.94 | 2,000,000 | 59,250,000 | 800,000 | 136,081,636 | 169,607,409 | 37,113,439 | 404,852,484 |
| At cost | — | 2,400,000 | — | 5,531,636 | 169,607,407 | 37,113,439 | 214,652,484 |
| At valuation | 2,000,000 | 56,850,000 | 800,000 | 130,550,000 | — | — | 190,200,000 |

Depreciation:

| | | | | | | | |
|------------------------|---|---|---|-----------|--------------|---|--------------|
| At 1.1.94 | — | — | — | 6,921,140 | 61,985,672 | — | 68,906,812 |
| Charge for the year | — | — | — | 2,054,074 | 24,170,685 | — | 26,224,759 |
| Disposals | — | — | — | — | (1,026,383) | — | (1,026,383) |
| At 31.12.94 | — | — | — | 8,975,214 | 85,129,974 | — | 94,105,188 |
| At cost | — | — | — | 3,197,757 | 85,129,974 | — | 88,327,731 |
| At valuation | — | — | — | 5,777,757 | — | — | 5,777,757 |

Net book value:

| | | | | | | | |
|-------------|-----------|------------|---------|-------------|------------|------------|-------------|
| At 31.12.94 | 2,000,000 | 59,250,000 | 800,000 | 127,106,422 | 84,477,435 | 37,113,439 | 310,747,296 |
| At 31.12.93 | 2,000,000 | 59,250,000 | 800,000 | 137,706,996 | 52,390,847 | 8,620,868 | 260,768,711 |

Revaluation of assets

The company's land and buildings were revalued on 31st December, 1990 by Tysons Limited, a firm of professional valuers on the basis of market value.

NOTES TO THE ACCOUNTS

5. Fixed Assets

b) Company:-

| | Land | | | | Furniture fixtures Equipment & motor vehicles | Capital work in progress | Total |
|------------------------------|-----------|--------------|---------------|-------------|---|--------------------------------|--------------|
| | Freehold | Leasehold | | Buildings | | | |
| | | Long term | Short term | | | | |
| | Kshs | Kshs | Kshs | Kshs | Kshs | Kshs | Kshs |
| At 1.1.94 | 2,000,000 | 59,250,000 | 800,000 | 133,197,195 | 119,083,971 | 8,620,868 | 322,952,034 |
| Additions during the year | — | — | — | — | 43,294,454 | 28,492,571 | 71,787,025 |
| Disposals | — | — | — | — | (1,026,383) | — | (1,026,383) |
| At 31.12.94 | 2,000,000 | 59,250,000 | 800,000 | 133,197,195 | 161,352,042 | 37,113,439 | 393,712,676 |
| At cost | — | 2,400,000 | — | 2,647,195 | 161,352,042 | 37,113,439 | 203,512,676 |
| At valuation | 2,000,000 | 56,850,000 | 800,000 | 130,550,000 | — | — | 190,200,000 |

Depreciation:

| | | | | | | | |
|------------------------|---|---|---|-----------|--------------|---|--------------|
| At 1.1.94 | — | — | — | 6,115,402 | 60,682,831 | — | 66,798,233 |
| Charge for the year | — | — | — | 1,693,469 | 22,896,438 | — | 24,589,907 |
| Disposals | — | — | — | — | (1,026,383) | — | (1,026,383) |
| At 31.12.94 | — | — | — | 7,808,871 | 82,552,886 | — | 90,361,757 |
| At cost | — | — | — | 2,031,414 | 82,552,886 | — | 84,584,300 |
| At valuation | — | — | — | 5,777,457 | — | — | 5,777,457 |

Net book value:

| | | | | | | | |
|-------------|-----------|------------|---------|-------------|------------|------------|-------------|
| At 31.12.94 | 2,000,000 | 59,250,000 | 800,000 | 125,388,324 | 78,799,156 | 37,113,439 | 303,350,919 |
| At 31.12.93 | 2,000,000 | 59,250,000 | 800,000 | 127,081,793 | 58,401,140 | 8,620,868 | 256,153,801 |

Revaluation of assets

The company's land and buildings were revalued on 31st December, 1990 by Tysons Limited, a firm of professional valuers on the basis of market value.

NOTES TO THE ACCOUNTS

6. *Mortgages Commitments*

Group and Company

Mortgage commitments amounting to Kshs 1,292,543,000 (1993 – Kshs 1,207,997,000) are analysed below:-

| | 1994 Kshs | 1993 Kshs |
|--|----------------------|----------------------|
| Commitment in principle but not authorised for payment | 452,800,000 | 540,298,000 |
| Authorised but not paid | 839,743,000 | 667,699,000 |
| | <u>1,292,543,000</u> | <u>1,207,997,000</u> |

7. *Long Term Investment – 10.75% Kenya Stock 1981/2000*

This consists of 50,000 Kshs. 200.00 stocks each at a cost of Kshs 195.50. The rate of interest is 10.75% per annum receivable half yearly on 30th June and 31st December every year, up to maturity.

8. *Investment in Subsidiaries (Unquoted)*

Shares at cost

| | % of Shares held | 1994 Kshs | 1993 Kshs |
|--|---------------------|-------------------|-------------------|
| First Permanent (East Africa) Limited | 100 | 5,020,000 | 5,020,000 |
| Kenya Building Society Limited | 100 | 50,000,000 | 50,000,000 |
| | <u>100</u> | <u>55,020,000</u> | <u>55,020,000</u> |

9. *Koma Rock and other Housing Projects*

| | 1994 Kshs | 1993 Kshs |
|---------------------------|--------------------|--------------------|
| Costs to date | | |
| Koma Rock Housing Project | 263,310,928 | 192,189,201 |
| Mombasa Housing Project | 28,241,798 | 12,270,726 |
| Kisumu Housing Project | 1,211,675 | — |
| | <u>292,764,401</u> | <u>204,459,927</u> |

Commitments in respect of these projects, authorised and contracted for but not provided as at 31st December, 1994 amounted to Kshs 196,008,000 (1993 – Kshs 237,427,812).

NOTES TO THE ACCOUNTS

10. Net Current Assets

| | Group | | Company | |
|-----------------------------------|----------------------|--------------------|----------------------|--------------------|
| | 1994 Kshs | 1993 Kshs | 1994 Kshs | 1993 Kshs |
| Current assets: | | | | |
| Debtors and prepayments | 194,845,033 | 101,474,837 | 200,626,092 | 100,499,582 |
| Subsidiary companies | — | — | 62,024,386 | 53,130,407 |
| Funds at call and short notice | 705,000,000 | 125,000,000 | 705,000,000 | 125,000,000 |
| Treasury Bills and Bonds | 138,957,651 | 426,596,201 | 138,957,651 | 426,596,201 |
| Cash and bank balances | 89,161,826 | 97,946,752 | 89,146,826 | 95,969,105 |
| | <u>1,127,964,510</u> | <u>751,017,790</u> | <u>1,195,754,955</u> | <u>801,195,295</u> |
| Less: Current liabilities: | | | | |
| Creditors and provisions | 189,512,757 | 216,118,834 | 143,205,319 | 131,044,951 |
| Taxation | 29,050,008 | 44,669,536 | 17,406,852 | 40,942,066 |
| Dividend | 90,000,000 | 53,000,000 | 90,000,000 | 53,000,000 |
| Bank Overdraft | 93,497,743 | 5,120,806 | — | — |
| | <u>402,060,508</u> | <u>318,909,176</u> | <u>250,612,171</u> | <u>224,987,017</u> |
| Net current assets | <u>725,904,002</u> | <u>432,108,614</u> | <u>945,142,784</u> | <u>576,208,278</u> |

11. Share Capital

| | 1994 Kshs | 1993 Kshs |
|--|--------------------|--------------------|
| Authorised | | |
| 69,000,000 (1993 – 46,000,000) Ordinary shares of Kshs 5.00 each | <u>345,000,000</u> | <u>230,000,000</u> |
| Issued and fully paid | | |
| 69,000,000 (1993 – 46,000,000) Ordinary shares of Kshs 5.00 each | <u>345,000,000</u> | <u>230,000,000</u> |

NOTES TO THE ACCOUNTS

12. Reserves

| | Capital Kshs | Share premium Kshs | Exchange Equalisation Kshs | Retained profits Kshs | Total Kshs |
|--|--------------------|--------------------------|----------------------------------|-----------------------------|--------------------|
| <i>Group:-</i> | | | | | |
| Balance 1.1.94 | 168,378,687 | 25,705,048 | (40,595,558) | 188,765,605 | 342,253,782 |
| Excess depreciation transferred to profit and loss account | (1,244,612) | — | — | — | (1,244,612) |
| Bonus share issue | — | — | — | (115,000,000) | (115,000,000) |
| Retained profit for the year | — | — | — | 96,983,356 | 96,983,356 |
| Tax relief on unrealised exchange differences | — | — | (9,812,942) | — | (9,812,942) |
| Exchange variations on revaluation of Sterling loan | — | — | 30,098,323 | — | 30,098,323 |
| Balance at 31.12.94 | 167,134,075 | 25,705,048 | (20,310,177) | 170,748,961 | 343,277,907 |

Company:-

| | | | | | |
|--|--------------------|-------------------|----------------------|--------------------|--------------------|
| Balance 1.1.94 | 168,378,687 | 25,705,048 | (40,595,558) | 168,993,201 | 322,481,378 |
| Excess depreciation transferred to profit and loss account | (1,244,612) | — | — | — | (1,244,612) |
| Bonus share issue | — | — | — | (115,000,000) | (115,000,000) |
| Retained profit for the year | — | — | — | 78,971,690 | 78,971,690 |
| Tax relief on unrealised exchange differences | — | — | (9,812,942) | — | (9,812,942) |
| Exchange variations on revaluation of Sterling loan | — | — | 30,098,323 | — | 30,098,323 |
| Balance at 31.12.94 | 167,134,075 | 25,705,048 | (20,310,177) | 132,964,891 | 305,493,837 |

13. Long Term Loans (Secured)

The total loan balance of Kshs 1,572,315.00 is secured against a legal charge on Rehani House. The loan balance is being repaid in twenty half yearly instalments of kshs 343,323 (including interest) commencing from December, 1987. During 1995 principal loan repayments will amount to Kshs 461,504.

NOTES TO THE ACCOUNTS

14. *Shareholder's Income Notes and Loans*

| | 1994 Kshs | 1993 Kshs |
|--|--------------------|--------------------|
| Government of Kenya – Income Notes | 50,750,000 | 50,750,000 |
| Commonwealth Development Corporation 1975 to 2003 | <u>330,244,981</u> | <u>574,400,864</u> |
| | 380,994,981 | 625,150,864 |
| Less: Unrealised exchange differences recoverable from the Government of Kenya under a Risk Assumption Agreement | (154,082,917) | (340,503,406) |
| Tax relief on unrealised exchange losses | (6,411,905) | (16,224,847) |
| | <u>220,500,159</u> | <u>268,422,611</u> |

The loans are repayable over the following period:-

- a) Commonwealth Development Corporation – 1975 to 2003.
 - i) During 1995 principal loan repayments to Commonwealth Development Corporation will amount to Kshs 11,454,696 at the rate of exchange ruling at 31st December, 1994.
 - ii) In respect of Koma Rock (formerly Kayole) loan of Stg. £4,250,000, the company has committed to pay to the Government of Kenya a risk assumption fee at the rate of 2.5% per annum on the outstanding loan balance to cover itself fully against future exchange losses on repayments of principal amounts and interest on due dates. During 1995 principal loan repayments will amount to Kshs 16,583,798 at the rate of Kshs 33.167596 being the rate under the Risk Assumption Agreement with the Government of Kenya.
- b) Government of Kenya – Income notes carry no redemption date.

15. *Capital Commitments*

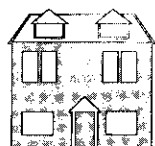
Group and Company:

| | 1994 Kshs | 1993 Kshs |
|-------------------------------------|--------------------|-------------------|
| Authorised but not contracted | <u>149,104,191</u> | <u>21,128,427</u> |
| Contracted for but not provided for | <u>—</u> | <u>25,922,023</u> |

16. *Incorporation*

The company is incorporated in Kenya under the Companies Act.

ANALYSIS OF ADVANCES – 1994



| | | Amount Kshs 1994 | Amount Kshs 1993 |
|------------------------------|----------------------|------------------------|------------------------|
| (A) Estates | | | |
| Santack Enterprises | Santack II | 7,756,940 | — |
| National Housing Corp. | Uhuru Gardens Ph. II | — | 480,000 |
| National Housing Corp. | Malindi Scheme | 1,407,300 | — |
| K.M.A. Housing Co-op. Soc. | | 5,456,100 | — |
| Harambee SACCO | Ushirika Estate | 40,572,580 | 25,172,740 |
| Imara Daima Housing Dev. Ltd | Imara Daima Estate | 21,892,400 | — |
| Kenya Building Society Ltd | Koma Rock I 'B' | — | 82,107,160 |
| Kenya Building Society Ltd | Koma Rock II | 149,305,860 | 14,654,800 |
| Kenya Building Society Ltd | Koma Rock II 'A' | 17,612,240 | — |
| (B) Individuals | | | |
| Existing Properties | | 157,775,200 | 198,895,140 |
| Re-Mortgages | | 49,979,880 | 24,160,300 |
| New Construction | | 134,662,360 | 116,825,040 |
| New Properties | | 93,056,440 | 129,770,700 |
| Commercial Properties | | 148,227,320 | 110,368,940 |
| Total Advances | | <u>827,704,620</u> | <u>702,434,820</u> |

Price Ranges (Kshs)

| | | | |
|------------------------|---------|------------|------------|
| (A) Estates | | | |
| Imara Daima Estate | Minimum | 440,000 | 145,000 |
| Koma Rock II | Maximum | 1,700,000 | 1,700,000 |
| (B) Individuals | | | |
| Existing Houses | Minimum | 300,000 | 330,000 |
| Existing Houses | Maximum | 12,000,000 | 16,000,000 |
| New Houses | Minimum | 600,000 | 600,000 |
| New Houses | Maximum | 35,000,000 | 19,179,346 |
| Construction Cases | Minimum | 300,000 | 350,000 |
| Construction Cases | Maximum | 45,000,000 | 12,500,000 |

DIRECTORY OF SERVICES

HFCK has one primary objective: to help you own your own home.

This is primarily achieved through promotion of savings. Between 1965 and 1994, HFCK has advanced more than Kshs 6.4 billion towards the development of housing and home ownership in Kenya, and helped thousands of families own their own dream homes. HFCK is firmly committed to enabling many more Kenyans realise this dream in the future.

HFCK is thus a key player in Kenya's financial sector and the company is now the pace-setter in the housing and mortgage industry.

But HFCK provides more than just money. Much more. It provides a host of related services, and customers can depend on the following comprehensive package of services to cater for their varying needs – all under the HFCK roof.

Banking Services

HFCK offers you various savings accounts with rates of interest that are competitive. These are Savings Accounts, Deposit Accounts, Children's Accounts, Provident or Pension Funds, Fixed Term Deposit Accounts, Flexi Accounts, Special Accounts – for individuals or companies with funds for specific projects wishing to earn

interest on them pending utilisation; and Housing Development Bonds.

HFCK offers ten different types of *Housing Development Bonds* with special tax advantages, designed to channel funds into housing while giving very attractive returns to investors.

HFCK also offers Bearer Certificates of Deposits in various denominations with total confidentiality as to the depositor.

Valuation Services

The company carries out valuations of undeveloped plots, extensions and repairs, as well as valuation on behalf of companies which purchase or rent houses for their employees or which give housing allowance to their staff. HFCK also offers inspection services for houses being constructed by individuals.

Estate Development

Estate developers can obtain a professional opinion on the efficiency of their investments as well as the suitability of the location, design and pricing of the houses they intend to build. After inspecting developer's plans, HFCK can issue a commitment to finance those willing to buy the houses.



Kenyatta Market Branch, Nairobi, was opened during the year. The Branch is conveniently located to serve Kenyatta National Hospital and its environs.



Insurance Cover

All houses that HFCK finances must be insured for fire. The Company makes all the necessary arrangements on behalf of the client and also arranges life insurance for the borrower so that family members are protected and guaranteed ownership, even if a tragedy occurs.

Company Mortgage Scheme

When a company wants to pass on reduced interest rates to its employees as a benefit, it can use this facility, which enables employees to enjoy often substantially reduced mortgage interest rates.

Loans

Customers can obtain loans for five kinds of building projects; existing houses, new houses, individual construction, extensions and commercial buildings.

Bridging Finance

A developer may at times be short of cash to finish a project. At the developer's request, HFCK can issue an undertaking to the developer's bank for them to release construction finance required for completion of the project. HFCK would then release long term funds on satisfactory completion of the project.

Computerisation

The Company has installed at the Head Office a modern computer with the latest technology and all branches countrywide communicate interactive on-line through Kenpac with the main-frame computer at the Head Office.

Customers can withdraw and/or deposit funds from any of the branches countrywide provided they have passbooks. Similarly those customers with mortgage loans can make repayments to their mortgage loan accounts at any of the branches.

Looking into the future

In future, HFCK intends to become more active not only in the core area of development and finance of residential houses, but also other ancillary areas of business related to HFCK's skills, structure, resources and competitive strength.

The expanded portfolio will include insurance, estate management, technical consultancy and any other construction and/or finance related business for which the company is equipped, and which will have a positive impact on the company's revenue and asset base.

PROXY FORM

The Secretary
Housing Finance Company of Kenya Ltd
Rehani House
Kenyatta Avenue
PO Box 30088
NAIROBI

I/We _____

of PO Box _____

being member(s) of HOUSING FINANCE COMPANY OF KENYA LIMITED, hereby

appoint _____

of PO Box _____

and failing him _____

of PO Box _____ and failing him the Chairman of the Meeting

as my/our proxy to vote for me/us and on my/our behalf at the ANNUAL GENERAL MEETING of the Company to be held on Friday, 19th May, 1995 at 12:00 noon and at any adjournment thereof:

Dated this _____ day of _____ 1995

Signature

Note

1. In the case of a member being a Corporation the Proxy must be under its Common Seal or under the hand of an officer or attorney duly authorised in writing.
2. The Proxy should be returned to the Secretary, Rehani House, Nairobi, so as to reach him not later than 24 hours before the time appointed for holding the meeting.

FOMU YA MWAKILISHI

The Secretary
Housing Finance Company of Kenya Ltd
Rehani House
Kenyatta Avenue
PO Box 30088
NAIROBI

Mimi/Sisi _____

wa PO Box _____

nikiwa mwanachama/tukiwa wanachama wa HOUSING FINANCE COMPANY OF KENYA

LIMITED, namchagua/tunamchagua _____

wa PO Box _____

na akikosa yeye _____

wa PO Box _____ ama akikosa yeye, basi namchagua/
tunamchagua Mwenyekiti wa mkutano kama mwakilishi wangu/wetu kupiga kura kwa niaba
yangu/yetu kwenye MKUTANO MKUU WA MWAKA wa kampuni utakao fanywa Ijumaa,
tarehe 19 Mei, 1995 saa sita mchana ama siku yoyote ile iwapo mkutano utaahirishwa.

Tarehe _____

Sahihi

Ukumbusho

1. Iwapo mwanachama ni Kampuni basi hapo Uakilishi lazima uwe na Muhuri (Seal) ya kampuni hiyo ama sahihi ya afisa wa Kampuni ama wakili aliyeruhusiwa kufanya hivyo kwa barua.
2. Hati hiyo ya kuteua lazima itumwe kwa Katibu, Rehani House, Nairobi ili imfikie kwa muda usiopungua masaa 24 kabla ya muda uliowekwa wa kufanya mkutano huu.