



REPUBLIC OF KENYA



# KENYA INSTITUTE OF SUPPLIES MANAGEMENT

**“Promoting Professionalism in Supply Chain Management”**

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## **NOTICE AND AGENDA OF THE HYBRID ANNUAL GENERAL MEETING OF THE KENYA INSTITUTE OF SUPPLIES MANAGEMENT TO BE HELD PHYSICALLY ON FRIDAY, 24 APRIL 2026, FROM 2.00 PM – 5.00 PM, AT THE EDGE CONVENTION CENTRE, NAIROBI AND VIRTUALLY VIA VIDEO CONFERENCING**

**NOTICE IS HEREBY** given that in accordance with section 28(3) of the Supplies Practitioners Management Act, Cap 537, the Annual General Meeting of the Kenya Institute of Supplies Management will be held on **Friday, 24 April 2026 from 2.00 pm to 5.00 pm** physically at the Edge Convention Centre, Nairobi and virtually via video conferencing, to transact the following business:

1. Secretary to read the Notice Convening the Meeting.
2. Adoption of the Agenda.
3. Silence in tribute to the departed members.
4. Confirmation of the Minutes of the Annual General Meeting (AGM) held on 25 April 2025.
5. Matters Arising from the Annual General Meeting (AGM) held on 25 April 2025.
6. Chairperson’s Report for the period ended 31 December 2025.
7. Presentation of the Audited Accounts and Balance Sheets for the year ended 31 December 2024, pursuant to Section 28 of the Supplies Practitioners Management Act, Cap 537, and the appointment of the Institute’s Auditors pursuant to Section 28(4) of the Supplies Practitioners Management Act, Cap 537.
8. Motions by Members of the Institute.

Any Member intending to move a motion during the Annual General meeting (AGM) is requested to send:

- (1) A written expression of intention to move a motion at the AGM;
- (2) The Motion; and
- (3) Evidence and Supporting Documentation.

All these documents must be sent to the Secretary/CEO via email **[agm@kism.or.ke](mailto:agm@kism.or.ke)** on and/or before Close of Business, **Friday, 03 April 2026 at 5:00pm.**

The event will attract 3 CPD Hours.

By Order of the Council.

**Kenneth Matiba, MBS, MKISM**  
**SECRETARY/CHIEF EXECUTIVE OFFICER**