

Annual General Meeting

E-Voting and Webcast Guidelines

2016

Introduction

This document aims to assist all users of the e-voting platform in understanding how it works and what they will be able to action on it.

There following are the key elements available on the e-voting platform:

- [Registration](#)
- [Forgotten Password](#)
- [Logging On](#)
- [Proxy Voting](#)
- [Logging Off](#)
- [On-the-Day Voting](#)
 - [Webcast Prerequisites](#)


Registration

The following are the steps to follow to register to use the e-voting solution:

- Click on the following URL - <https://www.saicaagm.co.za>
- Click on Register menu link.
- You will be redirected to the Registration page.
- Enter the following information on the screen:
 - your SAICA ID,
 - your South African ID or passport number and
 - your email address

NOTE Both the SAICA ID and South African ID or passport number entered will be validated against information that SAICA currently stores, against your profile. Please ensure that your profile information is up to date and correct, in order to avoid encountering any issues in the validation process.

- Click Submit
- A validation email will be sent to the email address used in the above steps.

 Register

 Login

 Forgot password?

Member register

SAICA member ID:

ID or passport number:

Email address:

Submit

- Open the email.
- Click on the link in the email which will return you to the e-voting system to complete registration process.
- Enter the following information:
 - First name,
 - Middle name,
 - Last name,
 - Mobile number,
 - Password and
 - Location.

Register

Login

Forgot password?

Complete Registration

First name:

Middle name:

Last name:

Mobile number:

Password:

Please ensure that your password conforms to the following:

- Contains at least 8 characters
- Contains at least 1 number
- Contains at least 1 special character!

Enter password:

Confirm password:

Location:

South Africa



Submit

- Click Submit.

NOTES

- 1) The registration process is only open to active CA(SA)s on the day that the AGM notice is issued.
- 2) Registration will be possible for the entire duration of the proxy voting process.
- 3) A single registration will be required to be able to access both the proxy voting and on-the-day voting facilities, within the allocated timeframes, in each case.

Forgotten Password

- Click on the following URL - <https://www.saicaagm.co.za>
- Click on Forgot Password menu option.
- You will be redirected to the recover password page.
- Enter the email address you used on registration.
- Click on Submit.
- Open the email.
- Click on the link sent by SAICA, which will take you to the new password page.
- Provide the new password information.
- Click on Submit.

Logging On

- Click on the following URL - <https://www.saicaagm.co.za>
- Click on the Login menu option.
- Type in your user name and password.
- Tick the “I am not a robot” checkbox.
- Click on Login.

CA(SA)
VOTING SYSTEM

Register

Login

Forgot password?

Login

SAICA member ID

Password

I'm not a Robot

Login

[Register](#) | [Forgot password?](#)

NOTE This process is applicable for logging in, both for proxy and on-the-day voting.

Proxy Voting

- Once you are logged on, click on proxy voting menu option.
- You will be redirected to the proxy voting page.
- You will need to select from one of three proxy voting options:

Prescribe your own vote

- This option allows you to vote for, to vote against or to abstain for each resolution, submitting a prescribed vote in each case.
- The vote can be allocated to the chairman or to another member who is eligible to vote.

NOTE Where a vote is allocated to a SAICA member, the correct SAICA ID of that member needs to be provided.

- Accept the Terms and Conditions
- Click on Submit.
- A pop-up message will appear, requesting the following confirmation: “Please confirm that you would like to submit your vote at this time.”
- Click on OK, if you are ready to submit or Cancel if you want to return to the proxy voting page.

Submit Proxy Vote

How would you like to vote?

- Prescribe my own vote
- Allow proxy holder to use his/her discretion to vote on my behalf
- Combination: Prescribe and discretionary

Prescribe own vote:

#	Resolution	For	Against	Abstain
1	Approve financial statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	New Logo and Website development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Hire 2 more Administrators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	New over-time rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Free cellphones for staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select your proxy:

- Saica member
- Chairman

Saica member details

Saica member ID:

Accept terms and conditions - [Read T&C](#)

Submit

Allow proxy holder to use his/her discretion to vote on your behalf

- This option allows you to submit discretionary votes for all resolutions either to the chairman or to another SAICA member.

NOTE Where a vote is allocated to a SAICA member, the correct SAICA ID of that member needs to be provided.

- Accept the Terms and Conditions
- Click on Submit.
- A pop-up message will appear, requesting the following confirmation: “Please confirm that you would like to submit your vote at this time.”
- Click on OK, if you are ready to submit or Cancel if you want to return to the proxy voting page.

Submit Proxy Vote

How would you like to vote?

- Prescribe my own vote
- Allow proxy holder to use his/her discretion to vote on my behalf
- Combination: Prescribe and discretionary

Select your proxy:

- Saica member
- Chairman

Saica member details

Saica member ID:

Accept terms and conditions - [Read T&C](#)

Submit

Combination: Prescribe and Discretionary

- This option allows you to vote using a combination of prescribed or discretionary votes, per resolution.
- Vote for, vote against, abstain or allocated a discretionary vote for each resolution.
- The vote can be allocated to the chairman or to another member who is eligible to vote.

NOTE Where a vote is allocated to a SAICA member, the correct SAICA ID of that member needs to be provided.

- Accept the Terms and Conditions
- Click on Submit.
- A pop-up message will appear, requesting the following confirmation: “Please confirm that you would like to submit your vote at this time.”
- Click on OK, if you are ready to submit or Cancel if you want to return to the proxy voting page.

Submit Proxy Vote

How would you like to vote?

Prescribe my own vote
 Allow proxy holder to use his/her discretion to vote on my behalf
 Combination: Prescribe and discretionary

Prescribe and Discretionary:

#	Resolution	For	Against	Abstain	Discretionary
1	Approve financial statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	New Logo and Website development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Hire 2 more Administrators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	New over-time rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Free cellphones for staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select your proxy:

Saica member
 Chairman

Saica member details

Saica member ID:

Accept terms and conditions - [Read T&C](#)

- A confirmation email of the submission will be sent to the email used for registration.

NOTE There is an automatic log-out feature built into the system, if a user remains inactive for 15 minutes. This is applicable only for the proxy voting process and will not apply to on-the-day voting.

Logging Off

- Click on the Logout menu option.

On-the-Day-Voting

NOTE If you have not registered during the proxy voting process, you will receive a predefined password via sms the day before the AGM, which you will need to use in conjunction with your SAICA ID to access the platform. If you have not received this password, you will need to contact saica@saica.co.za or +27-11-621-6600.

- Click on the following URL - <https://www.saicaagm.co.za>
- Carry out the steps set out in [Logging On](#) section of this document to log on.
- Once you have logged on, you will be taken to the Dashboard page, including the webcast screen.

Webcast Prerequisites

The general requirements to view the webcast are as follows:

- Microsoft Windows PC, Apple Mac, Apple Mobile device or Android Mobile device
- An Internet browser: Google Chrome, Internet Explorer 9 or newer Safari or Firefox
- Adobe Flash Player
- Sound card and speakers or headphones
- An Internet connection. If you are viewing through a corporate / LAN connection please ensure that your organisation allows for streaming through their firewall

- To vote, once the voting is opened, click on the “click here to vote” link on the main page.

CA(SA)
CHARTERED ACCOUNTANTS
SOUTH AFRICA
VOTING SYSTEM

- Dashboard
- Own Voting
- Discretionary Voting
- Logout

Annual General Meeting

SAICA encourages pupils to study Accounting

SABC NEWS ESCAPES FROM PRISON more on www.sabc.co.za/news

Voting status

Voting is currently OPEN

[Click here to vote](#)

- You will be redirected to the main voting page.

The screenshot shows the CA(SA) Voting System interface. On the left is a navigation menu with the following items: Dashboard, Own Voting (highlighted), Discretionary Voting, and Logout. The main content area is titled "Annual General Meeting" and contains the instruction "Vote on all resolutions". Below this is a table with five rows of resolutions and three columns for voting options: For, Against, and Abstain. Each cell in the table contains a radio button. At the bottom center of the table area is a blue "Submit" button.

#	Resolution	For	Against	Abstain
1	Approve financial statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	New Logo and Website development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Hire 2 more Administrators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	New over-time rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Free cellphones for staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Click on the Own Voting menu item.
- Complete your vote, per resolution.
- Click on Submit.
- Click on the Discretionary Voting menu option.
- If you have any votes allocated to you, allocate them per resolution.
- Click on Submit.

NOTE Once you have voted, you will not be able to change your vote or vote again.