

## NOTICE OF THE SAICA ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (AGM) of the members of the South African Institute of Chartered Accountants (SAICA) will be held at the offices of SAICA, 17 Fricker Road, Illovo, Sandton, Gauteng, on Wednesday 26 June 2019 at 09h00, for the transaction of the following business:

1. To **CONSIDER** and if supported, **APPROVE** the SAICA Group and Institute Annual Financial Statements for the year ended 31 December 2018.
2. To **CONSIDER** and if supported, **APPROVE** the Independent Auditor's Report.
3. To **CONSIDER** and if supported, **APPROVE** the appointment of MAZARS as the external auditor for the ensuing year.
4. To **CONSIDER** and if supported, **APPROVE** the amended Constitution as circulated in substitution of the current Constitution in terms of Section 19 of the current Constitution.

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### REGISTRATION AND PROXY VOTING

**Please note:** In order to use the e-voting solution, members must register, log on and cast their proxy e-votes by following the on-screen prompts which have been detailed in the e-voting and webcast guidelines. There will be no paper-based proxy voting option. All voting will be conducted through the e-voting system.

Registration and proxy voting via SAICA's e-voting solution opens at 09h00 on Wednesday, 5 June 2019 and closes at 09h00 on Monday, 24 June 2019, 48 (forty-eight) hours before the time appointed for the AGM.

### ATTENDANCE AND ACCESS CONTROL

Only bona fide SAICA members in good standing are eligible to attend the SAICA AGM, participate in the proceedings and vote.

*(Current Constitution par 14.5. Every member of the Institute who is not in arrears in the payment of his or her annual subscription or any contribution or charge payable by him or her to the Institute shall be entitled to be present in person or by proxy at an annual general meeting.)*

In addition, members who physically attend will be required to present one of the following valid means of identification, namely:

- South African Identification card or book; or
- Passport; or
- Driver's licence; or
- SAICA Membership card

On presentation of one of these identification documents, members will be asked to sign the attendance register.



## **ON-THE-DAY VOTING**

On the day of the meeting, Members who did not exercise proxy votes, will be able to [log on](#) to the AGM e-voting platform, and supply their SAICA membership number, South African ID number, or Passport number and follow the on-screen prompts to vote. [Read e-voting and webcast guidelines](#) for assistance in this regard.

Members will be allowed to cast their e-votes when the voting is opened during the AGM proceedings. There will be no paper-based voting.

## **WEBCAST PARTICIPATION AT THE AGM**

SAICA members will be able to utilise the webcast option to participate remotely in the AGM proceedings, by logging on to the Webcast Dashboard ([Read e-voting and webcast guidelines](#)). This will enable online submission of comments or questions, which will be presented to the chairman for action, at the chairman's discretion.

The AGM will be adjourned to enable the e-voting process to be completed and the meeting will be re-convened to allow the chairman to announce the results. Members joining via webcast and casting an electronic vote are requested to stay connected during this process. Additional instructions on the proceedings at the AGM will be provided by the chairman at the meeting.

## **QUERIES**

Email [AGM@saica.co.za](mailto:AGM@saica.co.za) to log any technical support queries relating to the e-voting platform.

## **TERMS AND CONDITIONS**

Please read the [SAICA AGM e-voting Terms and Conditions](#).

Issued by:

**Jaco Snyman**  
**Company Secretary**

The South African Institute of Chartered Accountants