

Annual General Meeting

(Proxy e-voting guidelines)
2020

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](#)
 - [Logging On](#)
 - [Proxy Voting](#)
 - [Logging Off](#)

Introduction

- The registration process is only open to active CA(SA)s on the day that the AGM notice is issued.
- Registration will be possible for the entire duration of the proxy voting process.
- 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.

- 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/login>
- Click on Register menu link.
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- 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.

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

Member register

SAICA member ID:

ID or passport number:

Email address:

- Open the email.
- Click on the link in the email which will return you to the e-voting system to complete registration process.
- Confirm that the following details are correct:
 - First name,
 - Middle name (if applicable),
 - Last name, and
 - Mobile number

Complete Registration

First name:

Middle name:

Last name:

Mobile number:

Location:

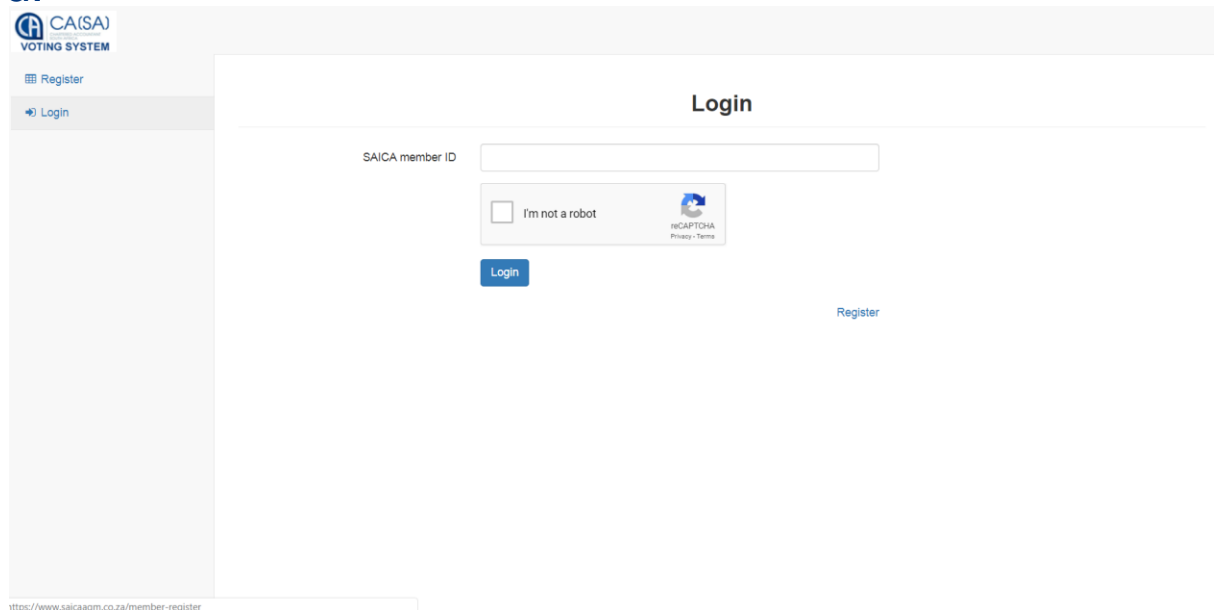
South Africa



Submit

Logging on

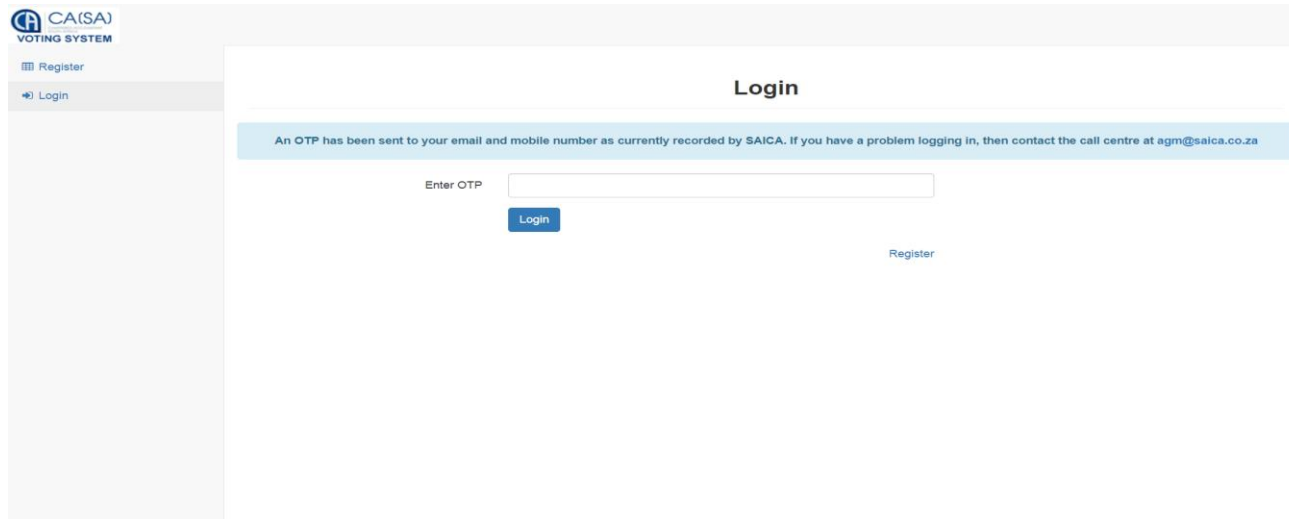
- Click on the following URL <https://www.saicaagm.co.za/login>
- Type in your SAICA member ID.
- Tick the “I am not a robot” checkbox.
- Click on Login.
- A message informing you of an OTP will be displayed.



The screenshot shows the SAICA Voting System interface. On the left is a sidebar with the CA(SA) logo and the text 'VOTING SYSTEM'. It contains two links: 'Register' and 'Login', with 'Login' being the active link. The main content area is titled 'Login' and features a form with a 'SAICA member ID' label and an input field. Below the input field is a checkbox labeled 'I'm not a robot' next to a CAPTCHA image. Underneath the checkbox is a blue 'Login' button. To the right of the login form is a 'Register' link. At the bottom left of the page, the URL 'https://www.saicaagm.co.za/member-register' is visible.

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


- Enter your OTP received via SMS or email.
- Tick the “I am not a robot” checkbox.
- Login



The image shows a screenshot of the SAICA Voting System login page. On the left is a sidebar with the SAICA logo and the text 'VOTING SYSTEM'. It contains two links: 'Register' and 'Login', with 'Login' being the active link. The main content area is titled 'Login'. Below the title is a light blue banner with the text: 'An OTP has been sent to your email and mobile number as currently recorded by SAICA. If you have a problem logging in, then contact the call centre at agm@saica.co.za'. Below this banner is a form with the label 'Enter OTP' and a text input field. A blue 'Login' button is positioned below the input field. To the right of the input field is a link that says 'Register'.

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:

 Notice of AGM
[Logout](#)

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 the SAICA Group and Institute Annual Financial Statements for the year ended 31 December 2018.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	APPROVE the Independent Auditor's Report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	APPROVE the appointment of MAZARS as the external auditor for the ensuing year.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	APPROVE the amended Constitution as circulated in substitution of the current Constitution in terms of Section 19 of the current Constitution.	<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](#)

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.

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.

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.

- 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