



AGM

E-VOTING GUIDELINES (ON THE DAY VOTING)

2024 MANUAL



SAICA

DIFFERENCE  
MAKERS™

# 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:


- Logging On
- On the day Voting
- Logging Off

# Logging on

- Click on the following URL - [www.saicaagm.com](http://www.saicaagm.com)
- Type in your SAICA member ID or SA ID number.
- Click on Login

# Logging on

**VIRTUAL AGM** Events

 **SAICA**  
THE SOUTH AFRICAN INSTITUTE  
OF CHARTERED ACCOUNTANTS

SAICA AGM testing 20240423

Login with SAICA member number or SA ID

Please enter your details to login

Username

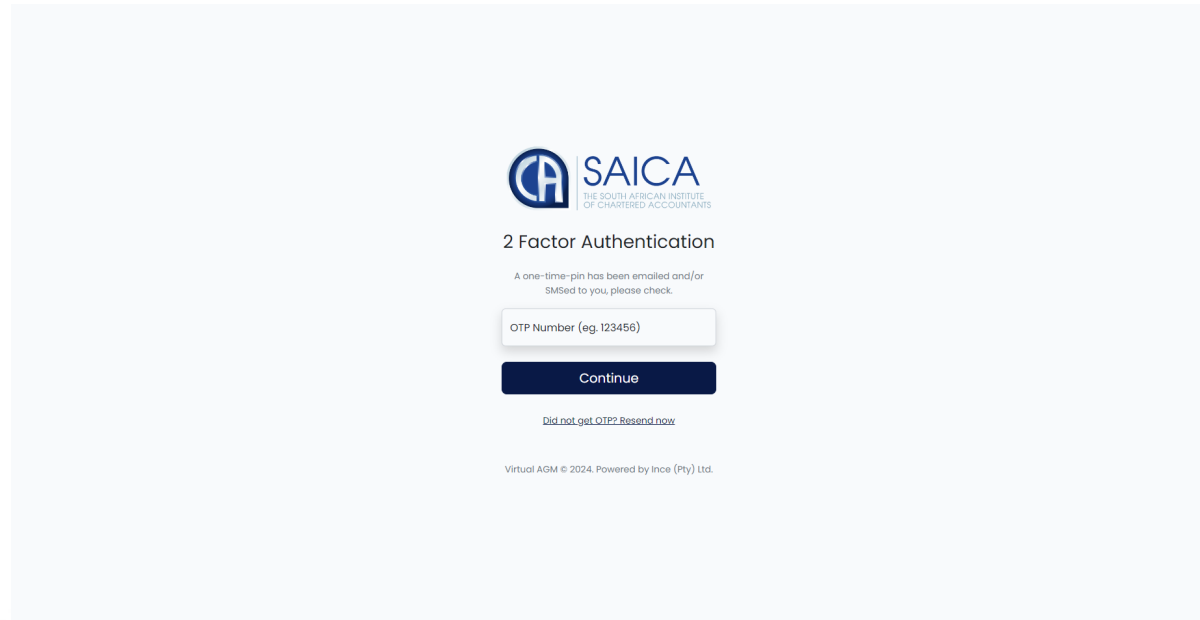
A pin will be sent to you after login via email or SMS.

[Login](#)

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# Logging on

- A message tab informing you of a one-time pin (OPT) will be displayed.
- Enter your OTP received via SMS or email and Login.



The screenshot shows the SAICA 2 Factor Authentication screen. At the top left is the SAICA logo, which consists of a stylized 'A' inside a circle, followed by the text 'SAICA' and 'THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS' below it. The main heading is '2 Factor Authentication'. Below this, a message states: 'A one-time-pin has been emailed and/or SMSed to you, please check.' There is a text input field with the placeholder text 'OTP Number (eg. 123456)'. Below the input field is a dark blue button with the text 'Continue'. Underneath the button is a link: 'Did not get OTP? Resend now'. At the bottom of the screen, it says 'Virtual AGM © 2024. Powered by Inco (Pty) Ltd.'

# On the day voting and Webcast

- Click on Attend and Vote Online to watch a webcast or vote.
- Complete your vote, per resolution.
- Click on Submit votes.

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, Microsoft Edge or newer Safari or Firefox, Adobe Flash Player
- An Internet connection.

If you are viewing through a corporate / LAN connection please ensure that your organization allows for streaming through their firewall

**NOTE:** There will be no Discretionary Votes allocated to either a member or Chairperson.

**NOTE:** Once you have voted and submitted your votes, you will not be able to change your vote or vote again.

# Webcast

- Click on Attend and Vote Online to watch a webcast



# On the day voting and Webcast

- Click on voting then my votes to be able to vote
- Complete your vote, per resolution.
- Click on Submit votes

The screenshot shows the SAICA Virtual AGM interface. At the top, there is a header with the SAICA logo and the text 'SAICA THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS'. The user is logged in as 'Mohammed Morgan' with the account ID 'thak4039'. A red banner at the top indicates 'Event is currently in testing mode!'. The main navigation bar includes 'Dashboard' and 'Voting'. Below this, there is a 'Live Stream' section with a message: 'No live stream attached to this event.' The 'My Votes' section is active, showing 'Discretionary Votes'. Under 'My votes', there is a resolution: 'Ordinary resolution 1: To consider and, if supported, approve the the appointment of Mazars as the external auditors for the ensuing year'. Below this, there are three radio buttons: 'For', 'Against', and 'Abstain'. Further down, there are 'Resolutions 2-4' with a note: 'You have to vote in favour on 1 resolution'. Three resolutions are listed, each with a checkbox and a description of the resolution. At the bottom, there is a footer: 'Virtual AGM © 2024. Powered by Ince (Pty) Ltd.'



# On the day voting

## Resolutions 2-4

You have to vote in favour on 1 resolution

- Ordinary resolution 2: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Tiffany-Ann Boesch be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 3: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Harriet Heymans be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 4: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Alice Le Roux be and is hereby elected to the SAICA Board with immediate effect.

## Resolutions 5-7

Vote in favour of at least 1 resolution

Vote in favour of at most 2 resolutions

- Ordinary resolution 5: Appointment of a non-CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Mr. John Burke be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 6: Appointment of a non-CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Yasmin Forbes be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 7: Appointment of a non-CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Thandi Thankge be and is hereby elected to the SAICA board with immediate effect.

Ordinary resolution 8: Resolved that the Institute be, and is hereby, authorised to pay the following fees to non-executive Board members for their services as non-executive Board members for the period from the date of the passing of this resolution

For  Against  Abstain

Special resolution 9: To consider the approval of the Remuneration Policy and related Remuneration report by a special non-binding vote for the ensuing year.

For  Against  Abstain

[Submit proxy appointment](#)

# On the day voting

Dashboard

https://saica.vagm.events/member

Ordinary resolution 2: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Tiffany-Ann Boesch be and is hereby elected to the SAICA Board with immediate effect.

Ordinary resolution 3: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Harriet Heymans be and is hereby elected to the SAICA Board with immediate effect.

Ordinary resolution 4: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Alice Le Roux be and is hereby elected to the SAICA Board with immediate effect.

**Resolutions 5-7**

Vote in favour of at least 1 resolution  
Vote in favour of at most 2 resolutions

Ordinary resolution 5: Appointment of a non-CA board member: Resolved that [redacted] is hereby elected to the SAICA Board with immediate effect.

Ordinary resolution 6: Appointment of a non-CA board member: Resolved that [redacted] and is hereby elected to the SAICA Board with immediate effect.

Ordinary resolution 7: Appointment of a non-CA board member: Resolved that [redacted] be and is hereby elected to the SAICA board with immediate effect.

Ordinary resolution 8: Resolved that the Institute be, and is hereby, authorised to provide their services as non-executive Board members for the period from the date of the passing of this resolution

For  Against  Abstain

Special resolution 9: To consider the approval of the Remuneration Policy and related Remuneration report by a special non-binding vote for the ensuing year.

For  Against  Abstain

1 member online and voting.

Success  
Votes submitted successfully!

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# On the day voting

The screenshot shows the SAICA Virtual AGM voting interface. At the top, there is a header with the 'VIRTUAL AGM' logo on the left and the user's name 'Mohammed Morgan' on the right. A red banner below the header displays the message 'Event is currently in testing mode!'. The main content area features the SAICA logo (The South African Institute of Chartered Accountants) on the left, the user's name 'Mohammed Morgan' in the center, and the event title 'SAICA SAICA AGM testing 20240423' on the right. Below this, a dark blue navigation bar contains 'Dashboard' and 'Voting' buttons. A 'Live Stream' section follows, with a message: 'No live stream attached to this event.' Below that, another dark blue bar shows 'My Votes' and 'Discretionary Votes' buttons. The central area displays a confirmation message: 'Thank you! Your votes have been submitted successfully.' At the bottom of the interface, it indicates '1 member online and voting.'