



AGM

E-VOTING GUIDELINES (PROXY 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

Proxy Voting

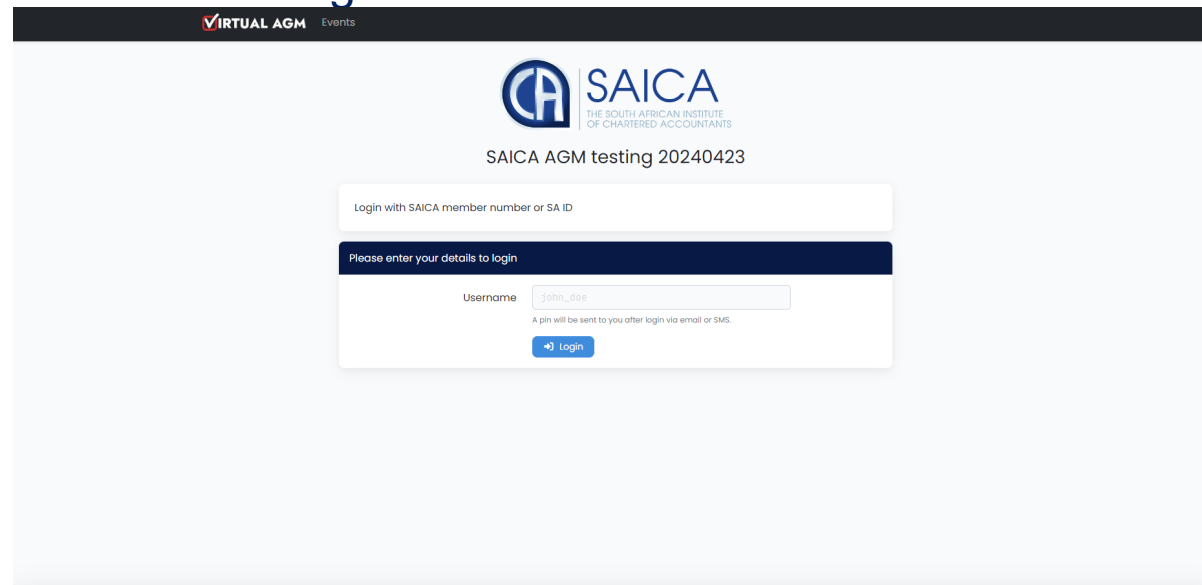
Logging Off

Logging on

Go to www.saicaagm.com

Logging on

- Type in your SAICA member ID or SA ID number.
- Click on Login



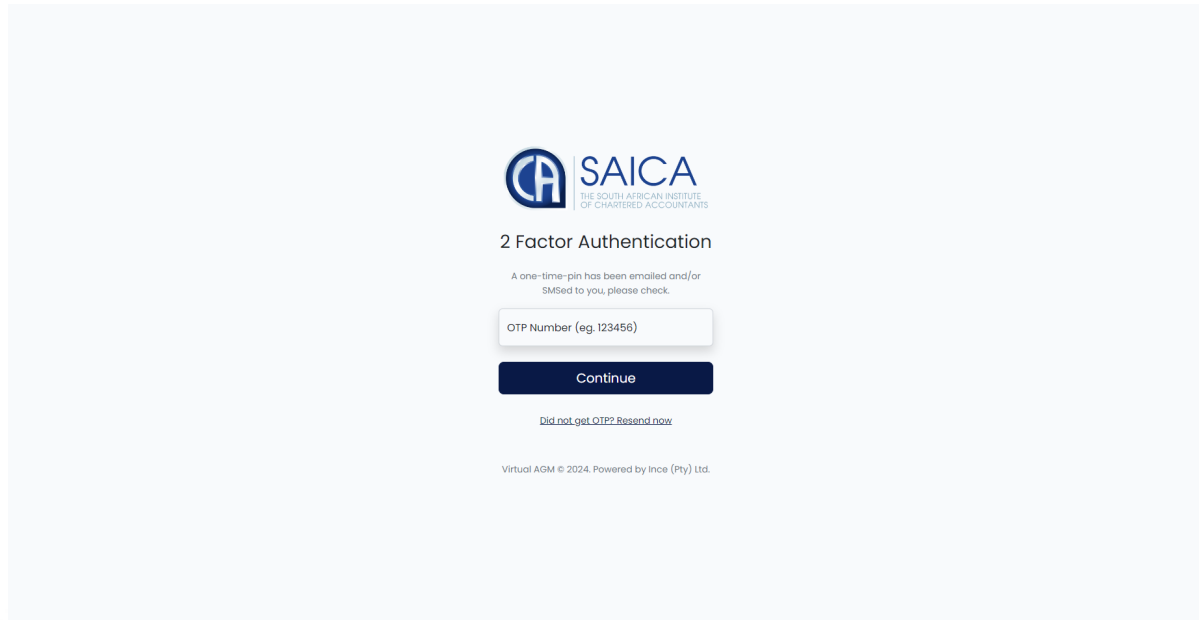
The screenshot shows the SAICA Virtual AGM login page. At the top left, there is a logo for 'VIRTUAL AGM Events'. The main header features the SAICA logo (a stylized 'CA' in a circle) and the text 'SAICA THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS'. Below the header, the text 'SAICA AGM testing 20240423' is displayed. The login form consists of a white box with a dark blue header that says 'Please enter your details to login'. Inside the form, there is a text input field for 'Username' with the value 'john_doe'. Below the input field, a small note states 'A pin will be sent to you after login via email or SMS.' At the bottom of the form is a blue button with a white arrow and the text 'Login'. Above the form, there is a separate input field with the placeholder text 'Login with SAICA member number or SA ID'.

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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.

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



The image shows a screenshot of the SAICA 2 Factor Authentication page. 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. Below the logo, the text '2 Factor Authentication' is displayed. Underneath, a smaller line of text reads 'A one-time-pin has been emailed and/or SMSed to you, please check.' Below this is a text input field with the placeholder text 'OTP Number (eg. 123456)'. A dark blue button with the text 'Continue' is positioned below the input field. At the bottom of the form, there is a link that says 'Did not get OTP? Resend now'. At the very bottom of the page, the text 'Virtual AGM © 2024. Powered by Inco (Pty) Ltd.' is visible.

Proxy Voting

Once you are logged in, you will be taken to the voting tab.

Select appoint a proxy

- 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 chairperson or to another member who is eligible to vote.

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

- Allocate your votes accordingly.
- Please note that you may also pose a question under the ASK QUESTIONS tab and click on Ask Question.
- Click on Submit proxy appointment.
- A pop-up message will appear, confirming submission of your votes “Success, *You have successfully appointed a proxy!*”
- The following pop-up message will also show “Thank you!” You have successfully appointed a proxy”.

Proxy Voting


The screenshot displays the SAICA Virtual AGM proxy voting interface. At the top, the 'VIRTUAL AGM' logo is on the left, and the user's name 'Carmen Lee' is on the right. A red banner below the header contains the message: 'Event is currently in testing mode!'. The main header area includes the SAICA logo (The South African Institute of Chartered Accountants) on the left, the user's name 'Carmen Lee' in the center, and the event title 'SAICA SAICA AGM testing 20240423' on the right. Below the header, there is a navigation bar with 'Dashboard' and 'Appoint a proxy' buttons. The 'Dashboard' section is active, showing 'Voting instructions' with a message: 'No voting instructions available.' and an 'Appoint a proxy' button. The 'Documents' section on the right shows a message: 'No documents for this event.'

Proxy Voting

Nominating Chairperson as a proxy

VIRTUAL AGM Carmen Lee

Event is currently in testing mode!

 SAICA THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS

Carmen Lee

Accounts (1) thok2035

SAICA SAICA AGM testing 20240423

Dashboard **Appoint a proxy**

Appoint a proxy

Prescribe to the chairperson on how to vote on my behalf

Please choose your proxy:

Chairperson
 SAICA member

Chairperson details:


Chairperson name:

Prescribe my own votes

Ordinary resolution 1: To consider and, if supported, approve the the appointment of Mazars as the external auditors for the ensuing year

For Against Abstain

Ask Questions

 **Carmen Lee**
Wed, 24 Apr 2024, 09:47:29

When are the APC exams taking place?

Ask Question

Proxy 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](#)

Proxy Voting

Nominating a SAICA member

Appoint a proxy

Prescribe to another SAICA member on how to vote on my behalf

Please choose your proxy:

- Chairperson
- SAICA member

SAICA member details:

SAICA member reference no:

Selected SAICA member:

Prescribe my own votes

Ordinary resolution 1: To consider and, if supported, approve the the appointment of Mazars as the external auditors for the ensuing year

- For
- Against
- Abstain

Proxy Voting

The screenshot shows a web browser window with the URL <https://saica.vagm.events/member>. The page content is dimmed, and a white modal box is centered on the screen. The modal box contains a green checkmark icon, the word "Success" in bold, and the text "You have successfully appointed a proxy!".

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.
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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.

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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](#)

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Proxy Voting

VIRTUAL AGM Carmen Lee

Event is currently in testing mode!

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

SAICA
SAICA AGM testing 20240423

Carmen Lee

Accounts (1)


Dashboard **Appoint a proxy**

Appoint a proxy

Thank you!

✔ You have successfully appointed a proxy.

Ask Questions

 **Carmen Lee**
Wed, 24 Apr 2024, 09:47:29

When are the APC exams taking place?

Ask Question