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

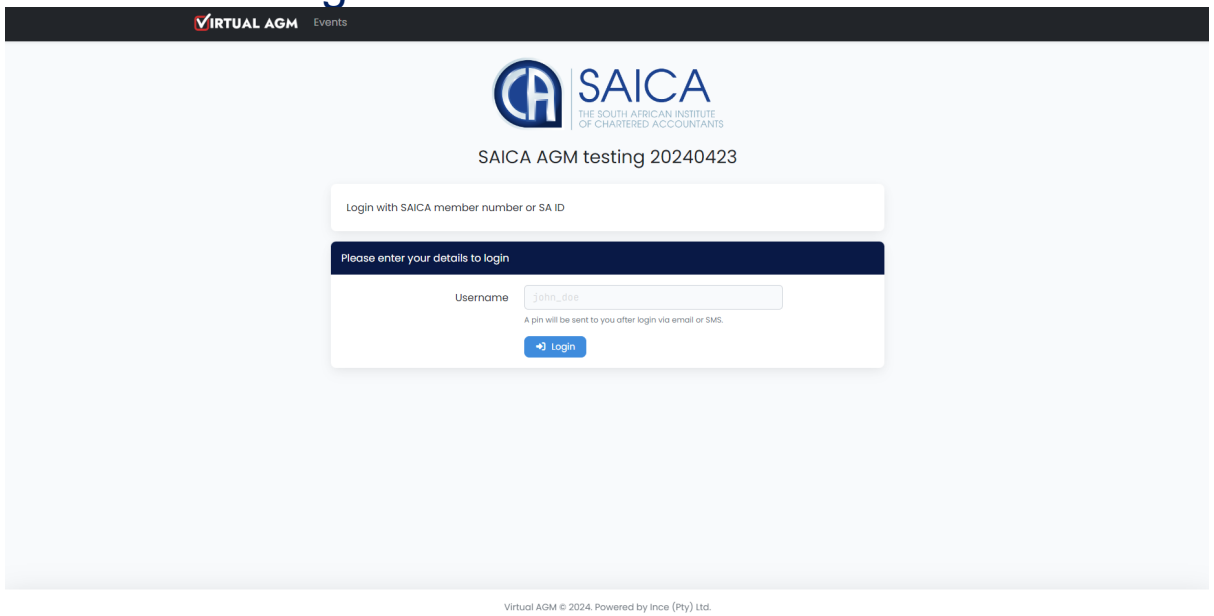
Logging Off

Logging on

Go to www.saicaagm.com

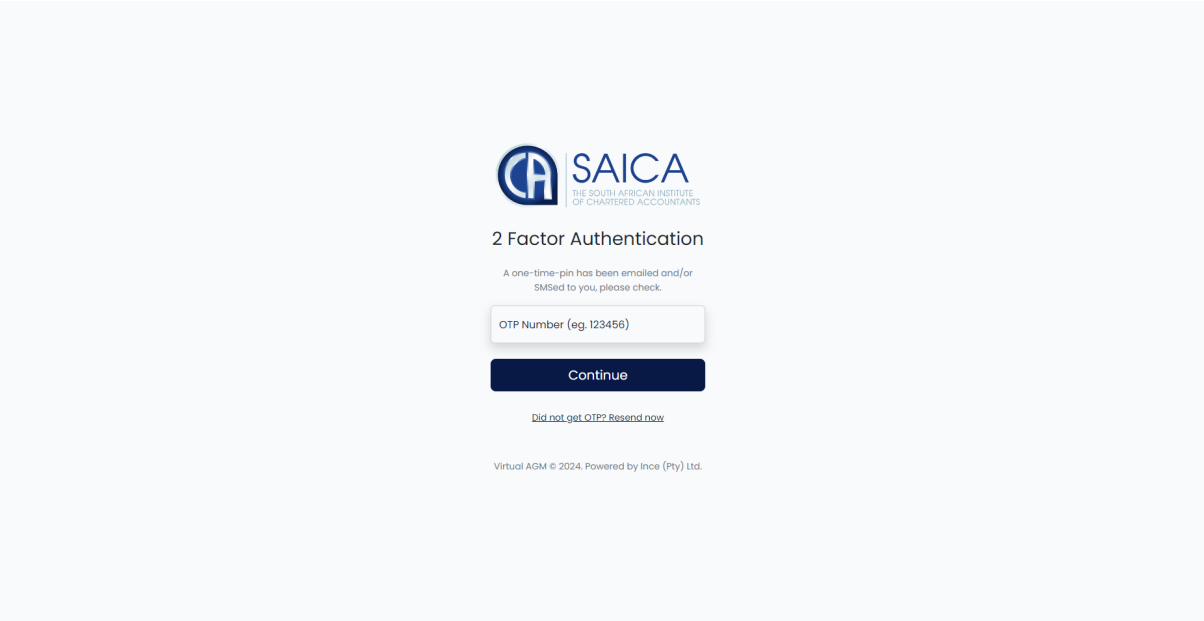
Logging on

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



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.

Proxy Voting

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

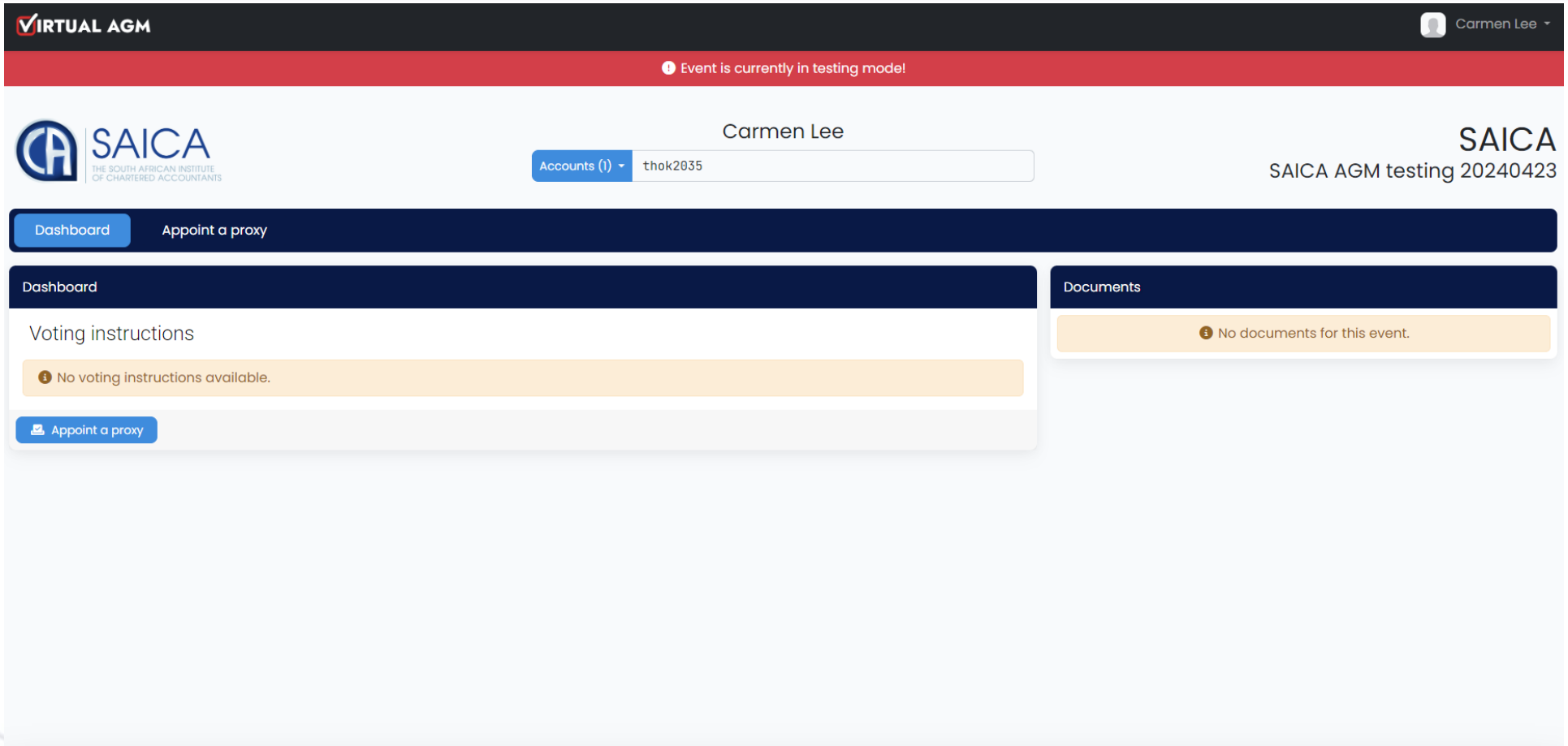
Select appoint a proxy

- 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.

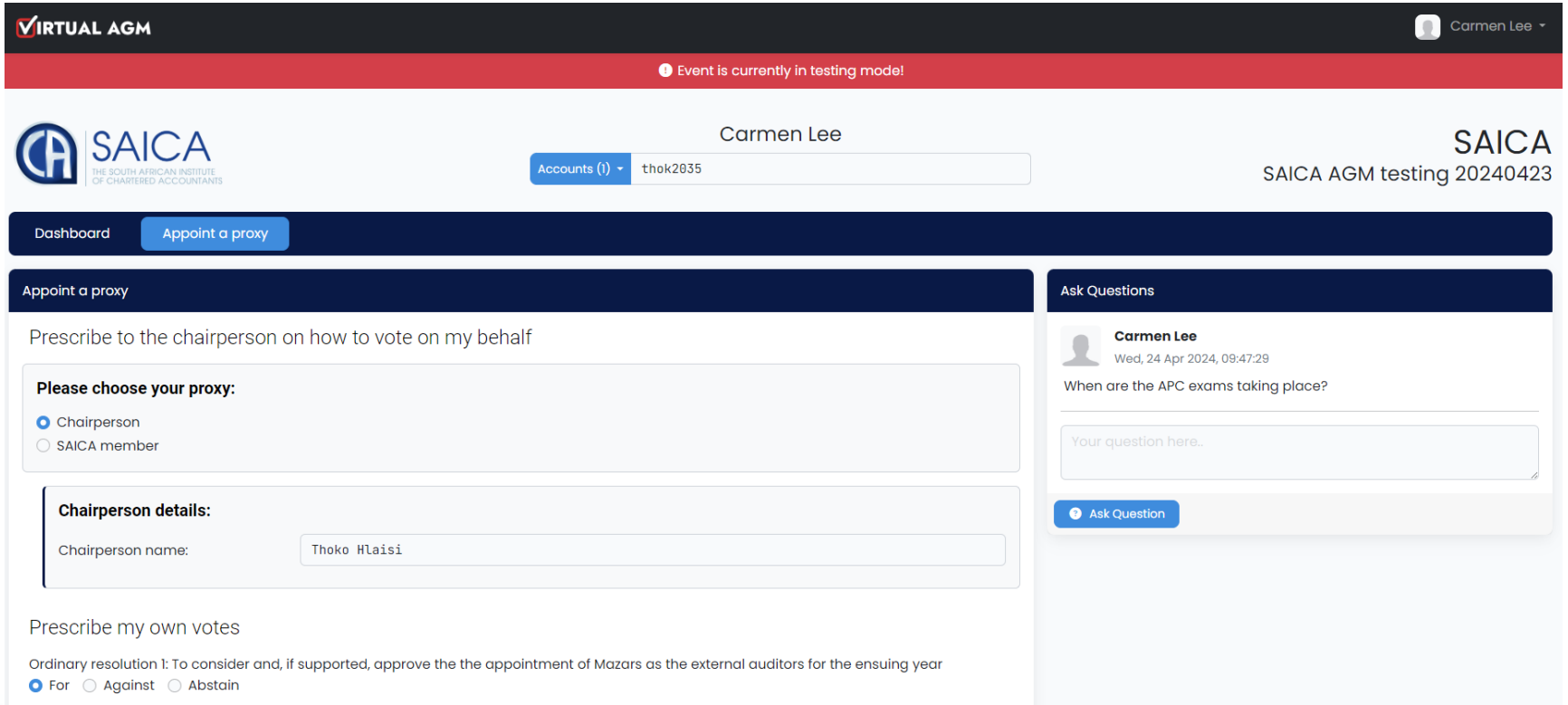
- Allocate your votes accordingly.
- Please note that you may also pose a question under the ASK QUESTIONS tab and click on Ask Question.
- Click on Submit proxy appointment.
- A pop-up message will appear, confirming submission of your votes “Success, *You have successfully appointed a proxy!”*
- The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

Proxy Voting

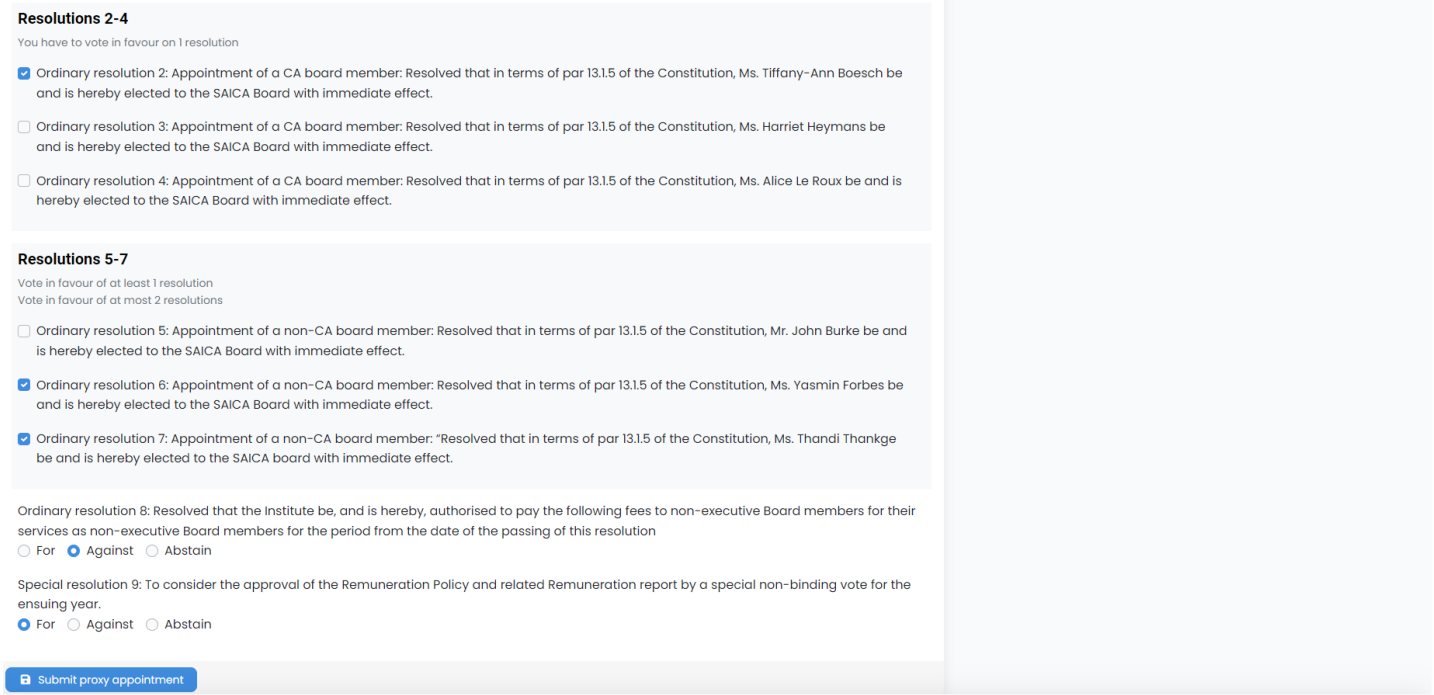


Proxy Voting

Nominating Chairperson as a proxy



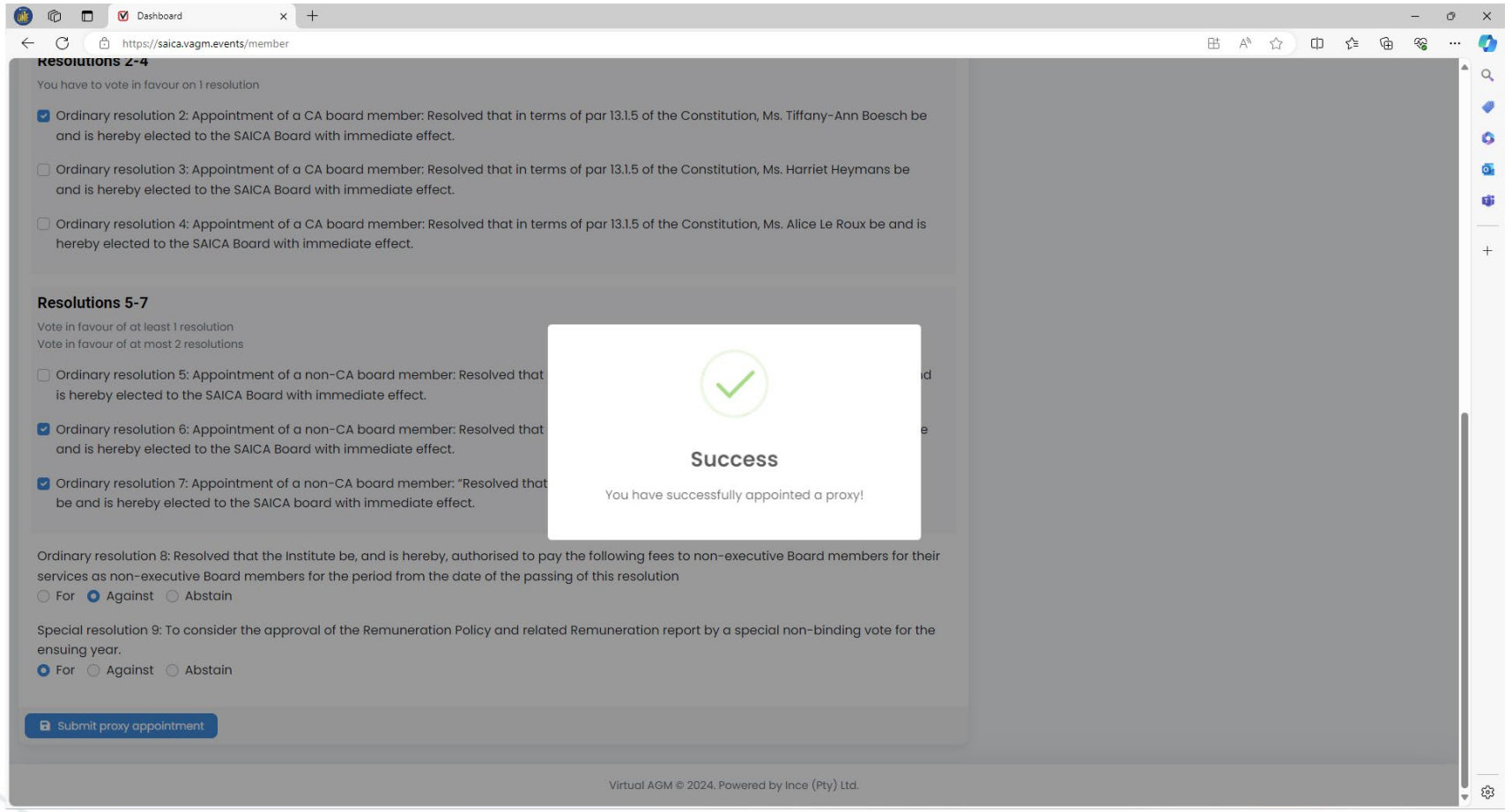
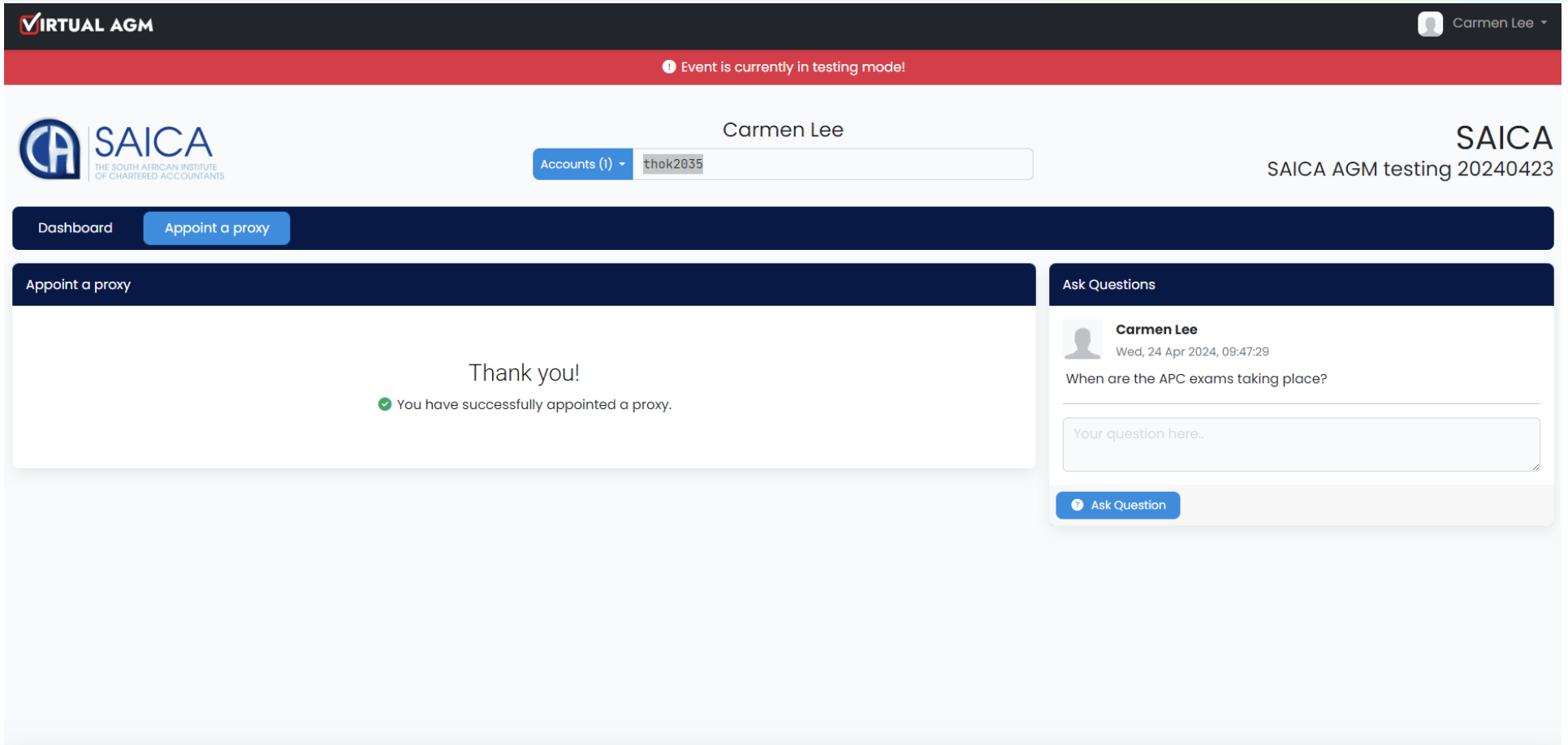
Proxy Voting



Proxy Voting

Nominating a SAICA member

Proxy Voting



Proxy Voting