

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 conducted, and members may attend in person or via webcast.

The meeting will be held at the SAICA Offices at 17 Fricker Road, Illovo, Sandton, on Friday 31 May 2024. Although the formal AGM commences at 10:00, a special VIP guest will be addressing members from 8:30.

Members who will attend in person should [book here](#) on or before Friday, 24 May 2024, for catering purposes only. Member participation via the webcast will be facilitated through an online platform, and more details in this regard can be found below.

To allow for the confirmation of a quorum, members are kindly requested to join the meeting no later than 09:45 to avoid delaying the meeting.

Read the full Agenda of the meeting [here](#).

REGISTRATION AND PROXY VOTING

Members are required to utilise SAICA's electronic voting (e-voting) platform for both the proxy and "on-the-day" voting processes.

Registration and Proxy voting on the e-voting solution opens at 10:00 on Friday 10 May 2024 and closes at 10:00 on Wednesday 29 May 2024.

Please note: In order to use the e-voting facility, 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.

Please note further: the discretionary voting for proxies has been disabled and thus proxies will not be able to cast discretionary votes.

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. We however suggest that members register for voting during the abovementioned registration period. Members will be allowed to cast their e-votes when the voting is opened during the AGM proceedings. All voting will be electronic. There will be no paper-based voting.

WEBCAST PARTICIPATION AT THE AGM

SAICA members must 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 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](#).

Kind regards

Jaco Snyman

Board Secretary

The South African Institute of Chartered Accountants