

Special General Meeting

(Proxy e-voting)

2019

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.

The following are the key elements available on the e-voting platform:

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

Registration


The registration process is only open to active CAs(SA) who are in good standing. Registration will be possible for the entire duration of the proxy voting process. A single registration will be required 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.saicasgm.co.za>
- Click on Register menu link.
- 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.

 Register

 Login

 Forgot password?

Member register

SAICA member ID:

ID or passport number:

Email address:

Submit

- Open the email.
- Click on the link in the email which will return you to the e-voting system to complete the 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:

Submit

Logging On

- 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 displays the SAICA Voting System interface. On the left, a navigation menu includes 'Register' and 'Login'. The main content area is titled 'Login' and features a form with the following elements:

- A text input field labeled 'SAICA member ID'.
- A checkbox labeled 'I'm not a robot'.
- A reCAPTCHA widget with a 'reCAPTCHA' logo and links for 'Privacy - Terms'.
- A blue 'Login' button.
- A blue 'Register' link.

The URL at the bottom of the browser window is <https://www.saicaagm.co.za/member-register>.

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

SAICA - Password

saicasgm.co.za/signin

CAISA
VOTING SYSTEM

Register

Login

Login

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 sgn@saica.co.za

Enter OTP

Login

Register

Proxy Voting

- Once you are logged on, click on the 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:

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.

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 1 - 4 NOTE: As more persons have been nominated for the board vacancies of non-executive Board Members who are not Chartered Accountants, and although each candidate will be voted upon by a separate resolution, the result of the voting for resolutions 1 (one) to 4 (four) shall be determined in accordance with the number of votes cast in favour of each resolution so that the vacancies will be filled by the 3 (three) candidates receiving the highest number of favourable votes. Members are requested to vote for 3 (three) candidates only. Members may choose to vote for fewer than 3 (three) candidates.	For
1	Resolved that in terms of par 13.1.5 of the Constitution, Ms Babalwa Bekwa be, and is hereby, elected to the SAICA board with immediate effect (non CA)	<input type="checkbox"/>
2	Resolved that in terms of par 13.1.5 of the Constitution, Mr Johan du Toit be, and is hereby, elected to the SAICA board with immediate effect (non CA)	<input type="checkbox"/>
3	Resolved that in terms of par 13.1.5 of the Constitution, Ms Yaarrin Forbes be, and is hereby, elected to the SAICA board with immediate effect (non CA)	<input type="checkbox"/>
4	Resolved that in terms of par 13.1.5 of the Constitution, Ms Shamila Singh be, and is hereby, elected to the SAICA board with immediate effect (non CA)	<input type="checkbox"/>

Prescribe own vote

#	Resolution 5 - 13 NOTE: As more persons have been nominated for the board vacancies of non-executive Board Members who are Chartered Accountants, and although each nominee will be voted upon by a separate resolution, the result of the voting for resolutions 5 to 13 shall be determined in accordance with the number of votes cast in favour of each resolution so that the vacancies will be filled by the 8 (six) candidates receiving the highest number of favourable votes. Members are requested to vote for 8 (six) candidates only. Members may choose to vote for fewer than 8 (six) candidates.	For
5	Resolved that in terms of par 13.1.5 of the Constitution, Ms Ise Lubbe be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input type="checkbox"/>
6	Resolved that in terms of par 13.1.5 of the Constitution, Ms Tsakani Moleko be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input type="checkbox"/>
7	Resolved that in terms of par 13.1.5 of the Constitution, Ms Refilwe Matenje be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input type="checkbox"/>
8	Resolved that in terms of par 13.1.5 of the Constitution, Mr Lesley Ndlovu be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input type="checkbox"/>

8	Resolved that in terms of par 13.1.5 of the Constitution, Mr Lesley Ndlovu be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input checked="" type="checkbox"/>
9	Resolved that in terms of par 13.1.5 of the Constitution, Mr Peter Nelson be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input checked="" type="checkbox"/>
10	Resolved that in terms of par 13.1.5 of the Constitution, Mr Shaun Osner be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input checked="" type="checkbox"/>
11	Resolved that in terms of par 13.1.5 of the Constitution, Mr Bonolo Ramakhele be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input checked="" type="checkbox"/>
12	Resolved that in terms of par 13.1.5 of the Constitution, Ms Monica Stuger be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input checked="" type="checkbox"/>
13	Resolved that in terms of par 13.1.5 of the Constitution, Ms Patricia Stock be, and is hereby, elected to the SAICA board with immediate effect (CA)	<input checked="" type="checkbox"/>

Prescribe own vote

#	Resolution - 14 NOTE: Please refer to the notice of Special General Meeting for the table of directors fees (Page 5).	For	Against	Abstain
14	To approve the fees payable to the non-executive board members for their services as non-executive board members	<input checked="" 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 TSC

Submit

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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.

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

Select your proxy:

Saica member

Chairman

Saica member details

Saica member ID:

Accept terms and conditions - [Read T&C](#)

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.

Submit Proxy Vote

Success! Thank you for submitting your proxy vote

- 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

- Click on the Logout menu option.