# Special General Meeting

E-Voting and Webcast Guidelines
(on-the-day activities)

2018

SAICA

# Logging On

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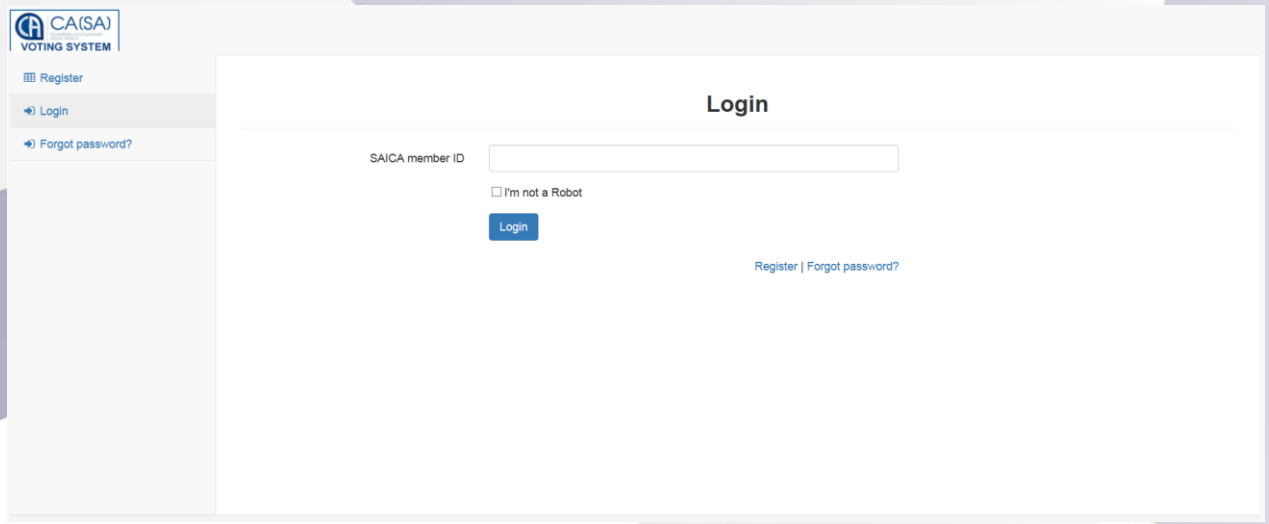
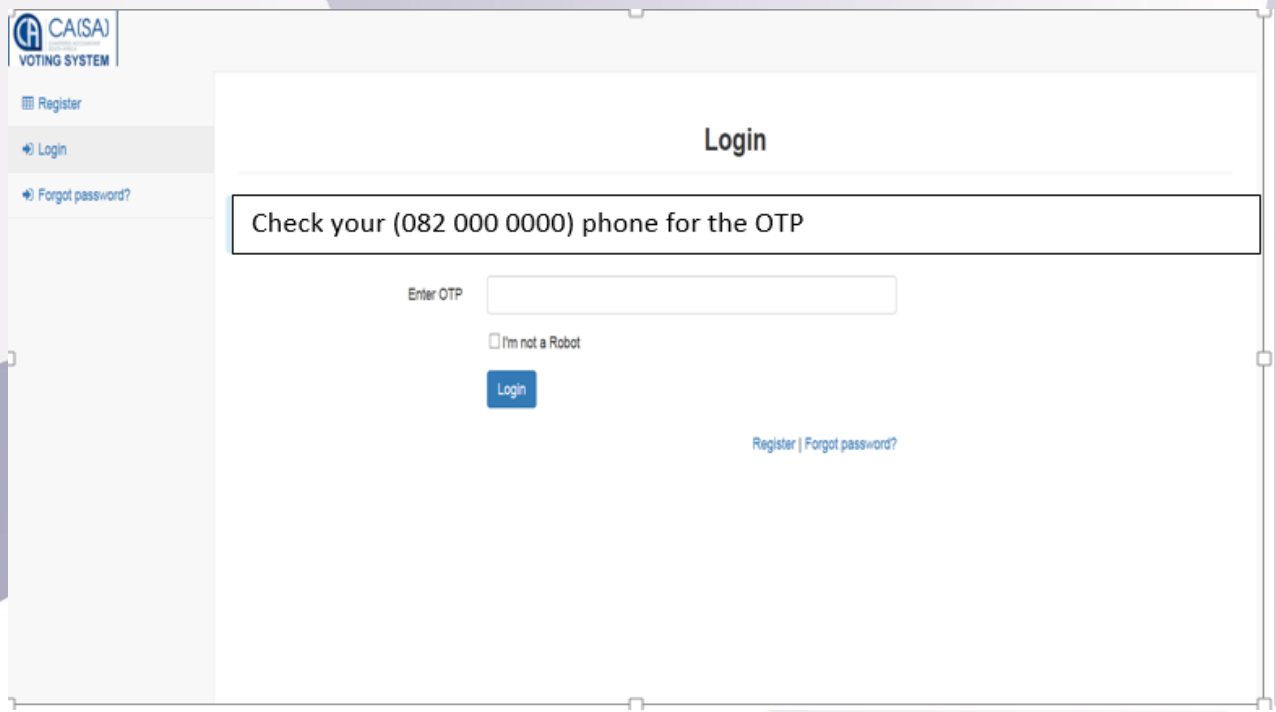
develop.influence.lead.

- Click on the following URL - https://www.saicasgm.co.za
- 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




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

- Enter your OTP received via SMS.
- Tick the “I am not a robot” checkbox.
- Click on Login



# On-the-Day-Voting

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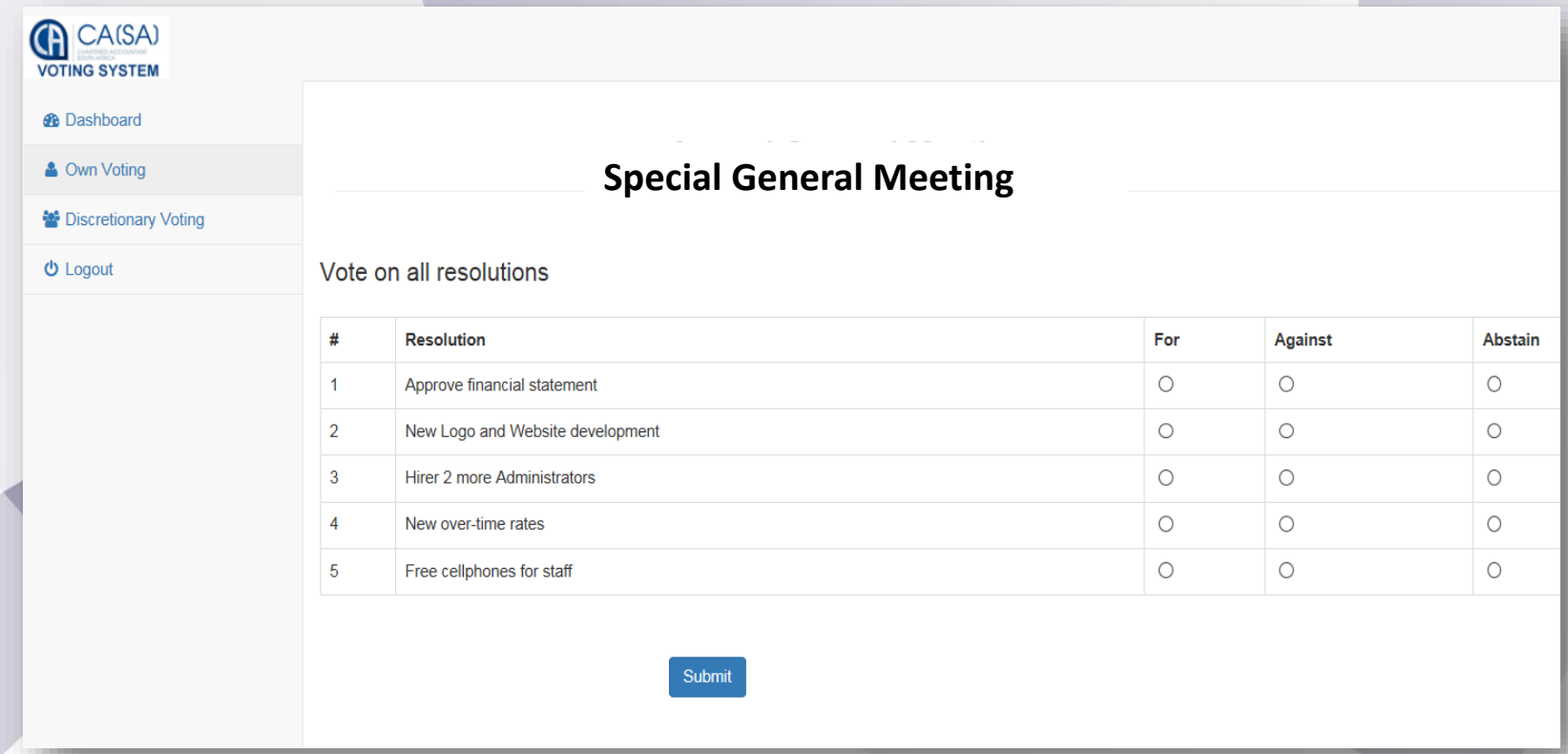
- You will be redirected to the main voting page.



- Click on the Own Voting menu item.
- Complete your vote, per resolution.
- Click on Submit.
- Click on the Discretionary Voting menu option.
- If you have any votes allocated to you, allocate them per resolution.
- Click on Submit.

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

# Webcast screen

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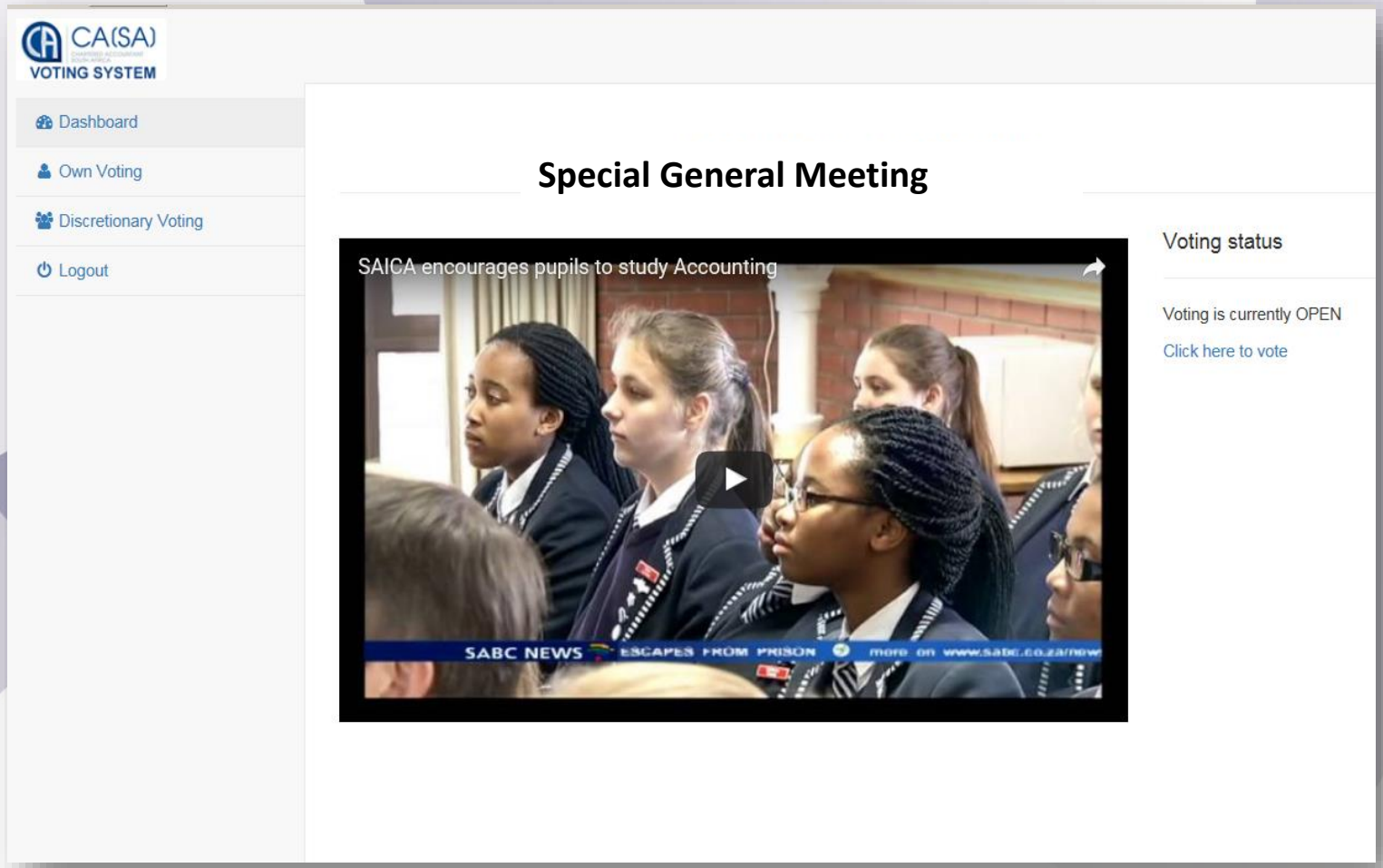
- Click on the following URL - https://www.saicasgm.co.za
- Carry out the steps set out in Logging On section of this document to log on.
- Once you have logged on, you will be taken to the Dashboard page, including the webcast screen.

## Webcast Prerequisites

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 or newer Safari or Firefox
- Adobe Flash Player
- Sound card and speakers or headphones
- An Internet connection. If you are viewing through a corporate / LAN connection please ensure that your organisation allows for streaming through their firewall

Webcast - On-the-Day-Voting

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# Logging Off

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- Click on the Logout menu option.

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