

Special General Meeting

E-Voting
(Proxy Voting)

2018

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:

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

Registration

The registration process is only open to active CA(SA)s on the day that the SGM notice is issued.

Registration will be possible for the entire duration of the proxy voting process.

A single registration will be required to be able to access both the proxy voting and on-the-day voting facilities, within the allocated timeframes, in each case.



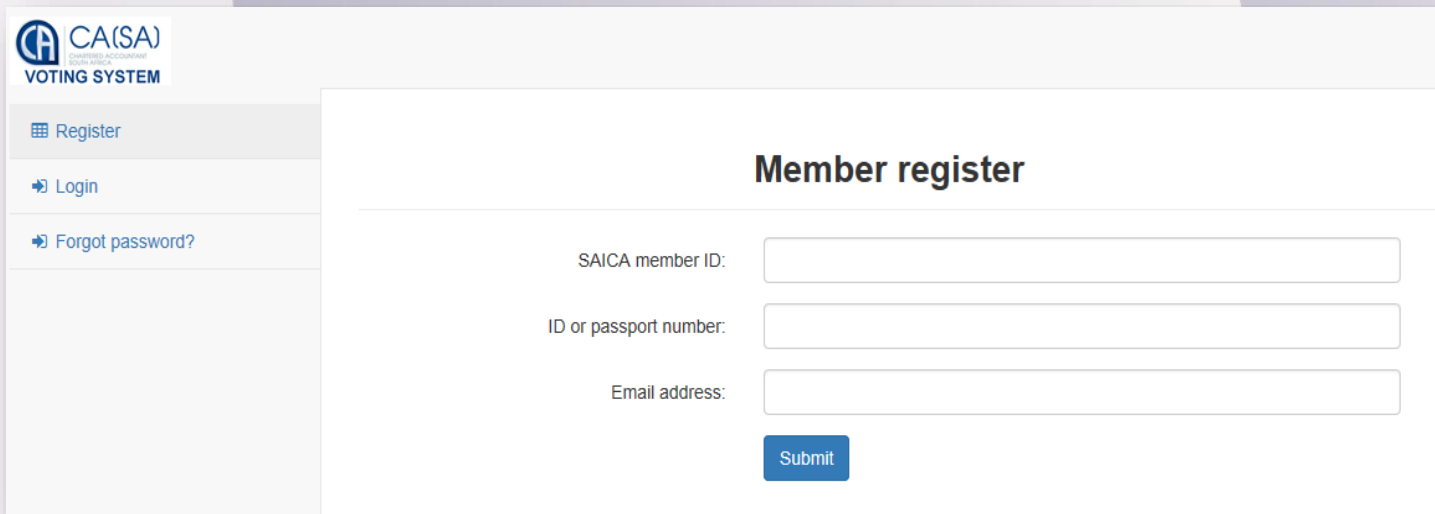
SAICA
THE SOUTH AFRICAN INSTITUTE
OF CHARTERED ACCOUNTANTS
develop.influence.lead.

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. Please ensure that your profile information is up to date and correct, in order to avoid encountering any issues in the validation process.

- Click Submit
- A validation email will be sent to the email address used in the above steps.



The screenshot shows the 'Member register' page of the CA(SA) VOTING SYSTEM. On the left is a sidebar with three links: 'Register' (with a calendar icon), 'Login' (with a key icon), and 'Forgot password?' (with a key icon). The main content area has the title 'Member register' at the top. Below the title are three input fields: 'SAICA member ID:', 'ID or passport number:', and 'Email address:'. A blue 'Submit' button is located at the bottom right of the form area.

CA(SA)
CHARTERED ACCOUNTANTS
SOUTH AFRICA
VOTING SYSTEM

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 registration process.
- Enter the following information:
 - First name,
 - Middle name,
 - Last name,
 - Mobile number, and
 - Location.

Complete Registration

First name:

Middle name:

Last name:

Mobile number:

Location:

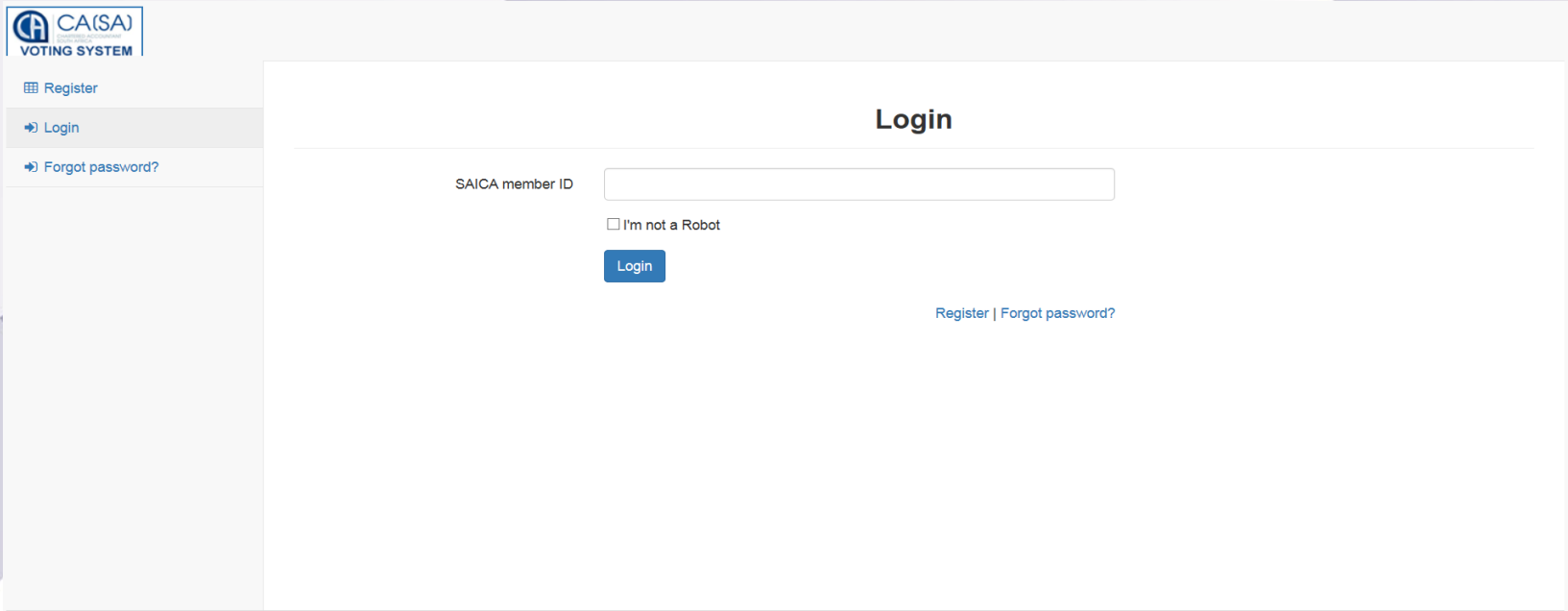
South Africa



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 shows the SAICA Voting System interface. On the left is a sidebar with the SAICA logo and the text 'VOTING SYSTEM'. It contains three links: 'Register', 'Login' (which is highlighted), and 'Forgot password?'. The main content area is titled 'Login'. It features a text input field labeled 'SAICA member ID', a checkbox labeled 'I'm not a Robot', and a blue 'Login' button. Below the button are links for 'Register' and 'Forgot password?'.

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.
- Login

The screenshot shows the SAICA Voting System Login interface. On the left is a sidebar with the SAICA logo and 'VOTING SYSTEM' text, and three menu items: 'Register', 'Login' (which is highlighted), and 'Forgot password?'. The main content area is titled 'Login'. Below the title is a message box that says 'Check your (082 000 0000) phone for the OTP'. Underneath this is a form with the label 'Enter OTP' next to a text input field. Below the input field is a checkbox labeled 'I'm not a Robot'. A blue 'Login' button is positioned below the checkbox. At the bottom right of the form area, there are links for 'Register' and 'Forgot password?'.

Proxy Voting

- Once you are logged on, click on 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	For	Against	Abstain
1	Approve financial statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	New Logo and Website development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Hire 2 more Administrators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	New over-time rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Free cellphones for staff	<input 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 T&C](#)

Submit

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](#)

Submit

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

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 and Discretionary: —

#	Resolution	For	Against	Abstain	Discretionary
1	Approve financial statement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	New Logo and Website development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Hire 2 more Administrators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	New over-time rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Free cellphones for staff	<input type="radio"/>	<input 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 T&C](#)

Submit

- 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.