

#DIFFERENCE  
MAKERS

SGM E-VOTING  
GUIDELINES (ON  
THE DAY VOTING  
MANUAL 2025)



CA | CA(SA)

AGA | AGA(SA)

at | AT(SA)

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
- Webcast
- On the day Voting
- Logging Off

# LOGGING ON

#DIFFERENCE  
MAKERS



## SAICA SGM 2025

The Special General Meeting ("SGM") of the South African Institute of Chartered Accountants ("SAICA") will take place on **10 September 2025**.

If you cannot attend the SGM, you may appoint a proxy to vote on your behalf. You can choose either the Chairperson or another SAICA member in good standing as your proxy and provide them with voting instructions. For more details, see the **Appointing a Proxy** section below.

To attend the meeting in person, book via [this link](#) by **Weekday, 04 September 2025**. You may also attend and vote online on the day. For more details, see the **Voting Event** section below.

Click the button below to continue.

 Attend the virtual event and vote online

 Continue

## Voting Event

- Click on the following URL - <https://event.saicaagm.com/>
- Click on the Continue

# LOGGING ON



SAICA SGM 2025

To log in, please use your **SAICA member ID** or **South African ID number**. You will receive a **one-time pin (OTP)** via email or SMS. Voting is only available to members in good standing. If you have any questions, please contact the SAICA Call Centre at 0861 072 422 or +27 (11) 621 6660, or email [agm@saica.co.za](mailto:agm@saica.co.za).

Please enter your details to login

Username

A pin will be sent to you after login via email or SMS.

→ Login

- Click on the following URL - <https://event.saicaagm.com/>
- Type in your SAICA member ID or SA ID number.
- Click on Login

# LOGGING ON



## 2 Factor Authentication

A one-time-pin has been emailed and/or  
SMSed to you, please check.

OTP Number (eg. 123456)  
955551

Continue

[Did not get OTP? Resend now](#)

Virtual AGM © 2025. Powered by Ince (Pty) Ltd.

- A message tab informing you of a one-time pin (OTP) will be displayed.
- Enter your OTP received via SMS or email and Login.

# WEBCAST



DashboardVoting

Dashboard

Instructions

The platform features two screens: **Documents** and the **Voting** screens.

**Documents:** Access downloadable documents and instructions for navigating the platform.

**Voting** View the live stream of the SGM, vote on the resolutions and ask questions.

Switch between screens using the **Documents** and **Voting** tabs at the top of the page, below the logo.

**Casting your votes:**

- Your votes appear below the live streaming screen.**
  - For the resolution, please indicate your vote by selecting **For, Against, or Abstain**.
- Submit your votes:**
  - Once you have completed your selection, click on the **Votes** button to confirm your submission.

[Continue](#)

Documents

PDF

Voting Guide

9 KB

[View](#)[Download](#)

PDF

SGM Agenda 2025

322 KB

[View](#)[Download](#)

- Click on the Continue button to attend the virtual event and to vote online

SAICA | DIFFERENCE MAKERS

# WEBCAST

#DIFFERENCE  
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- Click on the Continue button to attend the virtual event and to vote online and ask any questions.

The screenshot shows a webcast interface for SAICA's #DifferenceMakers event. At the top, there is a dark blue navigation bar with 'Dashboard' and 'Voting' buttons. Below this, the main content area is divided into two sections. The left section, labeled 'Live Stream', features a large video player with a dark blue background and diagonal lines. The text 'WELCOME' is displayed in large orange letters, followed by 'THIS EVENT WILL START SOON' in white. The SAICA logo and '#DIFFERENCE MAKERS' are in the top left corner of the video area. On the right side of the video area, there are three small buttons: 'RECALIBRATE' (blue), 'REIMAGINE' (green), and 'RENEW' (orange). The right section, labeled 'Ask Questions', has a dark blue header. Below it, a light orange box contains the message 'You haven't asked any questions.' followed by a text input field labeled 'Your question here..'. At the bottom of this section is a blue button labeled 'Ask Question'.

# ON THE DAY VOTING



## My Votes

### My votes

SPECIAL RESOLUTION 1: APPROVAL OF THE AMENDMENTS TO THE SAICA CONSTITUTION - To CONSIDER and, if supported, APPROVE the revised SAICA Constitution in terms of paragraph 18 of the current Constitution (Approved 26 May 2022), which requires amendments to be approved by not less than three-fourths of the Members who are present in person or electronically or by proxy at the General Meeting of such Members.

☐ For ☐ Against ☐ Abstain

 Submit Votes

 2 members online and voting.

Select your votes and click on the Submit votes button



## ON THE DAY VOTING

#DIFFERENCE  
MAKERS

THIS EVENT WILL START SOON

My Votes

My votes

SPECIAL RESOLUTION 1: APPROVAL OF THE AMENDMENTS TO THE  
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or electronically or by proxy at the General Meeting of such M

☒ For ☐ Against ☐ Abstain

Submit Votes

2 members online and voting.



**Success**

Votes submitted successfully!

- You will get confirmation that your vote has been submitted.

## GENERAL REQUIREMENTS

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, Microsoft Edge or newer Safari or Firefox, Adobe Flash Player
- An Internet connection.
- If you are viewing through a corporate / LAN connection please ensure that your organization allows for streaming through their firewall