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

# 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**





### 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 <u>this link</u> 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



**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.

Please enter your details to login		
Username		
	A pin will be sent to you after login via email or SMS.  Dogin	

- 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

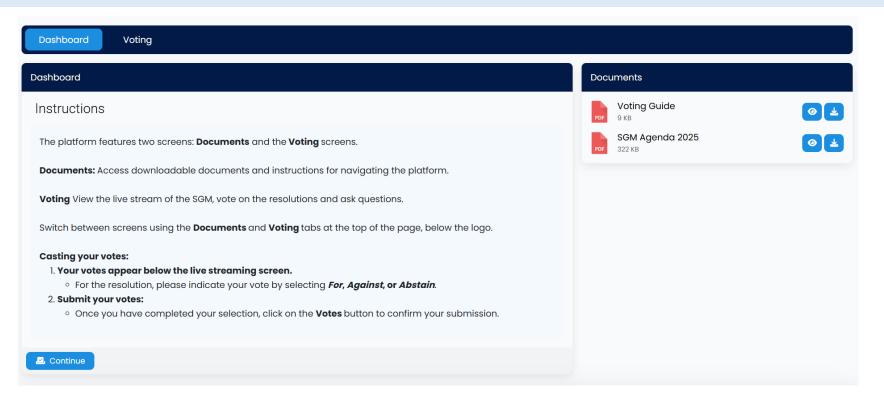
Virtual AGM © 2025. Powered by Ince (Pty) Ltd.

- 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**



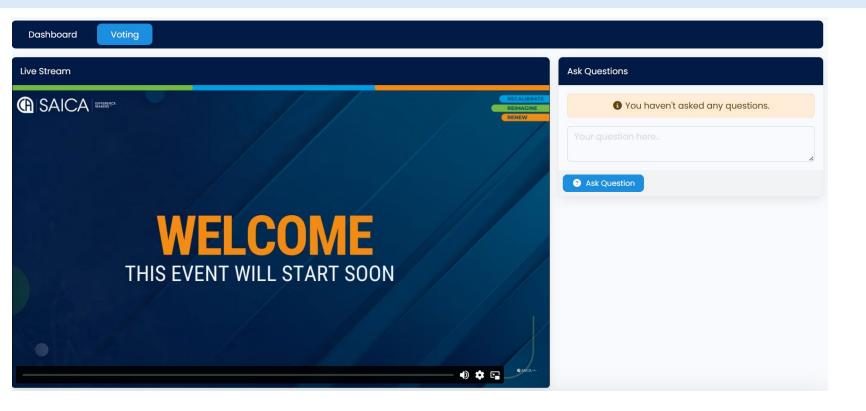


 Click on the Continue button to attend the virtual event and to vote online



# **WEBCAST**





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

# ON THE DAY VOTING



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.

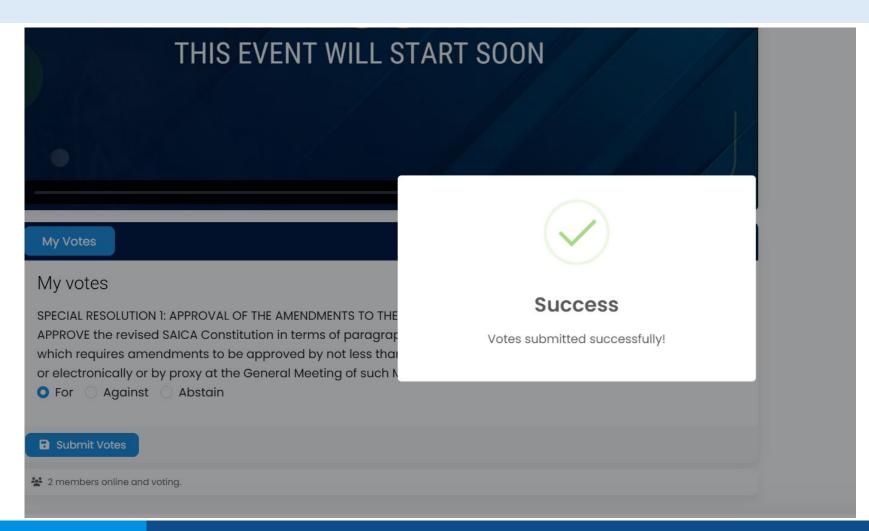
For Against Abstain

Submit Votes

Select your votes and click on the Submit votes button

# ON THE DAY VOTING





 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

