

# DIFFERENCE  
MAKERS

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



 CA(SA)

 AGA(SA)

 AT(SA)

 SAICA  
DIFFERENCE MAKERS™

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
- On the day Voting
- Logging Off

## LOGGING ON




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

# LOGGING ON

# DIFFERENCE  
# MAKERS

**VIRTUAL AGM** Events

 **SAICA**  
THE SOUTH AFRICAN INSTITUTE  
OF CHARTERED ACCOUNTANTS

SAICA AGM testing 20240423

Login with SAICA member number or SA ID

Please enter your details to login

Username

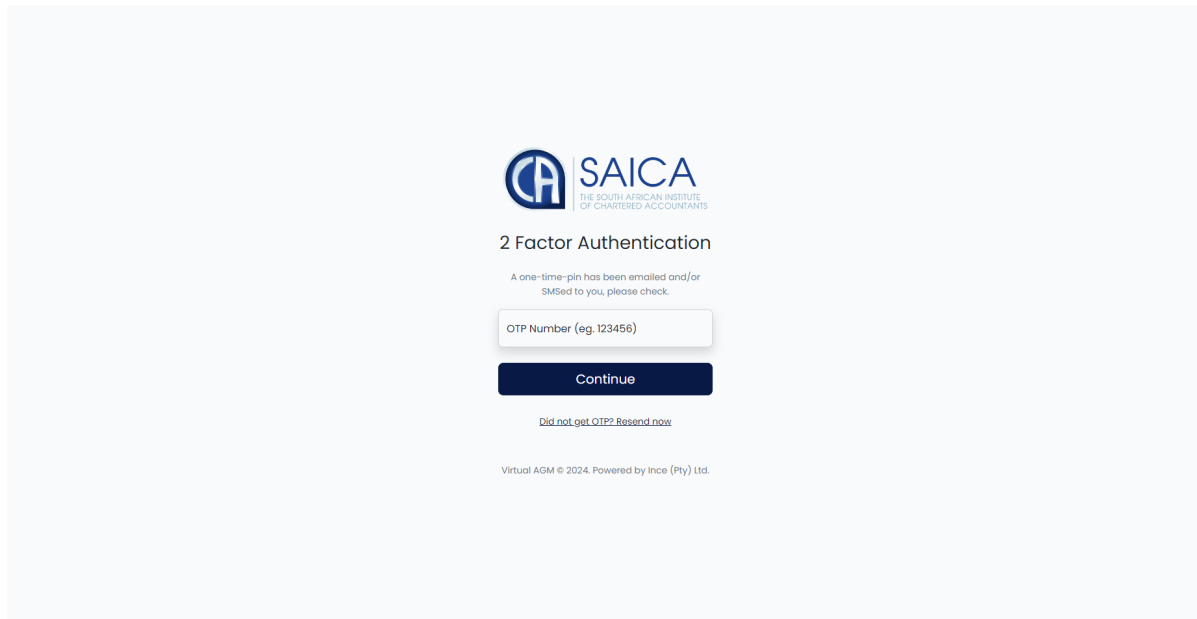
A pin will be sent to you after login via email or SMS.

[Login](#)

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# LOGGING ON

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



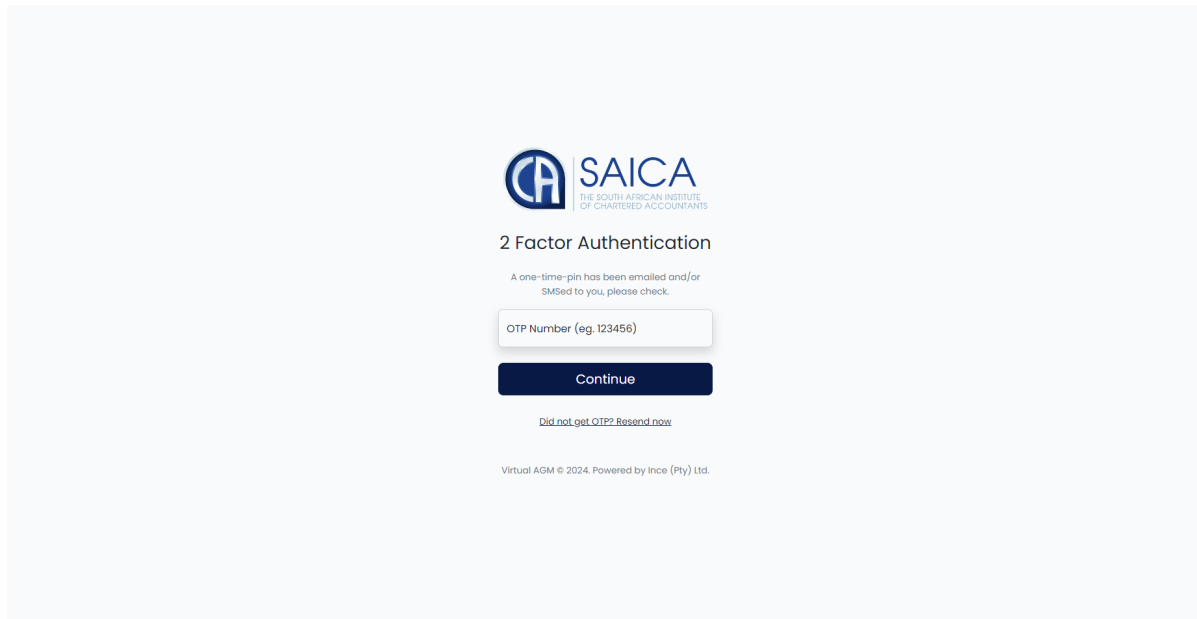
The image shows a screenshot of the SAICA 2 Factor Authentication screen. At the top left is the SAICA logo, which consists of a stylized 'A' inside a circle, followed by the text 'SAICA' and 'THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS' below it. The main heading is '2 Factor Authentication'. Below this, a message states: 'A one-time-pin has been emailed and/or SMSed to you, please check.' There is a text input field with the placeholder text 'OTP Number (eg. 123456)'. Below the input field is a dark blue button with the text 'Continue'. Underneath the button is a link that says 'Did not get OTP? Resend now'. At the bottom of the screen, there is a small copyright notice: 'Virtual AGM © 2024. Powered by Ince (Pty) Ltd.'

## ON THE DAY VOTING AND WEBCAST

- Click on Attend and Vote Online to watch a webcast or vote.
  - Complete your vote, per resolution.
  - Click on Submit votes.
- 
- 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

# LOGGING ON

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



The image shows a screenshot of the SAICA 2 Factor Authentication screen. At the top left is the SAICA logo, which consists of a stylized 'A' inside a circle, followed by the text 'SAICA' and 'THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS' below it. The main heading is '2 Factor Authentication'. Below this, a message states: 'A one-time-pin has been emailed and/or SMSed to you, please check.' There is a text input field with the placeholder text 'OTP Number (eg. 123456)'. Below the input field is a dark blue button with the text 'Continue'. At the bottom of the screen, there is a link that says 'Did not get OTP? Resend now'. At the very bottom, there is a small copyright notice: 'Virtual AGM © 2024. Powered by Ince (Pty) Ltd.'

# WEBCAST

- Click on Attend and Vote Online to watch a webcast





# ON THE DAY VOTING AND WEBCAST



- Click on voting then my votes to be able to vote
- Complete your vote, per resolution.
- Click on Submit votes

The screenshot shows the SAICA Virtual AGM voting interface. At the top, it says 'VIRTUAL AGM' and 'Mohammed Morgan'. A red banner indicates 'Event is currently in testing mode!'. The SAICA logo is on the left, and the user's name 'Mohammed Morgan' and account number 'thok4639' are in the center. The right side shows 'SAICA SAICA AGM testing 20240423'. Below this is a navigation bar with 'Dashboard' and 'Voting' buttons. A 'Live Stream' section shows 'No live stream attached to this event.' The 'My Votes' section is active, showing 'Discretionary Votes' and 'My votes'. Under 'My votes', there is a resolution: 'Ordinary resolution 1: To consider and, if supported, approve the the appointment of Mazars as the external auditors for the ensuing year'. Below this are radio buttons for 'For', 'Against', and 'Abstain'. The 'Resolutions 2-4' section follows, stating 'You have to vote in favour on 1 resolution'. It lists three resolutions, each with a checkbox: 'Ordinary resolution 2: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Tiffany-Ann Boesch be and is hereby elected to the SAICA Board with immediate effect.', 'Ordinary resolution 3: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Harriet Heymans be and is hereby elected to the SAICA Board with immediate effect.', and 'Ordinary resolution 4: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Alice Le Roux be and is hereby elected to the SAICA Board with immediate effect.'

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# ON THE DAY VOTING



## Resolutions 2-4

You have to vote in favour on 1 resolution

- Ordinary resolution 2: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Tiffany-Ann Boesch be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 3: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Harriet Heymans be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 4: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Alice Le Roux be and is hereby elected to the SAICA Board with immediate effect.

## Resolutions 5-7

Vote in favour of at least 1 resolution

Vote in favour of at most 2 resolutions

- Ordinary resolution 5: Appointment of a non-CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Mr. John Burke be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 6: Appointment of a non-CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Yasmin Forbes be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 7: Appointment of a non-CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Thandi Thankge be and is hereby elected to the SAICA board with immediate effect.

Ordinary resolution 8: Resolved that the Institute be, and is hereby, authorised to pay the following fees to non-executive Board members for their services as non-executive Board members for the period from the date of the passing of this resolution

For  Against  Abstain

Special resolution 9: To consider the approval of the Remuneration Policy and related Remuneration report by a special non-binding vote for the ensuing year.

For  Against  Abstain

[Submit proxy appointment](#)

# ON THE DAY VOTING



The screenshot shows a web browser window with the address bar displaying `https://saica.vagm.events/member`. The page content includes several voting items:

- Ordinary resolution 2: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Tiffany-Ann Boesch be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 3: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Harriet Heymans be and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 4: Appointment of a CA board member: Resolved that in terms of par 13.1.5 of the Constitution, Ms. Alice Le Roux be and is hereby elected to the SAICA Board with immediate effect.

**Resolutions 5-7**  
Vote in favour of at least 1 resolution  
Vote in favour of at most 2 resolutions

- Ordinary resolution 5: Appointment of a non-CA board member: Resolved that [text] is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 6: Appointment of a non-CA board member: Resolved that [text] and is hereby elected to the SAICA Board with immediate effect.
- Ordinary resolution 7: Appointment of a non-CA board member: Resolved that [text] be and is hereby elected to the SAICA board with immediate effect.

Ordinary resolution 8: Resolved that the Institute be, and is hereby, authorised to p[er]form their services as non-executive Board members for the period from the date of the passing of this resolution.  
 For  Against  Abstain

Special resolution 9: To consider the approval of the Remuneration Policy and related Remuneration report by a special non-binding vote for the ensuing year.  
 For  Against  Abstain

1 member online and voting.

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A white modal box is centered on the screen, containing a green checkmark icon, the word "Success" in bold, and the text "Votes submitted successfully!" below it.

# ON THE DAY VOTING

# DIFFERENCE  
# MAKERS

The screenshot displays the SAICA Virtual AGM interface. At the top, a black header contains the 'VIRTUAL AGM' logo on the left and a user profile for 'Carmen Lee' on the right. A red banner below the header states 'Event is currently in testing mode!'. The main content area features the SAICA logo (The South African Institute of Chartered Accountants) on the left, the user's name 'Carmen Lee' in the center, and the event title 'SAICA SAICA AGM testing 20240423' on the right. A navigation bar below the header includes 'Dashboard' and a highlighted 'Appoint a proxy' button. The 'Appoint a proxy' section shows a 'Thank you!' message with a green checkmark and the text 'You have successfully appointed a proxy.' To the right, an 'Ask Questions' panel shows a question from 'Carmen Lee' dated 'Wed, 24 Apr 2024, 09:47:29': 'When are the APC exams taking place?'. Below the question is a text input field with the placeholder 'Your question here..' and an 'Ask Question' button.