

AGM GUIDELINE: ELECTRONIC PARTICIPATION

The following steps can be taken to allow for maximum participation at the AGM without compromising the effectiveness and legality of the meeting:

- Members must RSVP to receive the link by a certain date in order to attend virtually;
- Visitors also to RSVP (Members should get preference as numbers could be a problem);
- Presenters' laptop must run the virtual meeting and share their screen with attendees of the meeting;
- A second CID board member or designated person should join the virtual meeting as an attendee to closely monitor and raise any questions raised. These can be through the use of the chat bar available in the App or verbally (indicating this by raising their hand);
- All attendees (virtual and physical) are included as part of the quorum;
- All attendees can vote (voting forms are emailed with instructions to virtual attendees. These forms are to be emailed back within 1 hour after the close of the meeting) The same forms are distributed to physical attendees at the meeting;
- Proxies (whether physically or via email) to be sent to the CID at least 2 days before the meeting;
- The allocation of votes must be done according to the membership register with the number of votes recorded on voting cards distributed to physical attendees and recorded on the voting list for virtual attendees; and
- Advise attendees that the outcome of the vote will be communicated by email by a set time the next day.

TIPS:

- Online voting tools don't always allow for multiple votes per person so this needs to be checked before the meeting if you plan to use them (e.g. Mentimeter does not allow for multiple votes by one person).
- Unless a public address system is being used, presenters should sit in front of the computer so that online attendees can hear them.
- If you are sitting in front of the computer, consider hiring / borrowing wireless microphones to be handed to attendees when they ask a question – then the online attendees will be able to hear the discussion.



**PAROW INDUSTRIA
IMPROVEMENT DISTRICT ASSOCIATION NPC (CID/SRA)**

Registration number: 2001/027476/08
Including Tygerberg Business Park

⇒ Securing Your Business Environment ⇐

**TO BE COMPLETED ONLY BY MEMBERS OF THE PAROW INDUSTRIA IMPROVEMENT
DISTRICT ASSOCIATION NPC**

VOTING FORM

This form must be submitted to Parow Industria Improvement District Association NPC within sixty (60) minutes of the conclusion of the meeting, failing which it will not be counted as valid.

I/we (member name(s)) hereby vote on the following at the Annual General Meeting of the Company convened on at ...h... at, or at any adjournment thereof as follows:

Item No.	Description			
		In favour of:	Against:	Abstain:
5.1	Approval of the previous AGM minutes			
9.2	Approval of additional surplus funds utilisation for 2020/21			
9.3	Approval of surplus funds utilisation for 2021/22			
9.4	Approval of the budget for 2021/22			
9.5	Approval of the implementation plans for 2021/22			
13	Election of Board members:			
	Nominee 1:			
	Nominee 2:			
	Nominee 3:			
	Nominee 4:			
	Nominee 5:			

SIGNED at on this day of 2020

..... (Signature)