



# PPS - Virtual AGM 9 June 2020 E-Voting User Guide

**ELECTRONIC VOTING OPENS AT 09:00 ON 8 JUNE 2020**

AGM WEBCAST AT 18:00 ON 9 JUNE 2020



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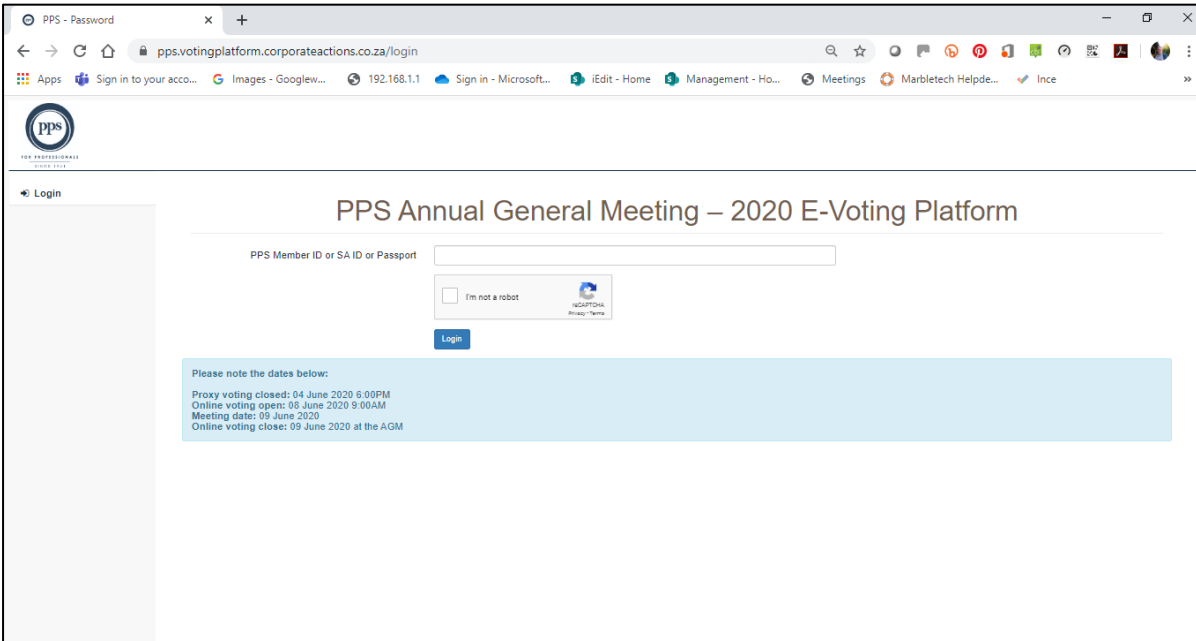
## 1. How to access the E-Voting Platform?

Click on the following link to cast your vote:

<https://pps.votingplatform.corporateactions.co.za/login>

PPS Members may use either their PPS membership Number, or their SA ID Number, or their Passport Number to start the login process.

Once you have input your PPS membership Number, or SA ID Number, or Passport Number, please tick the **I'm not a Robot** box and then click on the submit button.



The platform will send a One Time Pin (OTP) to your email address and mobile device as recorded in the PPS database. This is a 6-digit number that must be input in order to complete your login to E-Voting Platform.

It is important to note the following information:

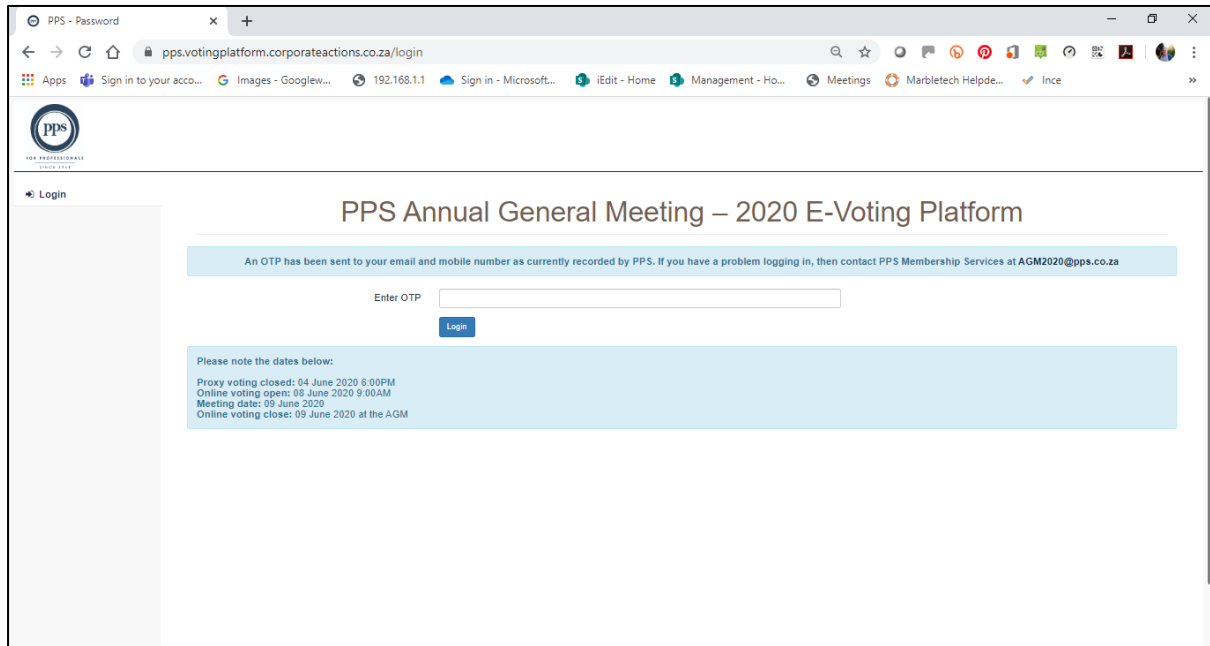
### 1. Mobile Networks

Whilst the delivery of OTPs is normally quick to your mobile device, circumstances outside our control pertaining to the Mobile Networks can delay the delivery of OTPs. It is for this reason that the OTP is also sent to a member's email address. If a member keeps attempting to login in before receiving their OTP it is important to note that the **newest OTP overwrites and cancels its predecessor.**

### 2. Time Out messages

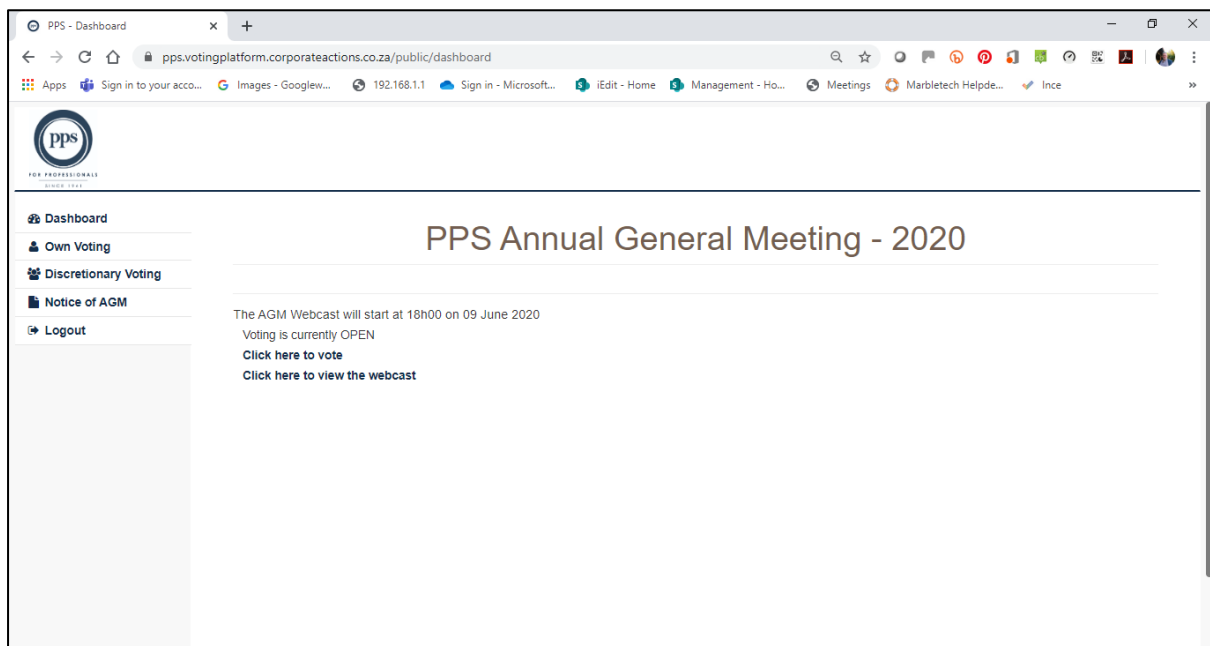
The E-Voting Platform has built-in security features that time out users after 5 minutes of no activity. If you get an error message that reads *Invalid CSRF token. Form ignored*, Members are then required to refresh their screen and login again.

An example of the OTP input screen appears below



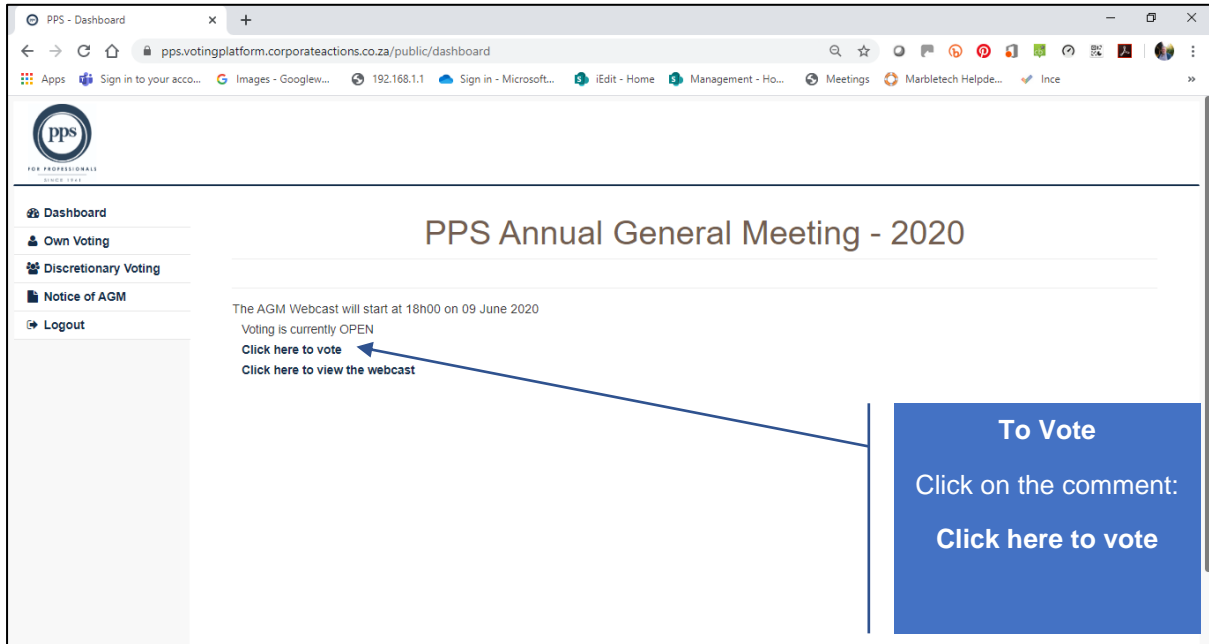
## 2. Landing Page after Logging in

Once your OTP has been accepted and validated, members will see the following screen



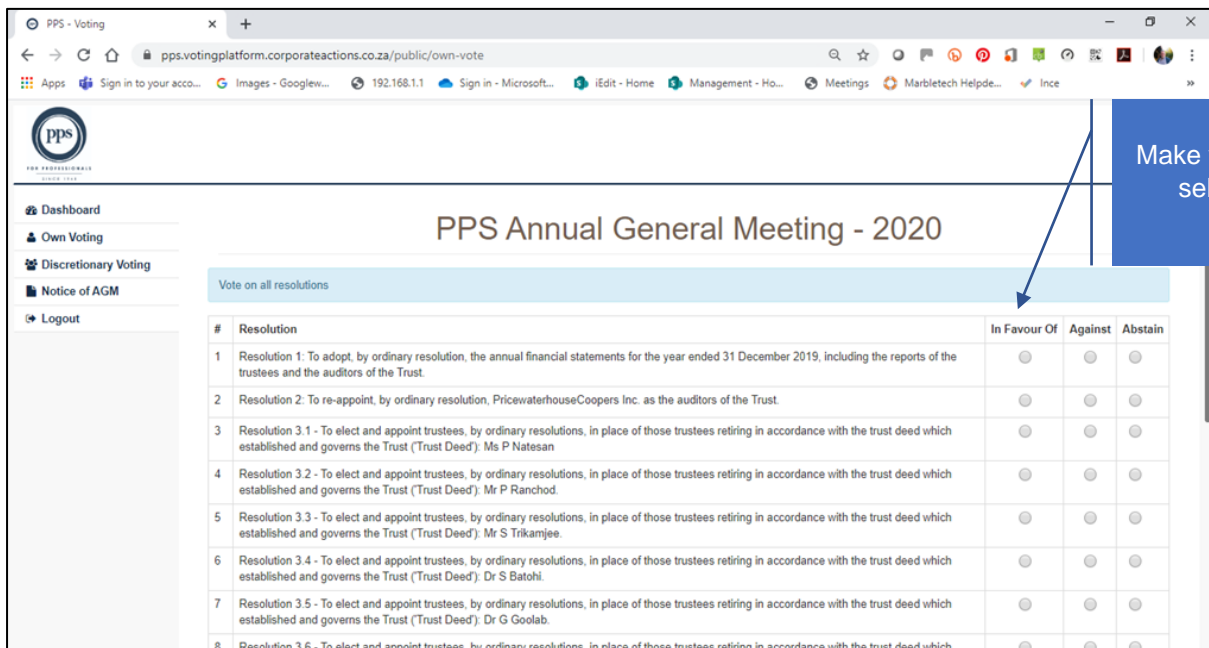
a) Your voting options – “Own voting”

Click on the link below the phrase **Voting is currently OPEN** message which is **Click here to vote**.

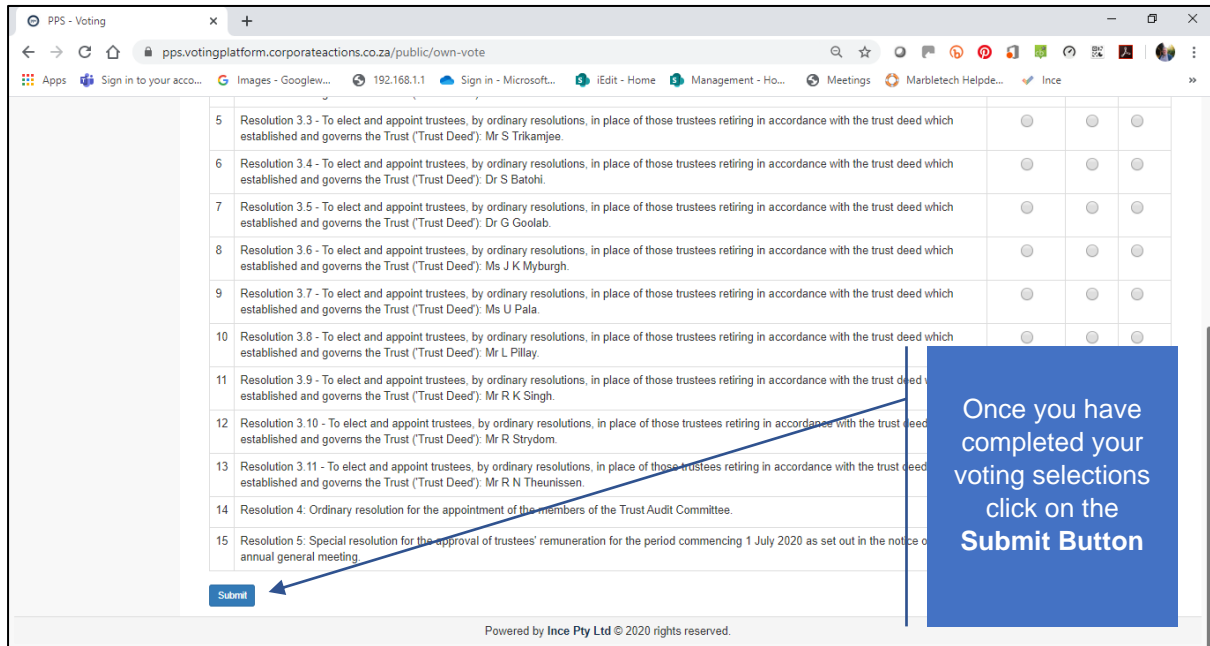


This action opens the next voting screen where you can then make your voting selection against each resolution on display. You are required to vote either **IN FAVOUR OF**, **AGAINST** or **ABSTAIN** from voting for each resolution.

The screen below is the top of the voting screen view.



The screen below is the bottom of the voting screen view

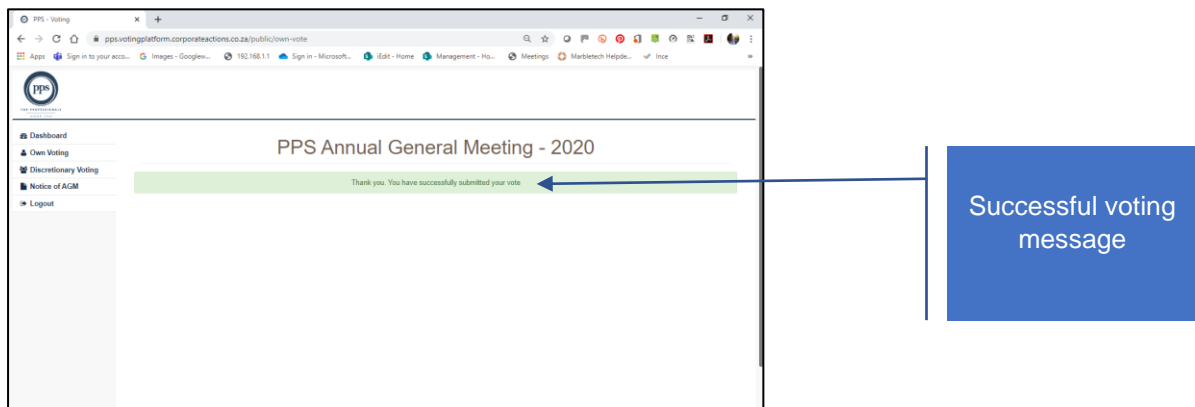


If you are voting differently for different resolutions, you must ensure that all the preferred voting options are ticked, failing which the system will indicate that you have missed out on voting for a resolution.

Once you are satisfied with your input, please select the submit button at the bottom left of the screen to complete the voting process. Upon submission, the system will acknowledge your vote with the comment below:

**Thank you. You have successfully submitted your vote**

This screen is displayed below



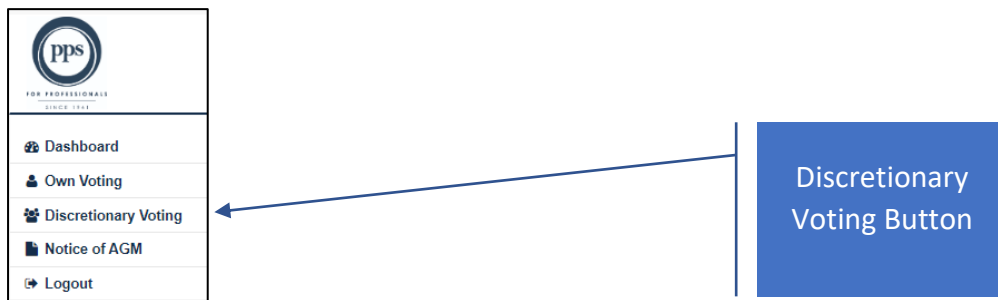
Once you have voted before or on the day at the AGM, the system does not allow your vote to be revoked and clicking on the Own Vote button (see left hand side navigation bar) will return an on-screen message: *“You have already submitted your vote. Thank you for voting”*

You have already submitted your vote. Thank you for voting.

**b) Your voting options – “Discretionary voting”**

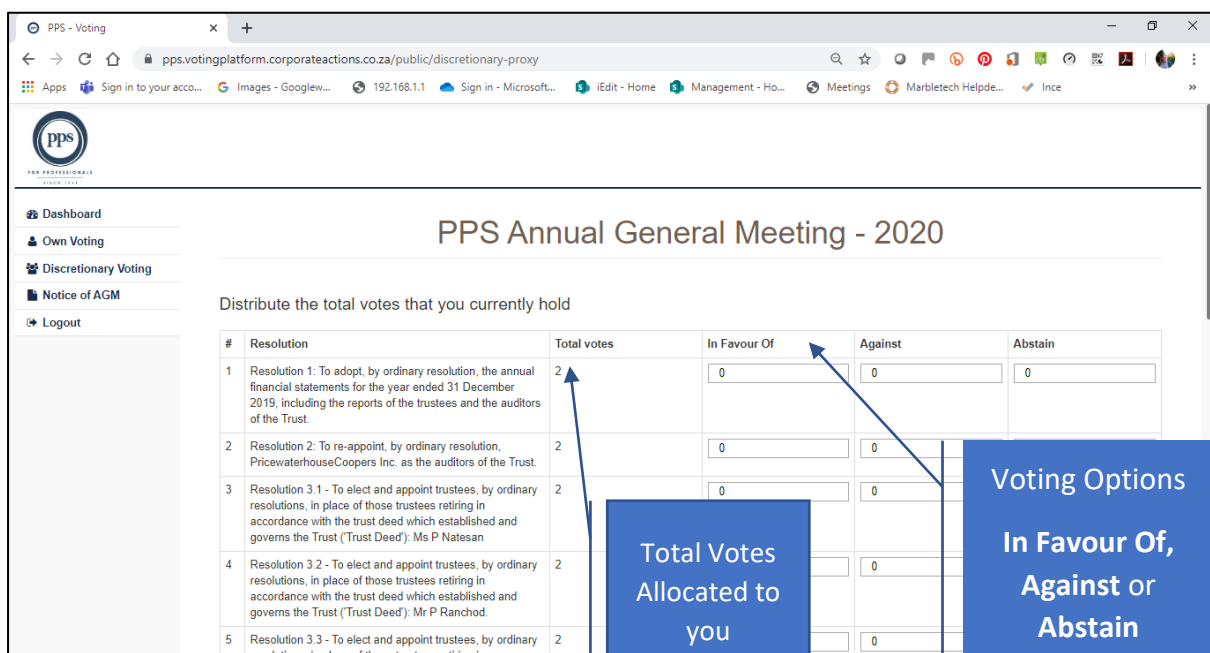
A PPS Member may have granted a fellow member, or the Chairman of the AGM, a discretionary proxy vote to cast votes on their behalf from the opening of electronic voting on 08 June 2020 at 09h00 or at the AGM on 09 June 2020.

If you have been granted a discretionary vote(s), please click on the **Discretionary Voting Button** which is situated in the navigation bar on the left-hand side of the screen (see below)

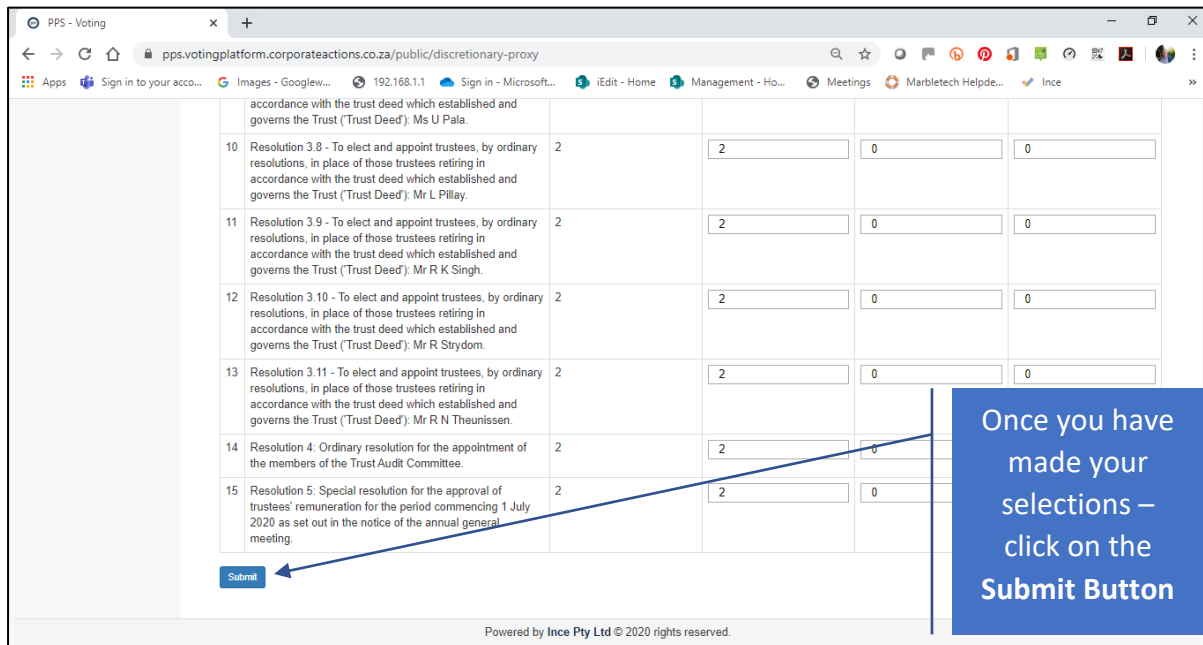


A discretionary vote granted to a proxy, is a vote that may only be cast by the proxy on the day of the meeting. All the votes that have been conferred on the proxy are consolidated into one and the shareholder who has been granted additional proxy rights may only vote **IN FAVOUR OF, AGAINST** or **ABSTAIN** for the full number of votes at his /her disposal for each resolution (in other words, a shareholder can’t split his/her votes between **IN FAVOUR OF, AGAINST** or **ABSTAIN** in respect of a particular resolution).

Clicking on the **Discretionary Voting** button opens a new screen that enables you to allocate your discretionary votes (see below).



Once you have inserted the number of votes against each resolution, please click the submit button which is at the bottom left of the screen (see below)



10	Resolution 3.8 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees retiring in accordance with the trust deed which established and governs the Trust ('Trust Deed'): Mr L Pillay.	2	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11	Resolution 3.9 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees retiring in accordance with the trust deed which established and governs the Trust ('Trust Deed'): Mr R K Singh.	2	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12	Resolution 3.10 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees retiring in accordance with the trust deed which established and governs the Trust ('Trust Deed'): Mr R Strydom.	2	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
13	Resolution 3.11 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees retiring in accordance with the trust deed which established and governs the Trust ('Trust Deed'): Mr R N Theunissen.	2	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
14	Resolution 4: Ordinary resolution for the appointment of the members of the Trust Audit Committee.	2	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
15	Resolution 5: Special resolution for the approval of trustees' remuneration for the period commencing 1 July 2020 as set out in the notice of the annual general meeting.	2	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Submit

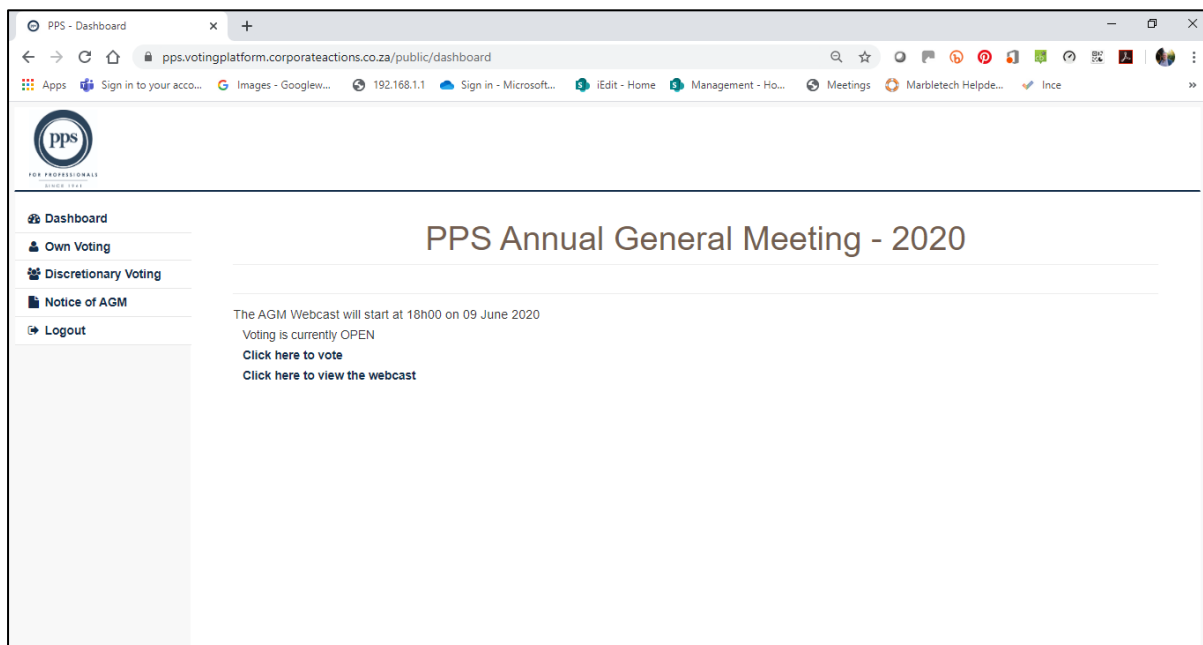
Once you have made your selections – click on the **Submit Button**

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The screen will now show the following message:

**Thank you. You have successfully submitted your vote**

The platform will now return you to the Dashboard Screen (see below)



PPS - Dashboard

pps.votingplatform.corporateactions.co.za/public/dashboard

Dashboard

Own Voting

Discretionary Voting

Notice of AGM

Logout

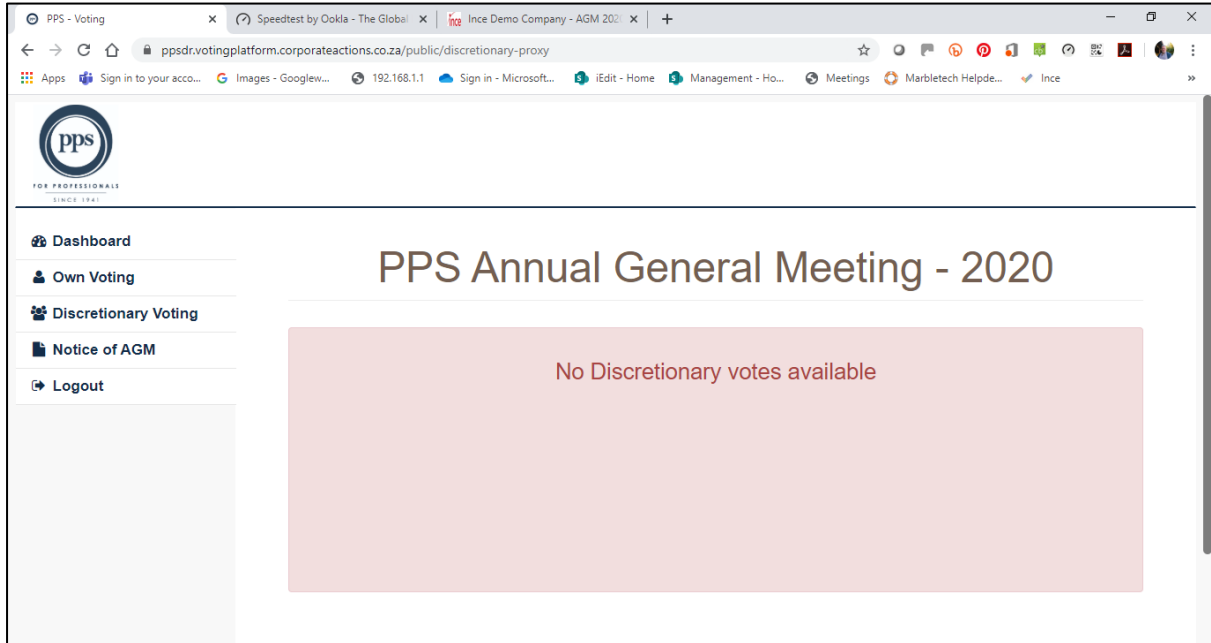
## PPS Annual General Meeting - 2020

The AGM Webcast will start at 18h00 on 09 June 2020  
Voting is currently OPEN  
[Click here to vote](#)  
[Click here to view the webcast](#)



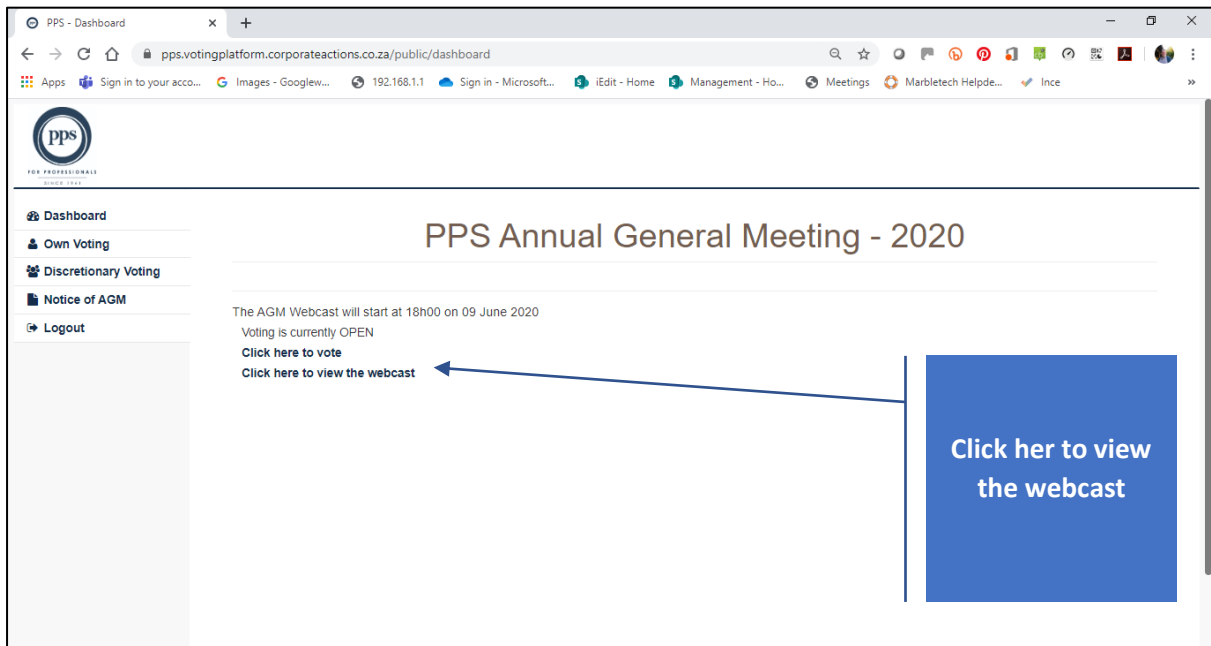
If you have not been granted any discretionary vote(s), the platform indicates this by showing the following message when you click on the **Discretionary Voting** button situated on the left of your screen.

No Discretionary votes available

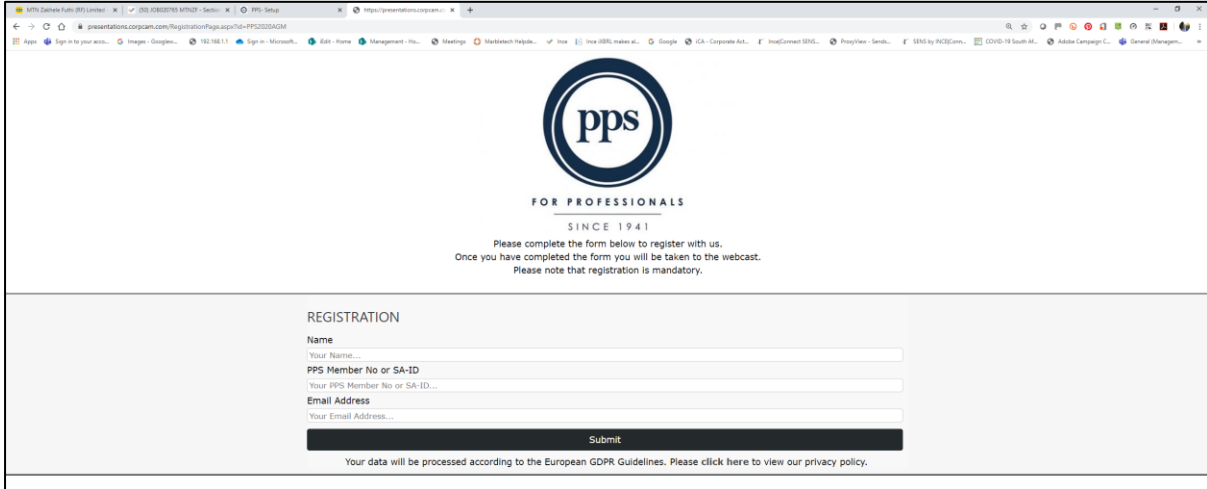


### c) Viewing the Webcast

Members may view the webcast by clicking on the **Click here to view the Webcast** (see below)

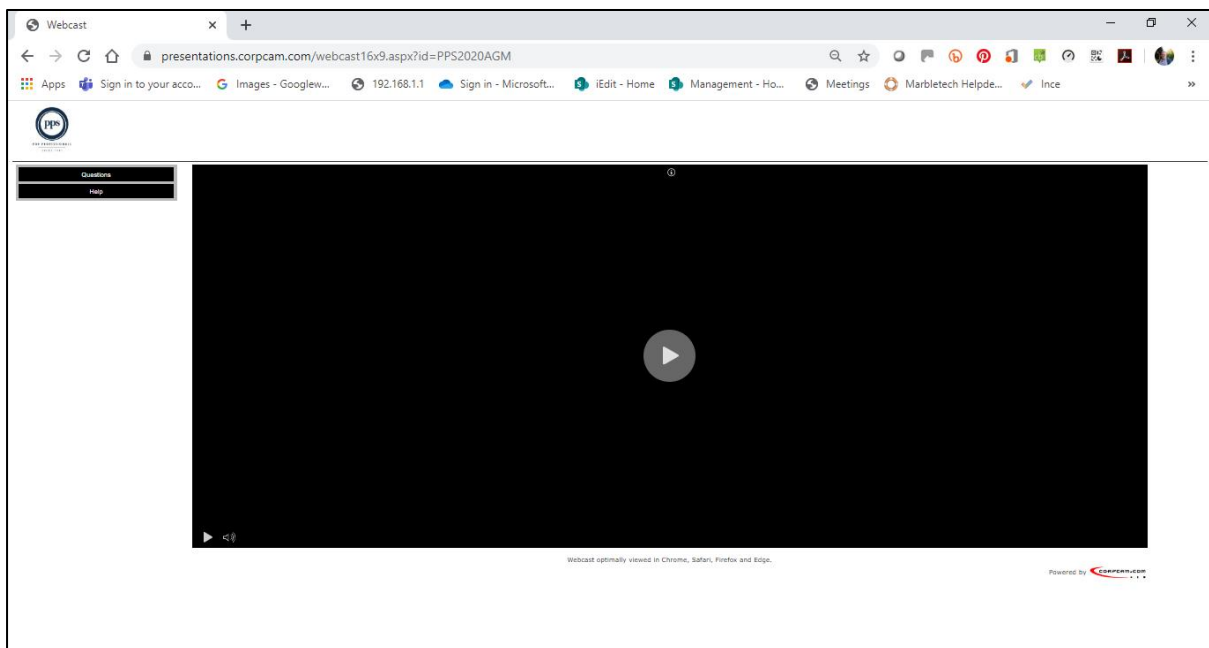


Your browser will now open another window to view the webcast



The screenshot shows a web browser window displaying the PPS registration page. At the top center is the PPS logo with the text "FOR PROFESSIONALS SINCE 1941". Below the logo, there is a message: "Please complete the form below to register with us. Once you have completed the form you will be taken to the webcast. Please note that registration is mandatory." The registration form is titled "REGISTRATION" and contains three input fields: "Name" (with a sub-label "Your Name..."), "PPS Member No or SA-ID" (with a sub-label "Your PPS Member No or SA-ID..."), and "Email Address" (with a sub-label "Your Email Address..."). A "Submit" button is located below the fields. At the bottom of the form, there is a small text link: "Your data will be processed according to the European GDPR Guidelines. Please click here to view our privacy policy."

Please insert your details as requested above (Name, PPS Member No or SA-ID and Email Address) in order to watch the webcast streaming (see below). Your details are required in order to record your attendance at the meeting and your name against any text question that you may submit.



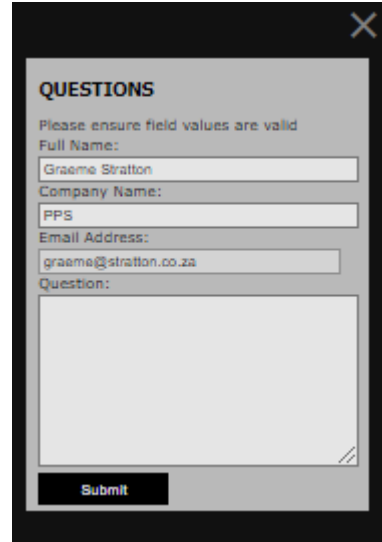
#### d) Questions via text facility

The webcast has an inbuilt text question facility. Click on the question box just below the PPS logo to record a question (see below).

##### Submit Question Box



##### Question Submission View

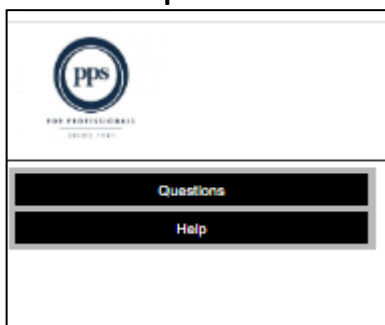


Type in your question and then click the **Submit** button

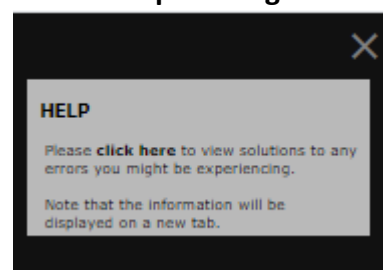
#### e) Webcast trouble shooting

Should you experience any trouble during the webcast please click on the help button on the webcast screen situated below the PPS Logo (see below)

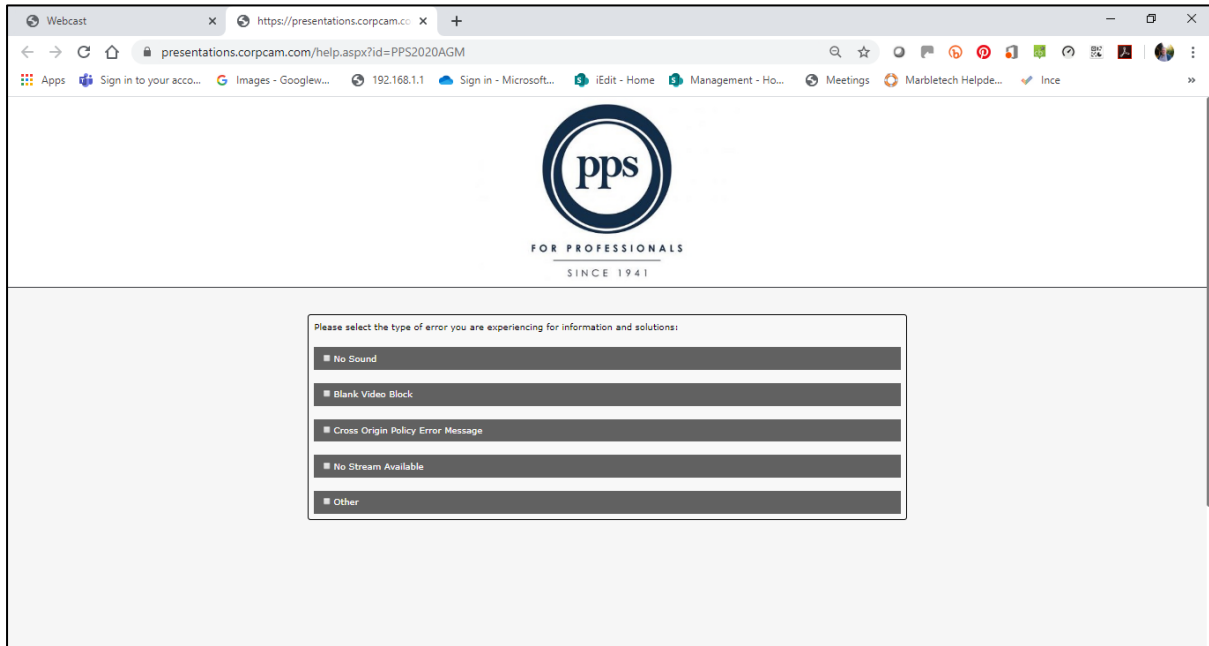
##### Help Button



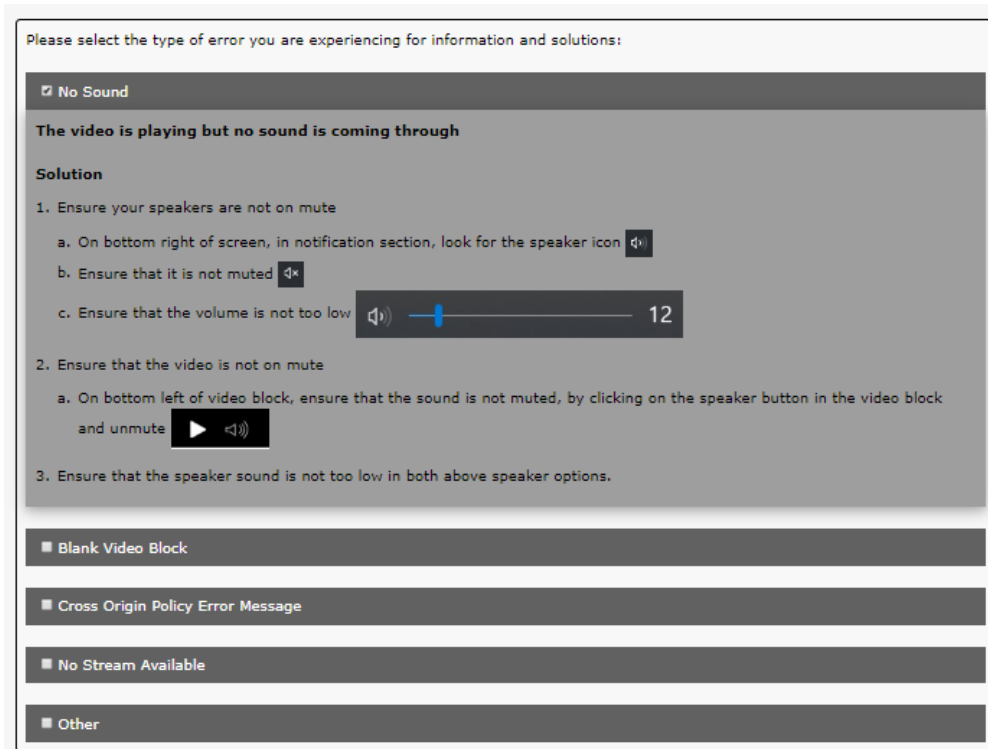
##### Help Message



Clicking on the [click here](#) opens a help screen (see below) that allow you to troubleshoot the problem



By opening the subjects useful trouble shooting information is displayed (see below)




Please select the type of error you are experiencing for information and solutions:

No Sound

Blank Video Block

**Tabs can be viewed on the left but no video block is loading on the right.**



**Solution**

Please use one of the following browsers instead:

- Google Chrome
- Microsoft Edge
- Firefox
- Safari

Cross Origin Policy Error Message

No Stream Available

Other

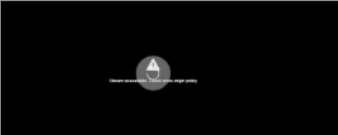
Please select the type of error you are experiencing for information and solutions:

No Sound

Blank Video Block

Cross Origin Policy Error Message

**You can see the video block with a Cross Origin Policy error message in the center of the video block.**



**Solution**

1. Disconnect from your company wireless.
2. Connect to a 3G connection either from your computer or your mobile device.
3. Click on the webcast link again and see if you can view the webcast.
4. If the video can be viewed from the different connection, it means your company firewall is blocking the webcast.
5. Contact your IT department to resolve.

No Stream Available

Other

Please select the type of error you are experiencing for information and solutions:

- No Sound
- Blank Video Block
- Cross Origin Policy Error Message
- No Stream Available

**You can see a video block with an error message in the center of the video block – No Stream Available.**

**Solution**

1. Please ensure that you have the correct date and time for the event.  
If the date and time is correct, please try the following:

1. Close the browser
2. Open the webcast link again

- Other

Please select the type of error you are experiencing for information and solutions:

- No Sound
- Blank Video Block
- Cross Origin Policy Error Message
- No Stream Available
- Other

If none of the above errors occur, please contact us for assistance by sending us an email with screenshots and description of your error. To send an email, please [click here](#)