



# **PPS - Virtual AGM 8 May 2023 E-Voting User Guide**

**ELECTRONIC VOTING OPENS AT 15:00 ON 08 May 2023**

**AGM WEBCAST AT 18:00 ON 08 MAY 2023**



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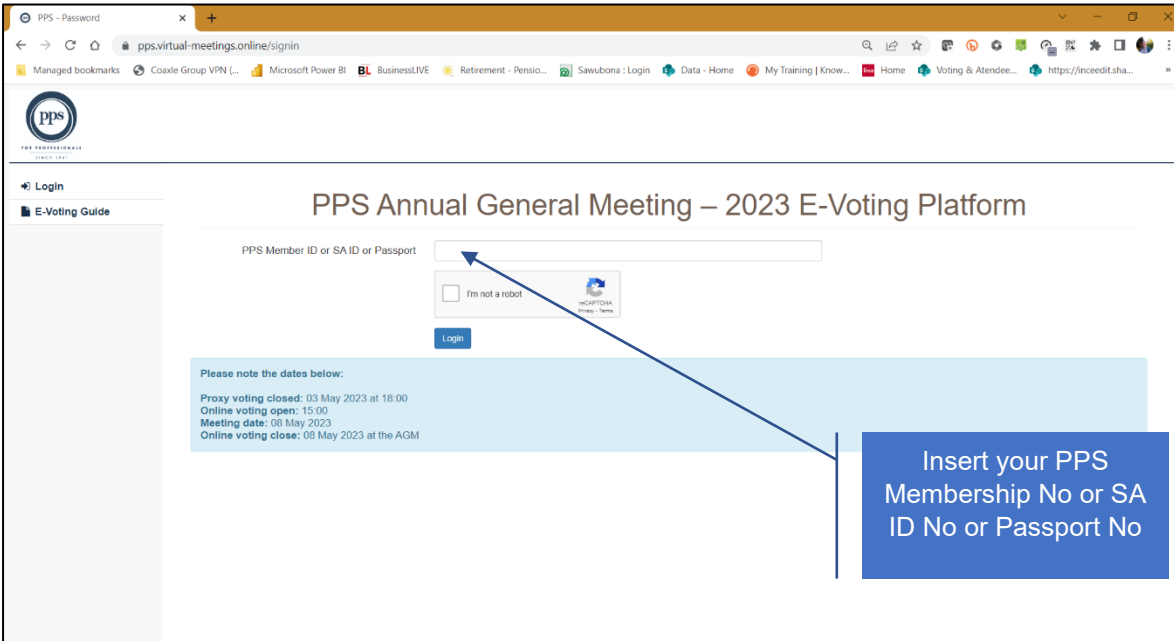
## 1. How to access the E-Voting Platform?

Click on the following link to cast your vote:

<https://pps.virtual-meetings.online/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 Login 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:

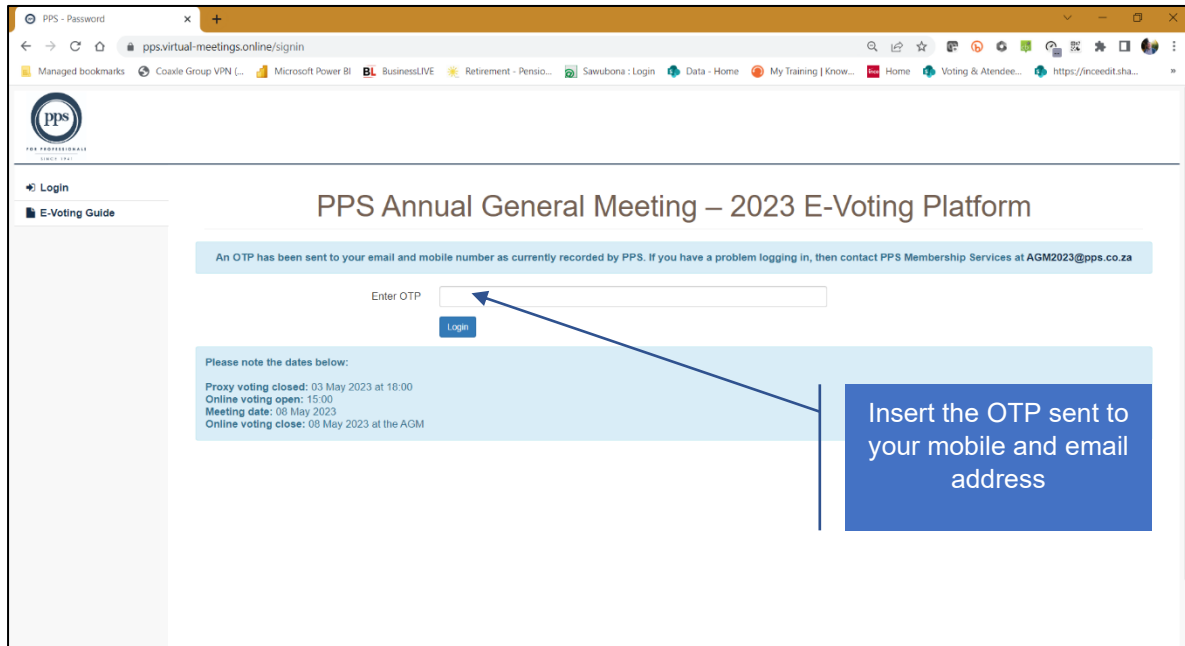
### 1. Mobile Networks

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

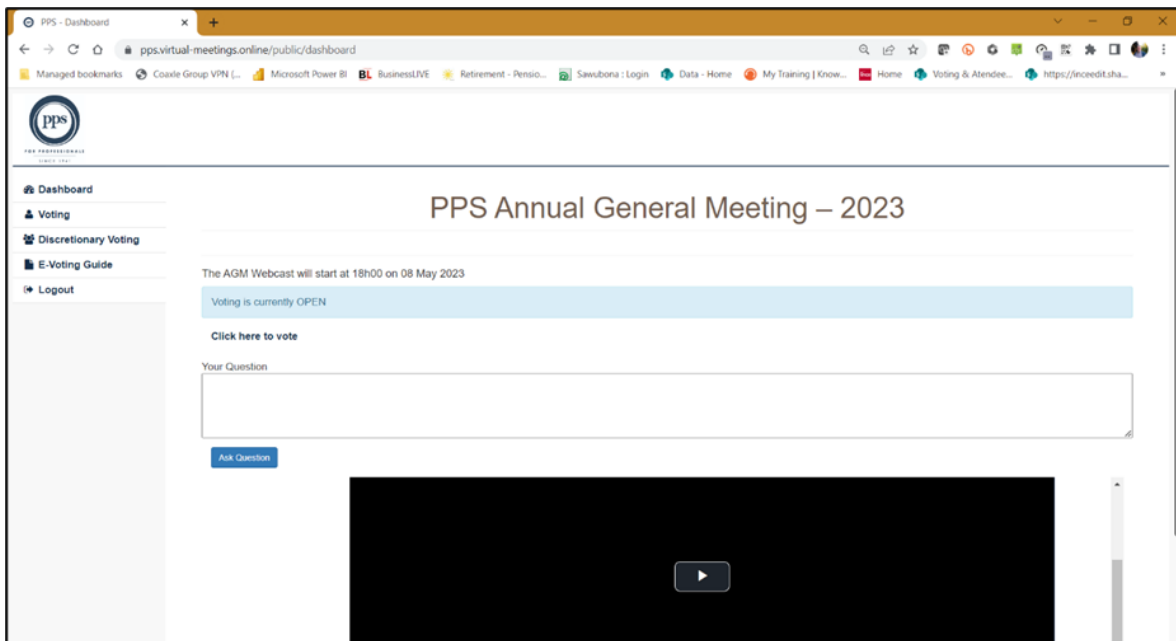
The E-Voting Platform has built-in security features that time out users after 5 minutes of no activity. If you get an error message that reads *Invalid CSRF token. Form ignored*, Members are then required to refresh their screen and login again.

An example of the OTP input screen appears below



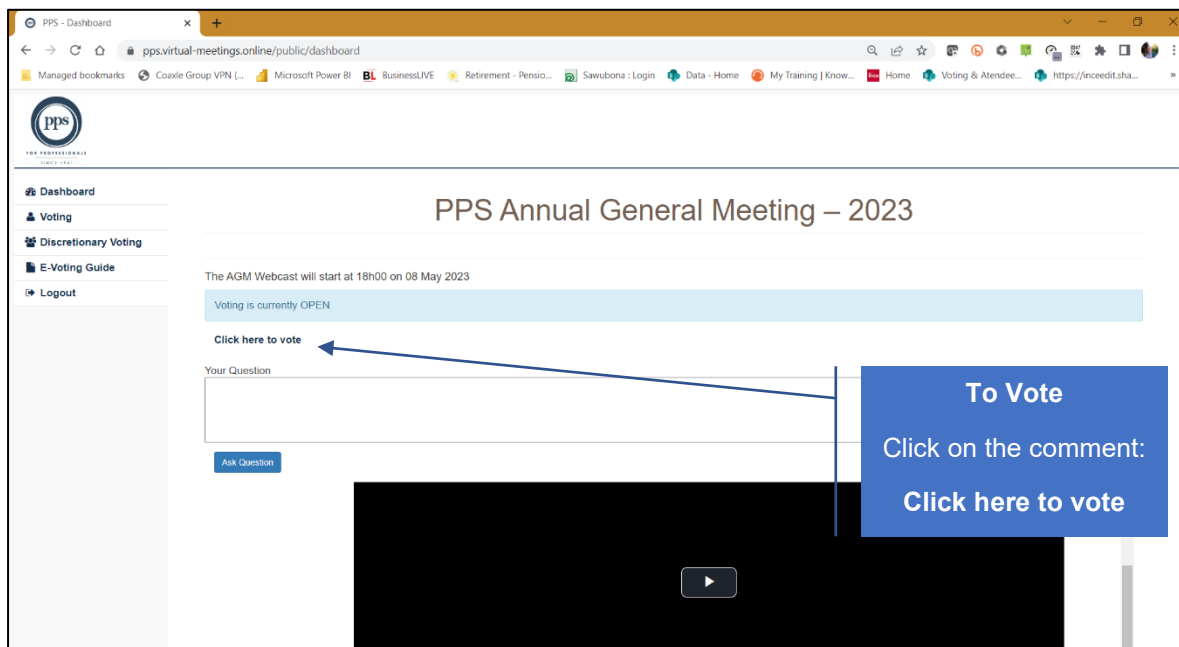
## 2. Landing Page after Logging in

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



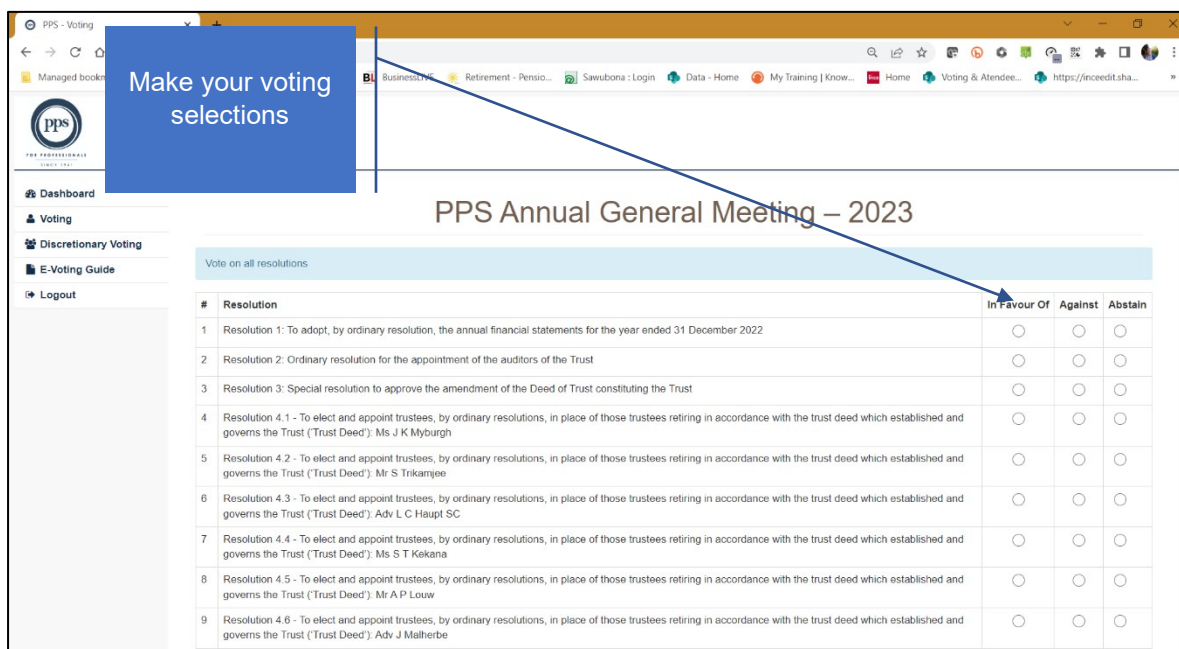
a) Your voting options – “Own voting”

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

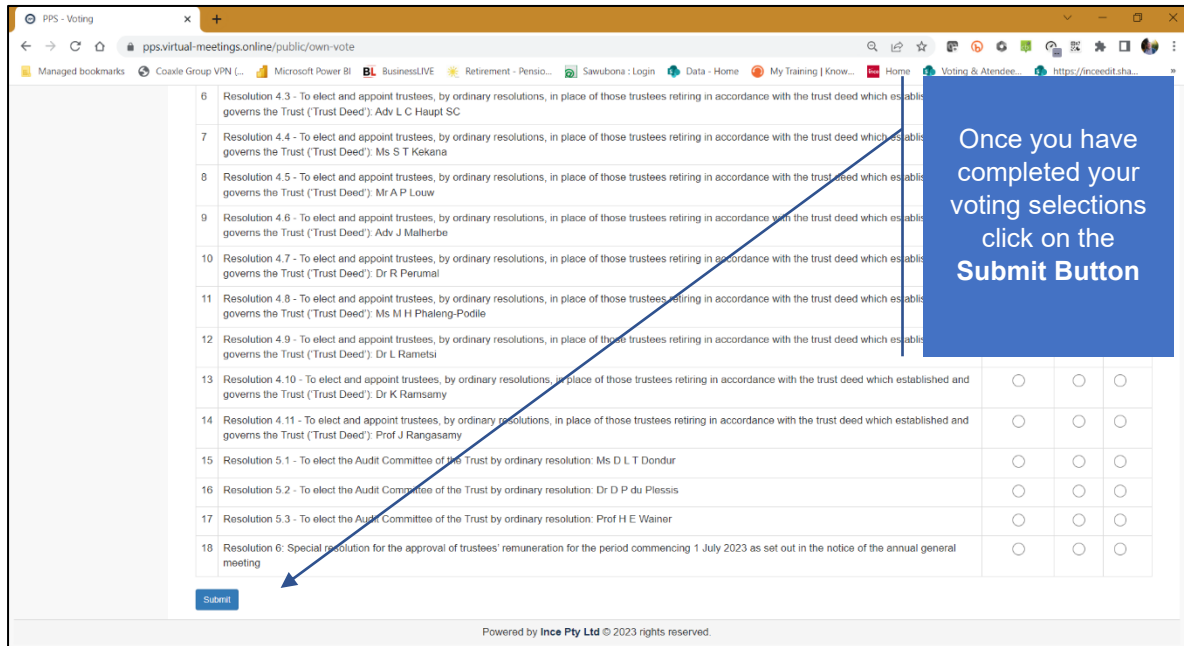


This action opens the next voting screen where you can then make your voting selection against each resolution on display. You are required to vote either **IN FAVOUR OF**, **AGAINST** or **ABSTAIN** from voting for each resolution.

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



The screen below is the bottom of the voting screen view

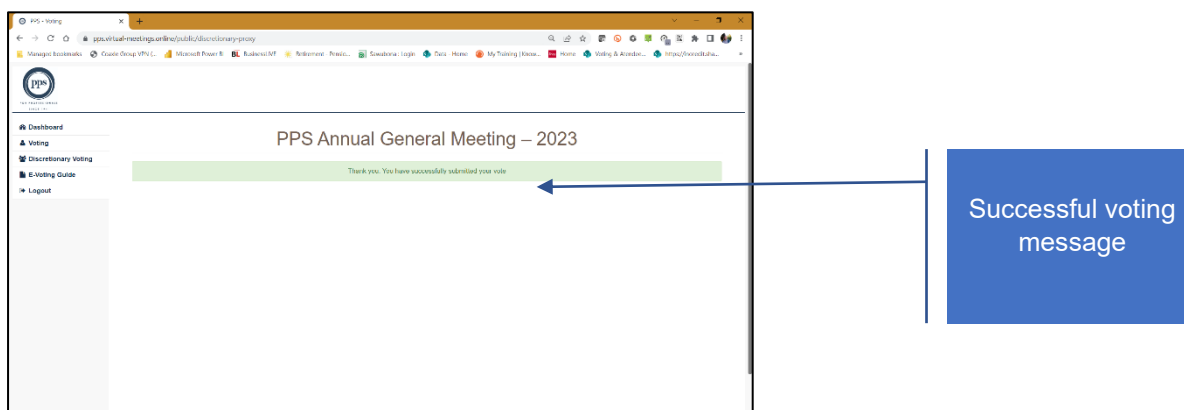


If you are voting differently for different resolutions, you must ensure that all the preferred voting options are ticked, failing which the system will indicate that you have missed out on voting for a resolution.

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



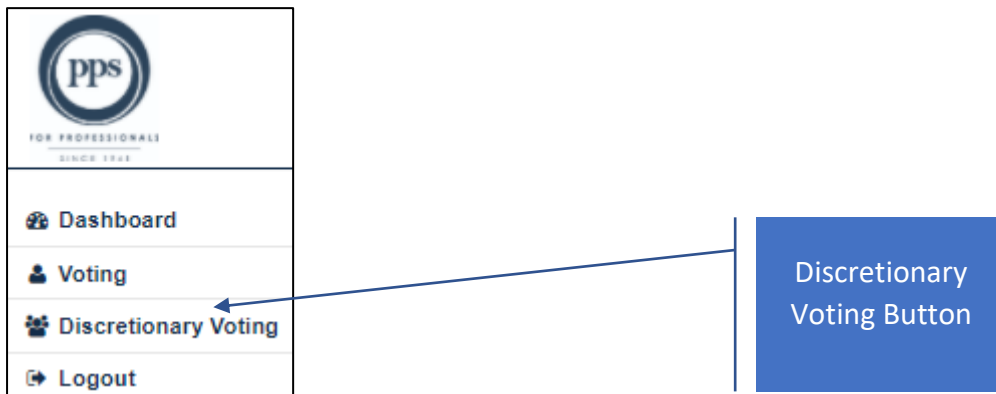
Once you have voted before or on the day at the AGM, the system does not allow your vote to be revoked and clicking on the Own Vote button (see left hand side navigation bar) will return an on-screen message: *“You have already submitted your vote. Thank you for voting”*

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 May 2023 at 15h00 or at the AGM on 08 May 2023.

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 member 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 member 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).

**Voting Options**  
In Favour Of, Against or Abstain

**Total Votes Allocated to you**

#	Resolution	Total votes	In Favour Of	Against	Abstain
1	Resolution 1: To adopt, by ordinary resolution, the annual financial statements for the year ended 31 December 2022	1123	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2	Resolution 2: Ordinary resolution for the appointment of the auditors of the Trust	1123	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3	Resolution 3: Special resolution to approve the amendment of the Deed of Trust constituting the Trust	1123	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4.1	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'): Ms J K Myburgh	1123	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4.2	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 S Trkarnjee	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4.3	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'): Adv L C Haupt SC	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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)

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

11	Resolution 4.8 - 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'): Ms M H Phaleng-Podile	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12	Resolution 4.9 - 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'): Dr L Rametsi	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
13	Resolution 4.10 - 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'): Dr K Ramsamy	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
14	Resolution 4.11 - 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'): Prof J Rangasamy	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
15	Resolution 5.1 - To elect the Audit Committee of the Trust by ordinary resolution: Ms D L T Dondur	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
16	Resolution 5.2 - To elect the Audit Committee of the Trust by ordinary resolution: Dr D P du Plessis	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
17	Resolution 5.3 - To elect the Audit Committee of the Trust by ordinary resolution: Prof H E Wainer	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
18	Resolution 6: Special resolution for the approval of trustees' remuneration for the period commencing 1 July 2023 as set out in the notice of the annual general meeting	1644	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Submit

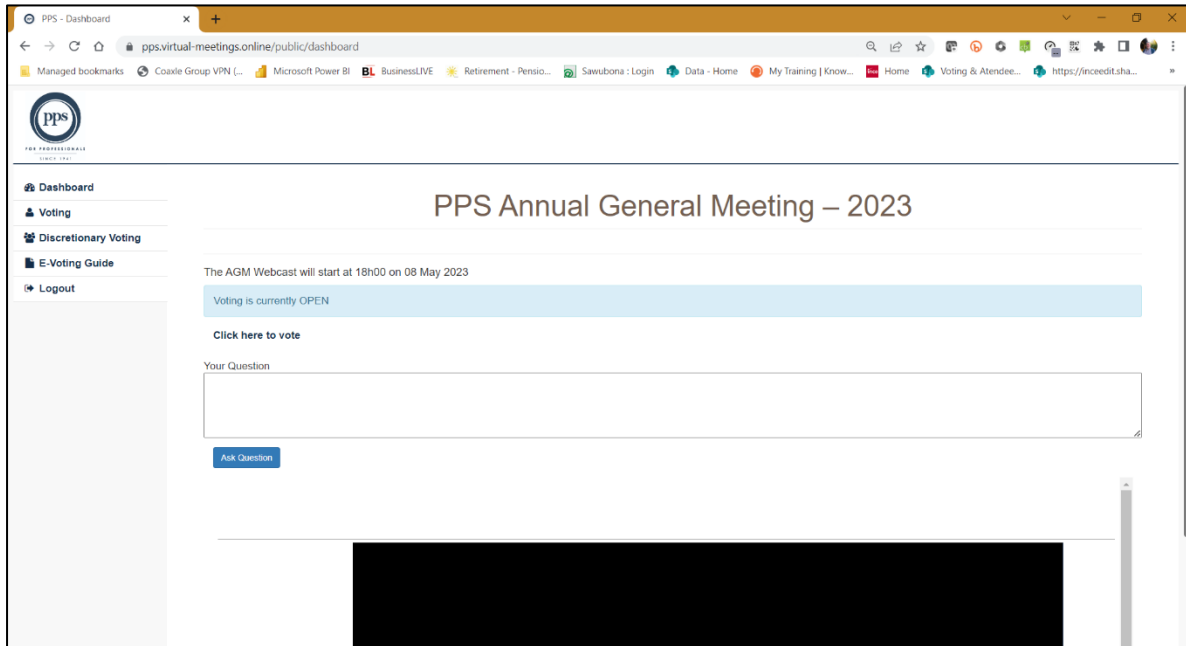
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The screen will now show the following message:

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

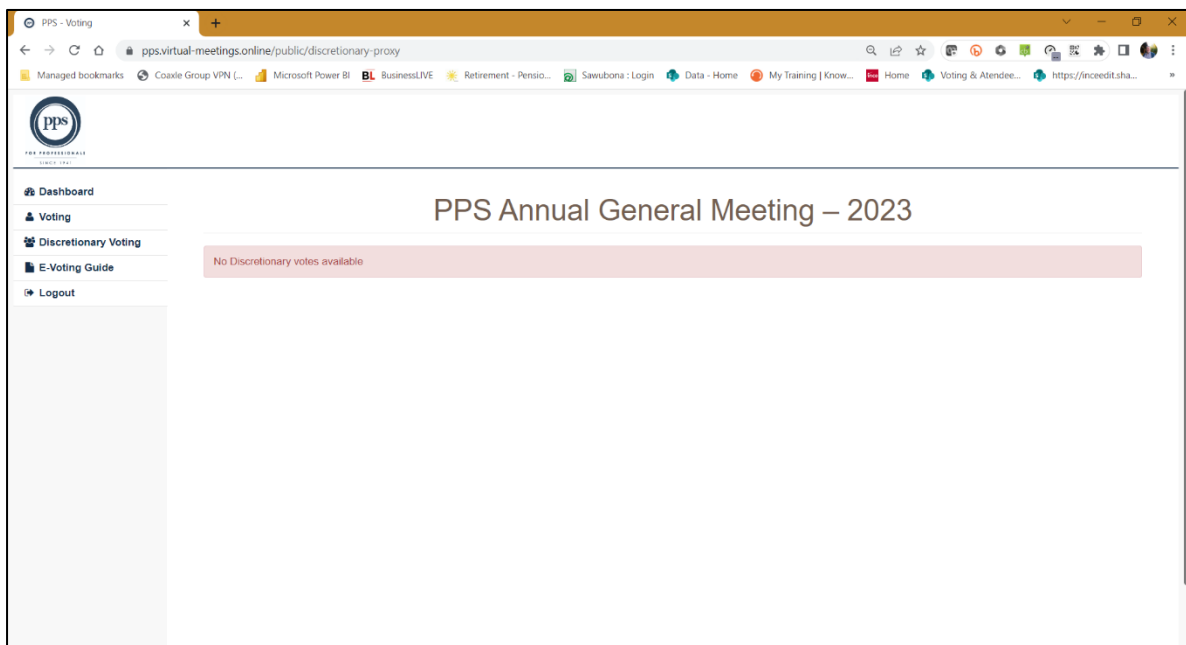
The platform will now return you to the Dashboard Screen (see below)





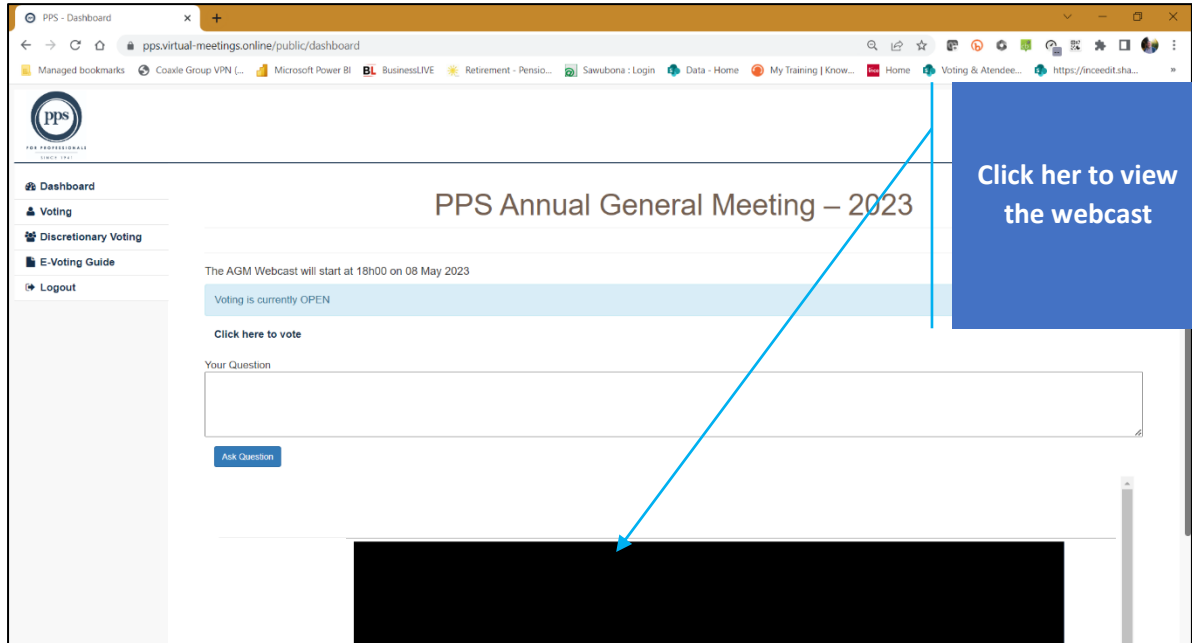
If you have not been granted any discretionary vote(s), the platform indicates this by showing the following message when you click on the **Discretionary Voting** button situated on the left of your screen.

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)



The embedded webcast window plays in the screen and does not open another tab on your browser.

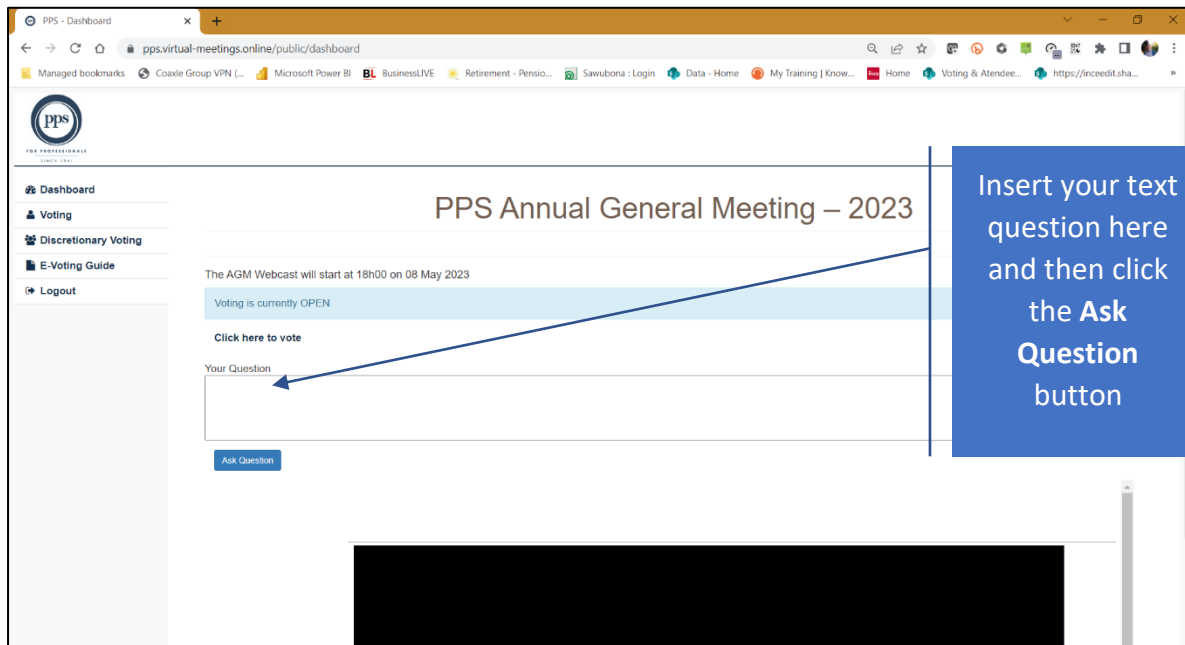


Click on the Play icon in the centre of the webcast frame that is embedded in the page. The volume and play controls appear on the bottom left-hand side of the webcast window (see below).

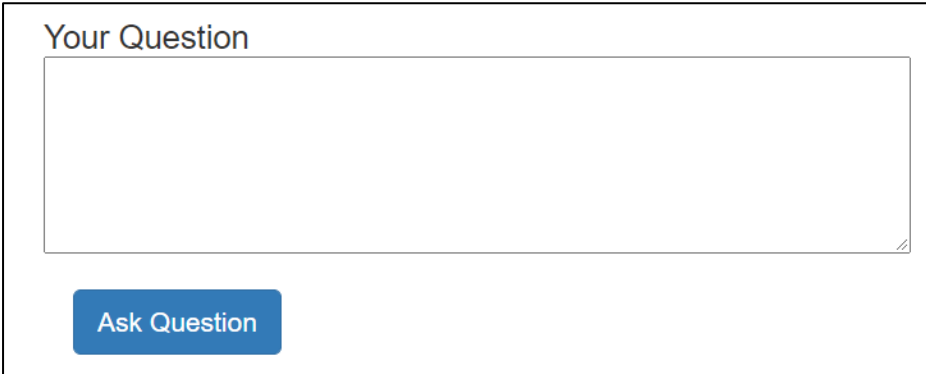


#### d) Questions via text facility

To ask a question once you have logged on, please insert your question in the **Your Question Box**.



Type in your question and then click the blue **Ask Question** button



This image shows a close-up of the "Your Question" input field. The field is a large, empty text box with a placeholder text "Your Question". Below the input field is a blue button labeled "Ask Question".

Your input is acknowledged with the onscreen comment:

Question sent

You are not limited to the number of questions that you may submit.