



# 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





# Table of Contents

1.		How to access the E-Voting Platform?	2
2.		Landing Page after Logging in	3
а	a)	Your voting options – "Own voting"	1
b	o)	Your voting options – "Discretionary voting"	5
c	:)	Viewing the Webcast	Э
Ċ	d)	Questions via text facility	C





# 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.

PPS - Password	x +
← → C ☆ 🔒 pps.vi	tual-meetingsonline/signin 🔍 🕑 🌣 🛱 🚱 🕱 🗯 🗖 🌒 🔅
📃 Managed bookmarks 🔇 Coa	xle Group VPN (. 🚽 Microsoft Power Bl 🚯 BusinessLIVE 🎉 Retirement - Pensia 📓 Samubona : Login 🆚 Data - Home 🛞 My Training   Know 🧮 Home 🦚 Voting & Atendee 🦚 https://nceedit.sha 🔹
+∂ Login ■ E-Voting Guide	PPS Annual General Meeting – 2023 E-Voting Platform
	PPS Member ID or SAID or Passport
	Please note the dates below: Proxy voting closed: 03 May 2023 at 18:00 Online voting close: 15:00 Meeting date: 08 May 2023 Online voting close: 08 May 2023 at the AGM
	Insert your PPS Membership No or SA ID No or Passport No

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.

Powered by Ince Pty Ltd © 2023 Page 2 of 10





An example of the OTP input screen appears below

PPS - Password	× +	~ - @ ×
← → C ☆ ● pps.vi	rtual-meetings.online/signin	्र 🖻 🖈 🕼 🕟 🗳 🖉 🖓 🐹 🗯 🖬 🌒 🗄
🔜 Managed bookmarks 🔗 Coa	xle Group VPN ( 🔞 Microsoft Power BI 🖺 BusinessLIVE 🎉 Retirement - Pensio 👩 Sawubona : Login 🏟 Data - Home 🔌 My Training   Kn	зw 🔤 Home 🏚 Voting & Atendee 🤹 https://inceedit.sha »
+) Login		
E-Voting Guide	PPS Annual General Meeting – 2023 E-	Voting Platform
	An OTP has been sent to your email and mobile number as currently recorded by PPS. If you have a problem logging in, then	contact PPS Membership Services at AGM2023@pps.co.za
	Enter OTP	
	Please note the dates below:	
	Proxy voting closed: 03 May 2023 at 16:00 Online voting open: 15:00 Meeting date: 08 May 2023 Online voting close: 08 May 2023 at the AGM	Insert the OTP sent to
		your mobile and email address

# 2. Landing Page after Logging in

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

PPS - Dashboard	x +
← → C △ ● pps.vi	irtual-meetings.online/public/dishboard Q 🕑 🛠 🖉 🗛 🐹 🕭 🛛 🌗 🗄
Managed bookmarks S Co.	axle Group VPN ( 🔞 Microsoft Power 81 🚯 BusinessLIVE 🎉 Retirement - Pensio 📷 Sawubona : Login 🦚 Data - Home 🐵 My Training   Know 🗮 Home 🦚 Voting & Atendee 🖚 https://inccedit.sha 🔹
֎ Dashboard ▲ Voting	PPS Annual General Meeting – 2023
P Discretionary Voting	
E-Voting Guide	The AGM Webcast will start at 18h00 on 08 May 2023
(+ Logout	Voting is currently OPEN
	Click here to vote
	Your Question
	Add Question

Powered by Ince Pty Ltd © 2023 Page 3 of 10





a) Your voting options – "Own voting"

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

PPS - Dashboard	× +	~ - 0 X
← → C ☆ 🏔 pps.vir	tual-meetings.online/public/dashboard	९ 🖻 🖈 🕼 😡 🕫 🖉 😭 🖬 🐏 :
📃 Managed bookmarks   Ooas	xle Group VPN ( 🔞 Microsoft Power BI 風 BusinessLIVE 🏾 🎉 Retirement - Pensio 👩 Sawubona : Login 🏚 Data - Home 🧕	) My Training   Know 🚾 Home 🏟 Voting & Atendee 🏚 https://inceedit.sha »
n Dashboard		
Voting	PPS Annual General Mee	eting – 2023
Discretionary Voting		
E-Voting Guide	The AGM Webcast will start at 18h00 on 08 May 2023	
🕪 Logout	Voting is currently OPEN	
	Click here to vote	
	Your Question	To Vote
		Click on the comment:
	Ask Question	Choix off the comment.
		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.

PPS - Voting	v	A CONTRACTOR OF A CONTRACTOR O		× -	- 0 ×
← → C û Managed bookn		your voting ections	C 🐺 😭	nttps://incee	dit.sha »
A Voting		PPS Annual General Meeting – 2023			
Discretionary Vol					
E-Voting Guide		Vote on all resolutions			
🕩 Logout	*	Resolution	In Favour Of	Against	Abstain
	1	Resolution 1: To adopt, by ordinary resolution, the annual financial statements for the year ended 31 December 2022	0	0	0
	2	Resolution 2: Ordinary resolution for the appointment of the auditors of the Trust	0	0	0
	3	Resolution 3: Special resolution to approve the amendment of the Deed of Trust constituting the Trust	0	0	0
	4	4 Resolution 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		0	0
	5	Resolution 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 Trikamjee	0	0	0
	6	Resolution 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	0	0	0
	7	Resolution 4.4 - 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 S T Kekana	0	0	0
	8	Resolution 4.5 - 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 A P Louw	0	0	0
	9	Resolution 4.6 - 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 J Malherbe	0	0	0

Powered by Ince Pty Ltd © 2023 Page 4 of 10





The screen below is the bottom of the voting screen view

Managed bookmarks 🛛 🚱 🤇	eetings.online/public/own-vote Q 🖉 🛠 🥫 🔓 p VPN ( 👔 Microsoft Power Bl 📕, BusinessI.VE 🚿 Retirement - Pensio 👩 Sawubone : Login 🆚 Data - Home 🙆 My Training Know 🧮 Home 🧌 Voting &		https://ince	edit.sha
	8 Resolution 4.3 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees retiring in accordance with the trust deed which esable governs the Trust (Trust Deed') Adv L C Haupt SC			
	governs trie music (music beed), wis 3 more and	nce yo		
	governe the Trust ('Trust Deed'): Mr A P Leven	omplet		
	<ul> <li>Resolution 4.6 - To elect and appoint trustees, by ordinary resolutions, in place or those trustees retiring in accordance with the trust deed which establis</li> </ul>	ting se click c		
	10. Resolution 4.7. To elect and encount tructage, by ordinary resolutions, in place of these trustage ratiring in apportance with the trust dead which as able	ubmit		
	11 Resolution 4.8 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees, etiring in accordance with the trust deed which es able governs the Trust (Trust Deed); Ms M H Phaleng-Podile			
	2 Resolution 4.9 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees retiring in accordance with the trust deed which estable governs the Trust (Trust Deed'). Dr L Rametsi			
	3 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	0	0	0
	4 Resolution 4.11 - To elect and appoint trustees, by ordinary productions, in place of those trustees retiring in accordance with the trust deed which established and governs the Trust (Trust Deed): Prof J Rangasamy	0	0	0
	15 Resolution 5.1 - To elect the Audit Committee of the Trust by ordinary resolution: Ms D L T Dondur	0	0	0
	6 Resolution 5.2 - To elect the Audit Comprese of the Trust by ordinary resolution: Dr D P du Plessis	0	0	0
	17 Resolution 5.3 - To elect the Autor Committee of the Trust by ordinary resolution: Prof H E Wainer	0	0	0
	8 Resolution 6: Special prodution for the approval of trustees' remuneration for the period commencing 1 July 2023 as set out in the notice of the annual general meeting	0	0	0

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

O PPS - Yoring	× +		v - <b>1</b>	×		
	pps.vitual-meetings.online/public/discretionary-proxy					
Kanagad bookmark	😵 Coasie Group VPN (. 👍 Microsoft Power & 👪 Businessi NF 🌸 Referement - Penelo 👼					
		al General Meeting – 2	023			
Discretionary Vo E-Voting Guide		cycu. You have successfully submitted your vole				
I+ Logout		•			- 1	
						Successful voting message

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"

Powered by Ince Pty Ltd © 2023 Page 5 of 10



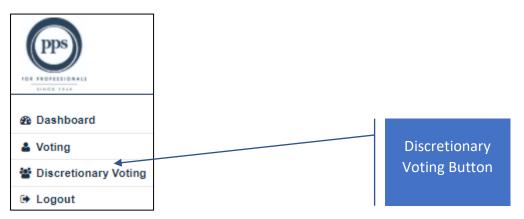


You have already submitted your vote. Thank you for voting.

### 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 by 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).





<ul> <li>PPS-Voting</li> <li>← → C û a pr</li> <li>Managed bookmarks</li> <li>✓</li> </ul>	In	Voting Options Favour Of, Against or Abstain	io	gin 🌘 Data - Home 🜘 My Tra	् ि 🖄 🗴 iring   Know 🔤 Home 🌘	Voting & Atendee	× :: »
<ul> <li>A Dashboard</li> <li>▲ Voting</li> </ul>		PPS Ar	nual Gei	neral Meetin	g – 2023		
불 Discretionary Voting 을 E-Voting Guide (+ Logout	Dis	stribute the total votes that you currently hold	I				
er Logour	#	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	0	0	0	
	2	Resolution 2: Ordinary resolution for the appointment of the auditors of the Trust	1123	0	0	0	
	3	Resolution 3: Special resolution to approve the amendment of the Deed of Trust constituting the Trust	1123	0	0	0	
Total Vo	otes	ution 4.1 - To elever and appoint trustees, by ordinary utioner in place of those trustees retiring in accordance ne rust deed which established and governs the Trust t Dired'): Ms J K Myburgh	1123	0	0	0	
Allocate you		ution 4.2 - To elect and appoint trustees, by ordinary utions, in place of those trustees retrining in accordance ne rust deed which established and governs the Trust t Deed'): Mr S Trikamjee	1644	0	0	0	
		ution 4.3 - To elect and appoint trustees, by ordinary utions, in place of those trustees retrining in accordance ne rust deed which established and governs the Trust ( must Deed') Adv L C Haupt SC	1644	0	0	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)

PPS - Voting ×	+	✓ - ∅ ×
← → C ☆ 🏚 pps.virtual-m	eetings.online/public/discretionary-proxy Q 🖄 😭	🕼 🕞 🗳 🖷 😭 🐹 🖈 🖬 🌒 E
Managed bookmarks  Coaxle Grou	p VPN ( 🏄 Microsoft Power Bl 👪 Business/LVE 🎉 Retirement - Pensio 🔊 Sawubona : Login 🊯 Data - Home 🔕 My Training   Know 🧮 Home 🦚 ( ( 1105: Debu ), Di K Penulinar	Voting & Atendee 🏟 https://inceedit.sha »
	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     0	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	0
	13 Resolution 4.10 - To elect and appoint trustees, by ordinary resolutions, in place of those trustees retiring in accordance with the trust dead which established and governs the Trust (Trust Deed): Dr K Ramsamy 0 - K Ramsamy	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	0
	15 Resolution 5.1 - To elect the Audit Committee of the Trust by 1644 0 0	Once you have
	16 Resolution 5.2 - To elect the Audit Committee of the Trust by 1644 0 0 0 0	made your
	17 Resolution 5.3 - To elect the Audit Committee of the Trust by ordinary resolution: Prof H E Wainer	selections –
	18 Resolution 6: Special resolution for the approval of trustees:     1000000000000000000000000000000000000	click on the
	Submit	Submit Button
	Powered by Ince Pty Ltd © 2023 rights reserved.	

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)

Powered by Ince Pty Ltd © 2023 Page 7 of 10



# PPS – AGM 2023 E-Voting User Guide



PPS - Dashboard	x +
← → C ☆ 🏔 pps.vin	rtual-meetings.online/public/dashboard Q 🖄 🕏 🕼 🍳 🕱 🖈 🖬 🐠 🗄
📃 Managed bookmarks 🔇 Coax	xle Group VPN ( 👍 Microsoft Power Bit 📴 RusinessLIVE 🍭 Retirement - Pensio 👼 Sawubona : Login 🆚 Data - Home 🐵 My Training (Know 🧱 Home 🦚 Voling & Atendee 🏟 https://nceedit.ata 🔹
a Dashboard	PPS Annual General Meeting – 2023
L Voting	FFS Annual General Meeting – 2023
Discretionary Voting	
E-Voting Guide	The AGM Webcast will start at 18h00 on 08 May 2023
Voting is currently OPEN Click here to vote	Voting is currently OPEN
	Click here to vote
	Your Question
	Ask Question

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.

o Diooreal	onary votes available
PPS - Voting	x + v - 0
	virtual-meetings.online/public/discretionary-proxy Q 🗠 🖈 🕼 6 6 🗊 🦓 🛣 🌦 🗖 🌗
Dashboard	DDS Annual Constal Masting 2022
Voting	PPS Annual General Meeting – 2023
Discretionary Voting	No Discretionary voles available
E-Voting Guide	TU Discussionally Yours available
Logout	





# c) Viewing the Webcast

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

PPS - Dashboard	× (+	~	- 0 ×
← → C ☆ 🏻 🗎 pps.vir	rtual-meetings.online/public/dashboard	Q 🖻 🛠 💽 🕞 🗳 🖷	🛚 🖈 🖬 🎲 E
Managed bookmarks 🛛 🛞 Coa	xle Group VPN ( 🏄 Microsoft Power BI 🖺 BusinessLIVE 🌟 Retirement - Pensio 👩 Sawubona : Login 🏚 Data - Home 🥥 My Training   Know	🔤 Home  🏚 Voting & Atendee 🏚 https	://inceedit.sha »
A Dashboard	PPS Annual General Meeting – 2		r to view
Voting	TTO Annual Ocheral Meeting – 2	the w	ebcast
출 Discretionary Voting			
E-Voting Guide	The AGM Webcast will start at 18h00 on 08 May 2023		
🗭 Logout	Voting is currently OPEN		
	Click here to vote		
	Your Question		
			4
	Ask Question		

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

			•
			l
► d))		27	L
	Webcast optimally viewed in Chrome, Safari, Firefox and Edge.	Powered by Compensation	-

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.

PPS - Dashboard	× +	~ - 0 X
← → C ☆ 🔒 pps.vi	irtual-meetings.online/public/dashboard Q 🖻 🖈	🕼 🕞 🗳 🖷 😭 🐹 🗯 🖬 🌒 i
Managed bookmarks 🔇 Coa	axle Group VPN ( 👍 Microsoft Power BI 🖳 BusinessLIVE 🏾 🎘 Retirement - Pensio 👩 Sawubona : Login 🏚 Data - Home 🥥 My Training   Know 🧧 Home 🏟	Voting & Atendee 🏚 https://inceedit.sha »
& Dashboard ▲ Voting	PPS Annual General Meeting – 2023	Insert your text
🖀 Discretionary Voting		question here
E-Voting Guide	The AGM Webcast will start at 18h00 on 08 May 2023	and then click
➡ Logout	Voting is currently OPEN	the <b>Ask</b>
	Click here to vote	
	Your Question	Question
	<b>F</b>	button
	Ask Question	
		1

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

Your Question	
	//
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.

Powered by Ince Pty Ltd © 2023 Page 10 of 10