

Reg No: 80 07011/08

Notice of Annual General Meeting

The South African Academy of Family Physicians (“SAAFP”)

Registration number: 1980/007011/08

Notice is hereby given to the members of SAAFP in terms of section 59(1)(a) of the Companies Act, 71 of 2008 as amended (“Companies Act”), that an **Annual General Meeting (“AGM”)**, of the company will be held on **Friday the 27th September 2019 at the City Lodge Hotel OR Tambo , Johannesburg at 08h45.**

AGENDA:

1. Apologies
2. Proxies
3. Ratification of minutes of AGM held on the 25th of August 2018.
4. Matters arising from previous minutes.
5. Consideration and approval of financial statements for the 2019 financial year.

Copies of the draft financial statements can be found on the [SAAFP Website](#). Follow the menu link to About us>> AGM documents>> Financial statements

6. Other Matters

The meeting is to be participated in and voted at by SAAFP members registered as such as at 20 September 2019, being the record date to participate in and vote at the AGM in terms of section 62(3)(a), read with section 59(1)(b), of the Companies Act.

Section 63(1) of the Companies Act – Identification of meeting participants

Kindly note that meeting participants (including proxies) are required to provide reasonably satisfactory identification before being entitled to attend or participate in a members’ meeting. Forms of identification include a valid identity document, driver’s license or passport.

Voting and proxies

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All members are encouraged to attend, speak and vote at the AGM and are entitled to appoint a proxy to attend, speak and vote at the meeting in place of the member. The proxy duly appointed on behalf of a member need not also be a member of the Company.

On a show of hands, every member of the company present in person or represented by proxy shall have one vote only. On a poll, every member of the company present in person or represented by proxy shall have one vote in his/her own capacity and one vote per proxy.

Forms of proxy are available at www.saafp.org following the menu link About us >> AGM Documents >> Proxy Form, and may also be obtained on request from the company's registered office, desk of the Company Secretary. (The Company Secretary is authorised to receive these proxies by the President, who delegates this power to the Company Secretary in his official capacity as electoral officer in terms of the Company's current Memorandum and Articles of Association.)

Members are requested to lodge their proxy forms by hand, post, email or facsimile to the desk of the Company Secretary at SAAFP, 15 Oxford Street, Durbanville, 7550, or Postnet Suite #110, Private Bag x19, Durbanville, 7551, or facsimile number 086 532 3736, info@saafp.org at least 48 hours prior to the meeting – thus at the latest 17h00 on Wednesday the 25 September 2019. Any forms of proxy not received by this time must be handed to the Chairperson of the AGM immediately prior to the meeting.

Although a member entitled to attend and vote at the AGM may appoint a proxy to attend, vote and speak in his/her stead at the annual general meeting, any member who completes and lodges a form of proxy will nevertheless be entitled to attend and vote in person at the annual general meeting should the member subsequently decide to do so. In this event the proxy will be cancelled.

Costs

Attendance of the AGM will be for the cost of the SAAFP member attending the meeting. SAAFP will not carry the costs of any travel, accommodation or other costs associated with the attendance of the meeting.

Quorum for members meetings

In terms of section 64(2) of the Act the quorum for members meetings as described in section 64(1)(a) and (b) shall be one twentieth of the voting membership or 50 (fifty) members, whichever is the lesser, of who at least 3 (three) are personally present and the remainder represented by proxy.

BY ORDER OF THE BOARD OF DIRECTORS

05 September 2019

Prof Bob Mash

SAAFP: Chairman of the Board