

MEDSHIELD MEDICAL SCHEME

PO Box 4346 Randburg 2125

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(Entrance Sneddon Street), Ferndale, Randburg 2196

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www.medshield.co.za

An Authorised Financial Services Provider (FSP 51381)



MEDSHIELD

medical scheme

13 June 2024

Dear Member

NOTICE OF THE 55th MEDSHIELD MEDICAL SCHEME ANNUAL GENERAL MEETING (AGM)

In accordance with Scheme Rule 26.1.1: *“The Annual General Meeting of members shall be held no later than 30 June of each year at such time and place as the Board shall determine for the purpose of:*

- 26.1.1.1 receiving and adopting the annual financial statements together with the auditor’s report and the report of the Board as required by the Act;*
- 26.1.1.2 the appointment or reappointment of the auditor; and*
- 26.1.1.3 any other business of which due notice has been given.”*

Notice is hereby given of Medshield Medical Scheme’s 55th Annual General Meeting, which will be held on Friday, **28th June 2024 at 08h30 at Fairway Hotel, Setperk Road, Randpark, Randburg, Johannesburg.** All proceedings relating to the AGM will be conducted in-person at the meeting. BDO Advisory Services Proprietary Limited (BDO) has been appointed as the AGM auditor to supervise, oversee and monitor all AGM processes.

1. COMMUNICATION ELEMENTS

In accordance with Scheme Rule 26.2.5: *“the notice convening the meeting and containing the agenda shall be furnished to members at least 14 (fourteen) days before the date of the meeting. The notice shall also be sent to employers to enable it to be exhibited not less than 12 (twelve) days before the date of the meeting in a conspicuous place in the premises of such employers, and in the case of continuation members, it shall be sent to the last address of such members known to the Scheme. The non-receipt of the notice shall not invalidate the proceedings of the meeting”*, and in preparation for the AGM, we enclose the following documents for member information and guidance through the AGM process:

1. The Agenda for the 55th AGM;
2. The Scheme Highlights Document for the financial year ended 31 December 2023 which incorporates the Board of Trustees report;
3. Minutes of the 54th AGM held on Friday, 11th August 2023, which will be confirmed at the AGM;
4. Resolutions for the 55th AGM:
 - Appointment of the External Auditor (*for voting at the AGM*);
 - Board of Trustee Remuneration (*for voting at the AGM*); and
 - Proposed Scheme Rules changes (*for voting at the AGM*).
5. A Proxy Form (*to be completed by members who want to appoint a Proxy to attend and vote on their behalf*).

2. APPOINTMENT OF A PROXY – PROCESS

In accordance with Scheme Rule 27.1: *“Every member who is present in person at an Annual General Meeting or Special General Meeting of the Scheme shall have the right to vote at that meeting, or can appoint another member as a proxy to attend, speak and vote on his behalf, provided that each member present in person may only act as proxy for one other member”.*

The following is applicable in respect of the Proxy Appointment Process:

- Only Principal members in good standing may appoint another Principal member in good standing as a proxy;
- The proxy is applicable for voting on resolutions/business of the day as set out in the AGM agenda. This means that a member who appoints (“**Proxy Appointer**”) another member as their proxy (“**Proxy Holder**”) grants the Proxy Holder the mandate to vote on the Resolutions set out in the AGM notice;
- The Proxy Appointer may only appoint one Proxy Holder;
- The Proxy Holder may only hold one Proxy. It is therefore vital for the Proxy Appointer to discuss the granting of the proxy with the Proxy Holder before completing this form. If the Proxy Holder already holds a proxy for another member, the proxy will be rendered invalid;
- The Proxy Appointer is precluded from attending the AGM; and
- If a member appoints a proxy and attends the AGM, the proxy will be disregarded and will be disqualified.

The enclosed Proxy form must be duly completed by members who wish to appoint a Proxy and must be submitted to the Scheme on or before **16h00, Thursday, 20 June 2024**.

3. SUBMISSION OF MOTIONS

All documentation relating to the AGM is enclosed in this pack, in accordance with Scheme Rule 26.1.9: *“Notice of motions to be placed before the Annual General Meeting shall reach the Principal Officer no later than seven days prior to the meeting”.*

- Any motions to be presented at the AGM may be hand delivered at the Scheme’s physical address or emailed to the Principal Officer. These motions must reach the Scheme on or before **16h00, Thursday, 20 June 2024**.
- Any notice of a motion that is not consistent with the Scheme Rules or the Medical Schemes Act will be disqualified and will thus not be presented at the AGM.

Hand delivery to:

Medshield Medical Scheme,
7th Floor, 192 Bram Fischer Drive, Ferndale, Randburg
2194

Email to:

agm@medshield.co.za

4. ANNUAL GENERAL MEETING QUERIES

All queries relating to the Annual General Meeting must be directed as follows:

Contact number: 010 597 4805

Email: agm@medshield.co.za

IMPORTANT TIMELINES TO NOTE FOR PLANNING PURPOSES

Thursday, 20 June 2024 at 16h00	Closing date for submission of Proxies
Thursday, 20 June 2024 at 16h00	Closing date for submission of Motions
Friday, 28 June 2024 - 8h30 for 9h00	Annual General Meeting

All the relevant information relating to the AGM, including the Annual Financial Statements and the Auditor's report is available on the Scheme's website for ease of reference should you need to review any of the communication distributed. Please visit www.medshield.co.za to download the information.

Yours sincerely

Mr. Andries Labuscagne

Chairman | Medshield Board of Trustees

