

NOTICE OF POLMED 2020 ANNUAL GENERAL MEETING (AGM)

11 November 2020

Dear Member

Notice is hereby given that the Annual General Meeting (“AGM”) of members of the South African Police Service Medical Scheme (“Polmed”) will be held at **The Retreat Wedding and Conference Centre, 28 – 29 Southey Street, Kimberly, on Thursday, 3 December 2020 at 10h00.**

Please note that registration will commence at **07h30.**

AGM Attendance

In keeping with Polmed Rules, attendance at the AGM will be limited to members, officers of the Scheme and individuals or organisations who are expressly invited by the Scheme to attend. A quorum, as prescribed by Polmed Rule 26.1.3, is required to ensure that the AGM may proceed.

Members attending the AGM must bring their membership cards and any of the following identification documents:

- A South African ID book or Smart ID card;
- A South African Driver’s License; or
- A Passport.

Confirmation of Attendance

In planning this AGM we will ensure that the Scheme and the owner/s of the venue fully comply with the Lockdown Regulations promulgated under the Disaster Management Act of 2002 and the newly amended Regulations issued under Government Notice No. 43725 dated 18 September 2020 pertaining to Alert Level 1 in respect of movement of persons, mandatory protocols when in a public place and gatherings such as AGMs.

Members are therefore required to confirm their attendance by means of an “RSVP”.

You are kindly requested to only RSVP if you will be attending the meeting. **RSVPs must reach Polmed by Friday, 27 November 2020.** No RSVP beyond this date will be accepted. RSVPs must be e-mailed to **2020agm@polmed.co.za** OR call **012 818 7537** to confirm your attendance.

Seats will be reserved for members who confirm attendance. This is to ensure compliance with lockdown regulations.

Please note that the AGM planning remains subject to any change in Government lockdown regulations

COVID-19 Protocols at the AGM

The following COVID-19 protocols will be followed;

1. Completion of health assessment form
2. COVID19 screening
3. Wearing of masks,
4. Social distancing,
5. Sanitization

Submitting Motions

The Rules of Polmed require that notices of motions should be placed before the AGM and reach the Principal Officer no later than 7 days prior to the date of the meeting. Below is a guideline that will help you construct your motion in line with Rule 26.1.6 of the Scheme Rules:

1. Only a Principal Member may submit a motion.
2. All motions should be duly proposed and seconded (co-signed) in support that the matter be placed on the agenda of the meeting (AGM).
3. Furthermore, such motions should be concise and free from ambiguity, so that all present may clearly understand their importance. It should be worded that a definite decision hereon can be arrived at within the scope of the notice convening the meeting and within the powers of the meeting to decide.
4. A motion that is vague and ambiguous in its terms may be rejected.
5. A motion may not deal with matters affecting the operations of the Scheme or matters that fall beyond the scope of the AGM and must be for the benefit of and/or in the interest of the Scheme and its members.
6. All motions received by the Principal Officer will be evaluated by the Board, based on the above guidelines and only valid motions will be put to the meeting.

Motions can be submitted as follows:

- e-mailed to polmedmotions@polmed.co.za; or
- posted to The Principal Officer, P O Box 14812, Hatfield, Pretoria, 0028; or
- hand delivered to Block A, Crestway Office Park, 20 Hotel Street, Persequor Park, Lynnwood, 0081, in an envelope clearly marked for the attention of The Principal Officer, Polmed.

Motions must reach the Principal Officer by no later than 00:00 midnight on Tuesday, 24 November 2020. Any motions received after this date and time will be invalid.

Yours faithfully,



Ms. N Khaue
Principal Officer