

**SOUTH AFRICAN POLICE SERVICE MEDICAL SCHEME (“POLMED”)  
COUNCIL FOR MEDICAL SCHEMES’S REFERENCE NUMBER: 374  
NOTICE OF ANNUAL GENERAL MEETING TO MEMBERS**

**NOTICE IN TERMS OF RULE 26.1.2 OF THE SCHEME RULES  
PERTAINING TO THE 2023 ANNUAL GENERAL MEETING**

POLMED is a restricted Scheme, registered in terms of the Medical Schemes Act, Act No. 131 of 1998, as amended.

In line with the AGM Notice issued on 03 February 2023, whereby members were informed that the details of the venue will be communicated in due course, members are hereby notified in accordance with Rule 26.1.2 that the Annual General Meeting (“AGM”) for the financial year ended in December 2022 will convene at **Church Unlimited, Plot 99, Maggiesdal, Mbombela, 1206, Mpumalanga Province on the 13th of July 2023 in Mpumalanga (“MP”) Province.**

Further, be informed that the 2023 AGM will be an elective one and members are encouraged to participate during the voting process. In this regard, members are advised to continuously check the POLMED website, their emails, SMS’s and WhatsApp for information.



**AGM ATTENDANCE**



In accordance with POLMED Rules, attendance at the AGM will be limited to Principal members in good standing (whose contributions are not in arrears), officers of the Scheme and relevant stakeholders who are formally invited by the Scheme to attend the AGM in line with the Medical Schemes Act (MSA) and POLMED Rules. A quorum of 50 members, as prescribed by POLMED Rule 26.1.3, is required to ensure that the AGM proceeds.

**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.

Members are also required to confirm their attendance by means of an “RSVP” if they intend to attend the AGM. RSVPs must reach POLMED by 17:00 on Wednesday, the 12th of July 2023. No RSVP beyond this date will be accepted. RSVPs must be e-mailed to [2023agm@polmed.co.za](mailto:2023agm@polmed.co.za) OR call 012 818 7537 to confirm your attendance.

*Please note that the AGM planning and attendance remain subject to any change in Government regulations affecting the continuation of the AGM.*

**PROTOCOLS AT THE AGM**



The following protocols will be followed:

- Completion of health assessment form (depending on Government Regulations);
- Members will be allowed entry until 09:30 to ensure that voting is completed before 10:00;
- AGM will start at exactly 10:00;
- Health & wellness testing will be provided at this AGM; and
- No firearms will be allowed on the premises.

**SUBMISSION OF 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 a member to construct a 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) to support that the matter be placed on the agenda of the meeting (AGM).
3. Such motions should be concise and free from ambiguity, so that all members present should clearly understand their importance.
4. A motion that is vague and ambiguous in its terms may therefore, be rejected.
5. Motions should be worded in a manner that a definite decision can be arrived at, within the scope of the notice convening the meeting and within the decision-making powers of the meeting.
6. A motion should 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.
7. All motions received by the Principal Officer will be evaluated by the Board, based on the above guide lines and only valid motions will be tabled at the AGM.

**Motions can be submitted as follows:**

- e-mailed to [polmedmotions@polmed.co.za](mailto: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, Perseuor Park, Lynnwood, 0081, in an envelope clearly marked for the attention of The Principal Officer, Polmed.

Motions must have reached the Principal Officer by no later than 17:00 on Thursday, 06 July 2023. Any motions received after this date and time will be invalid.

**Your support towards the 2023 POLMED AGM will be highly appreciated.**

Yours faithfully,

**MS. N KHAUOE  
PRINCIPAL OFFICER**

