

## NOTICE TO MEMBERS

### NOTICE TO SAMWUMED PRINCIPAL AND PENSIONER MEMBERS

#### 2025 Annual General Meeting and Trustee Elections Announcement

##### **Dear Valued Principal / Pensioner Member,**

In terms of **Rule 24 of the SAMWUMED Scheme Rules**, and in keeping with the Scheme's commitment to good corporate governance and member participation, SAMWUMED is pleased to announce that an **Elective Annual General Meeting (AGM)** will be held on the 30<sup>th</sup> September 2025, during which an election of the Board of Trustees, will take place.

The purpose of the elections is to appoint member representatives to the Board of Trustees. These elections are a key governance process, ensuring that members are fairly and transparently represented, in the strategic oversight of the Scheme.

**To ensure the integrity and transparency of the election process, the following is applicable:**

- 1. An independent and professional elections management agency**, has been appointed to administer the election process in accordance with the Rules of the Scheme.
- 2. An independent external auditor** has been appointed to oversee and certify the election outcome.
- 3. All eligible Principal and Pensioner Members in good standing** are encouraged to participate in this important process. This includes:
  - **Nominating candidates** from among eligible members (nominations must be supported by nine [9] other members in good standing) and:
  - **Voting for six (6) member Trustees**, including at least **one (1) Pensioner Trustee**, all of whom must meet the “fit and proper” requirements as outlined in Section 24.4 of the Rules.

Please refer to the accompanying Election nomination forms and CV booklets , which details the various phases of the election, nomination criteria, and relevant timelines. Members are required to follow the procedures as specified in the documents.

Your participation in this process is essential, to the sustainability of the Scheme.

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**Yours faithfully**

Francina Mosoeu

SAMWUMED Principal Officer

# SAMWUMED TRUSTEE ELECTIONS 2025

## THE ELECTION PROCESS EXPLAINED

(In terms of Rule 24 of the SAMWUMED Scheme Rules)

### The election process will consist of the following phases:

1. The Nomination Phase
2. The Voting Phase
3. The Counting and Certification Phase

## Phase I

### The Nomination of Candidates: 1 June to 18 July 2025

#### 1. Who may nominate or stand as a candidate?

Only **Principal and Pensioner Members** registered and active with the Scheme as at **1 June 2025** may nominate or stand as candidates.

*Members who are suspended or in arrears with their contributions for three (3) months or more are not eligible to participate.*

#### 2. Nomination requirements

- A candidate must be nominated by a **Proposer** (Principal or Pensioner Member) and supported by **nine (9) Seconders**.
- The nominee must be a **Principal or Pensioner Member in good standing**.
- Members **may not nominate themselves** or complete more than one section of the nomination form.

#### 3. Completion of the Nomination Form

**Nominations must be submitted using the official Nomination Form, which must include the following sections completed in full:**

- **Section 1 – Proposer's details:**

Full name, membership number, ID number, cell phone number, contact details, and signature.

- **Section 2 – Seconders' details:**

Full names, membership numbers, ID numbers, and signatures of nine (9) supporting members.

- **Section 3 – Nominee's details and declaration:**

Full name, ID number, membership number, member type (Principal or Pensioner), and declaration of acceptance of nomination.

#### 4. Supporting documents required

- Completed **CV Form** (template provided)
- Copy of **Identity Document (ID)**
- ID-size photograph
- The nominee must indicate whether they are a **Principal or Pensioner Member**

## 5. Where to obtain nomination forms

**Nomination Forms may be obtained from:**

- SAMWUMED website: [www.samwumed.org](http://www.samwumed.org)
- SAMWUMED offices or designated walk-in centres

## 6. Submission of completed Nomination Forms

**Forms must reach the Returning Officer by no later than 17h00 on Friday, 18 July 2025, and can be submitted via one of the following:**

- **Email:** [samwumed@es4a.co.za](mailto:samwumed@es4a.co.za)
- **Nomination boxes:** Details to be confirmed

## 7. Invalid Nomination Forms will not be considered

**The following forms will be invalid:**

- Forms **received after 17h00 on 18 July 2025**
- Forms **sent to incorrect addresses**
- Forms **incomplete or incorrectly filled out, including:**
  - Missing details for the Proposer, Nominee or Seconders
  - Less than nine (9) seconders
  - Missing ID or membership numbers
  - Incorrect or duplicated information

**Note:** The Election Agency will **not contact members** to rectify incomplete or incorrect nominations.

## 8. Vetting and Notification

- All received nominations will be **vetted** against the Scheme Rules.
- Nominees will be notified in **writing** of the outcomes.

## 9. CV Booklet and Candidate Communication

**Qualifying candidates will be asked to submit:**

- **A completed CV Form and;**
- **An ID size photograph**

This information will be used to compile a **CV Booklet** to help members familiarise themselves with candidates before voting. Documents must be submitted **within 2 days of request**, or **within 1 day** if contacted on or after the closing date. Candidates who fail to submit required info on time, may be listed **without a biography or photograph**.

## 10. Preliminary List and Objections

A preliminary list of candidates will be published on the SAMWUMED website. Members may **submit written objections with proof** if they believe any nominee is **not fit for office**. Final list of candidates will be published after the adjudication of objections.

***Only written objections with supporting proof will be considered.***

## Phase II

The Online Voting Phases opens from **1<sup>st</sup> September** to **30<sup>th</sup> September 2025**. This includes voting at physical venues on the day of the AGM on Tuesday, **30<sup>th</sup> September, 2025**.

### 1. Voting pack distribution

Each member will receive a **Voting Pack**, which includes:

- **A ballot paper** listing all vetted candidates (alphabetically by surname)
- **The CV Booklet**
- **Voting instructions**

### 2. Voting methods

Members may choose one of the following voting methods:

Members will be notified of voting methods.

### 3. Voting process and deadline

Instructions on how to vote using your chosen method will be provided in your pack.

You may vote for **up to six (6)** member trustees, **including at least one (1) Pensioner Member**.

Members will receive **reminders via SMS or email** (where available) as the voting deadline approaches.

### 4. Announcement of results

The date of the announcement of the election results will be communicated at a later stage, and no later than 30 days after the AGM.

### Nomination Criteria

**Who is eligible to stand?**

**Only Principal and Pensioner Members** in good standing as at 1 May 2025.

### Who is disqualified from standing?

**In terms of Rule 24.6, the following persons may not stand as Trustees:**

- Under 21 years old
- Employees, directors, or contractors of the Scheme's administrator or related companies
- Brokers or the Principal Officer of the Scheme
- Auditors, consultants, or contractors of other medical schemes
- Individuals affiliated with pharmaceutical companies, hospitals, or other healthcare providers
- Current trustees of other medical schemes
- Individuals disqualified as company directors
- Members in arrears for 3 months or more
- Anyone who has violated the Scheme Rules or been deemed unfit by the Board

## When is a person “fit and proper” to be a trustee?

### Trustees must demonstrate the following qualities:

- Competence and diligence
- Honesty and integrity
- Accountability and impartiality
- Commitment to the Scheme’s best interests
- Financial soundness and ethical behaviour

### Trustees are expected to:

- Make **full disclosures** of financial interests
- Participate in **annual vetting** and assessments
- Avoid conflicts of interest
- Treat all members **fairly and equitably**

## Election Enquiries

### Members may direct election-related queries to:

- **Phone:** 0800 128 448
- **Email:** samwumed@es4a.co.za

A full set of the SAMWUMED Scheme Rules is available at: [www.samwumed.org](http://www.samwumed.org)

### Issued by:

**Francina Mosoeu**

**SAMWUMED Principal Officer**