CASSAVA SMARETCH ZIMBABWE PVT LTD

ANNUAL GENERAL MEETING

FREQUENTLY ASKED QUESTIONS

How do I create an account/sign up?	Step 1- Go to the link provided on the notice
	Step 2- Click Sign up
	Step 3 Indicate your representational criteria by clicking on either;
	      a) shareholder/member
	      b) proxy
	      c) non-shareholder/non-member
	Step 4- Complete the details required in each field
	Step 5- Click Sign Up to complete the sign process
	
	*An email notification confirming account authorisation will be sent to you within 48hrs after sign up

How do I Register to attend a meeting as a Shareholder when my Sign up has been approved?	Step 1- Go to Sign In page Step 2- Enter username Step 3- Enter Password Step 4- Click Login Step 5- Click Register to attend active meeting *Registration Complete
How do I register to attend a meeting as a proxy?	Step 1- Proxies are to submit duly completed Proxy Forms to the Registrar with sufficient details of shareholders to be represented Step 2- Proxy to go through the SIGN-UP process Step 3- After receipt of sign-up notification, the proxy is to sign in by capturing username and password created on signing up Step 4- Once signed in for the first time, proxy is required to verify details of shareholder(s) being represented *Registration Complete
How do I vote? **As a Shareholder;**	Step 1- Read carefully the resolutions populating on the right side of the screen Step 2- Cast your vote by clicking on the preferred option provided next to each resolution. *Voting Options are (For, Against, Abstain)
As a Proxy;	Step 1- Read carefully the resolutions populating on the right side of the screen Step 2- Click the vote tab placed against the resolutions Step 3- A pop showing voting options for each shareholder being represented will appear *The proxy may select voting options for each shareholder and submit the votes under each resolution

NB: Votes will only be cast when the administrator activates voting against each resolution. Shareholders and Proxies will be notified if the vote was successfully submitted after voting.

Cassava *Smartech*