

A hand is shown typing on a laptop keyboard. The image has a blue tint and a network overlay of white dots and lines. A pink horizontal bar is in the top left corner.

# Annual Meeting Management

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**VAEGIS**





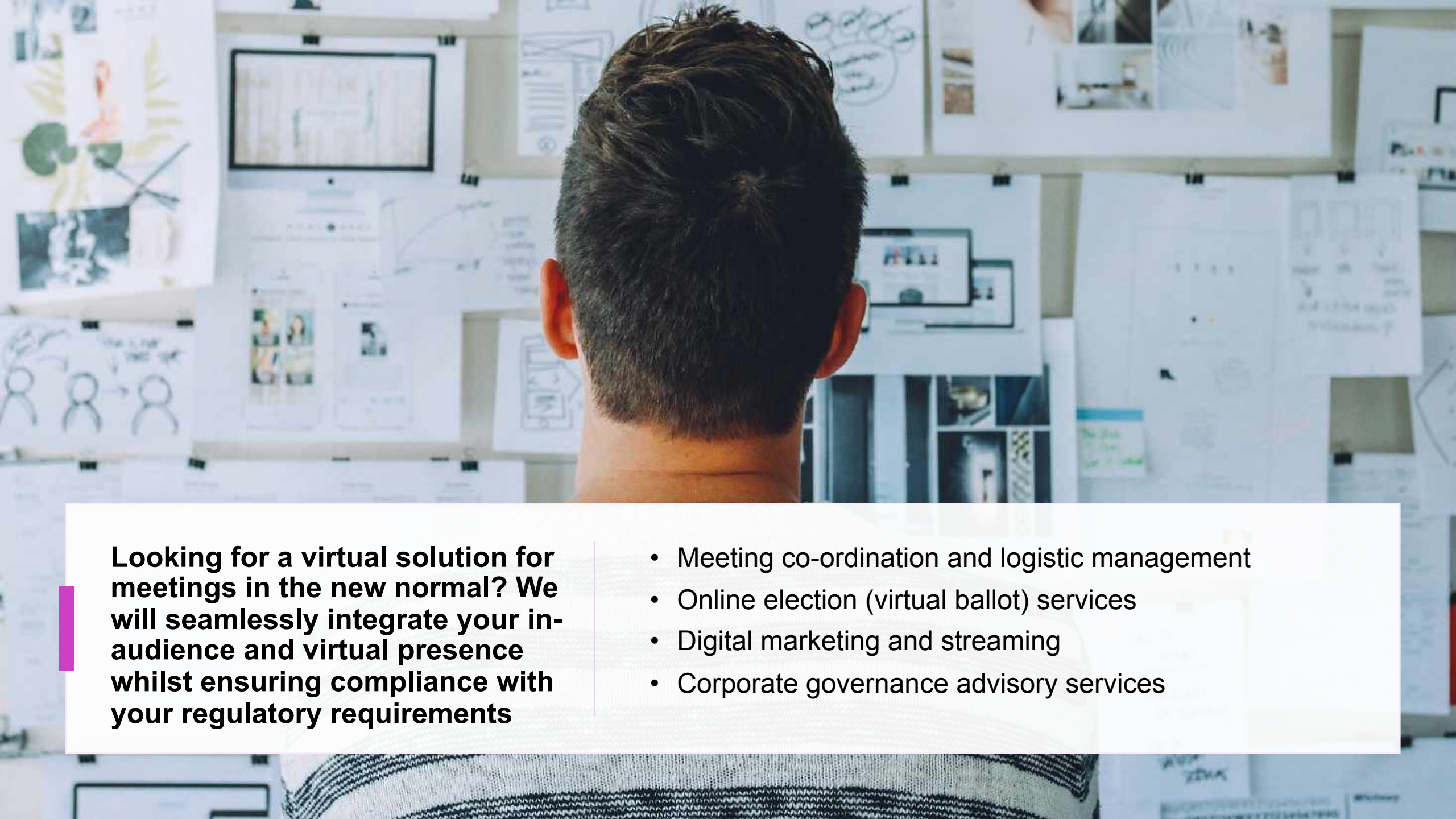
# Managing Meetings. Curating Experiences.

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*In audience, virtual or hybrid; we are the solution that journeys with you to your destination.*







**Looking for a virtual solution for meetings in the new normal? We will seamlessly integrate your in-audience and virtual presence whilst ensuring compliance with your regulatory requirements**

- Meeting co-ordination and logistic management
- Online election (virtual ballot) services
- Digital marketing and streaming
- Corporate governance advisory services



Our solutions are built on continuous communication, attention to details and the confidence in our ability to be innovative when faced with any obstacle. Our goal is to provide a solution that aligns with the Company's ethos and meeting's objectives. No detail or role is too trivial.

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## Meeting Coordination & Logistics Services

We are very conscious that the last few months may have been challenging for your business and you are now expected to operate in accord to the "new normal" which may cause a sense of disorientation.

Our solution is intended to relieve the burden of planning and coordinating all aspects of your annual meeting. This begins with the preparation of a timeline for execution of deliverables and continues until the submission of the post meeting report.

- Manage event communication including managing of media releases and invitations to specially invited guests and media.
- Meeting logistics including meeting space & coordination of refreshment.
- Preparation of Chairman's script and production guide(s).
- Material management: token collection and distribution on event day.
- Rehearsal, in audience and virtual meeting coordination.



## Online Election Services

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Are you worried about sacrificing the integrity of your election process?

We have partnered with a software provider whose platform has facilitated over 2000 secure elections. The platform has stood up to integrity and security scrutiny by many reputable companies. This, married with our 43 plus years audit experience and unwavering ethical beliefs is the guarantee we provide that our solution is for you. We will:

- Provide a flexible and accessible software interface.
- Ensure each elector is authentic and provide an elector-verified audit trail
- Facilitate online nominations and accommodate overlapping elections.
- Audit and validate your results



A person wearing headphones is seen from the side, looking at a computer monitor. The monitor displays a video conference with several participants. The background is a blurred office setting with a desk and another person's head visible in the distance. The overall lighting is dim, with a blue tint.

## Digital Marketing & Streaming Services

We are committed to sharing the total experience of your annual meeting with your virtual audience. Our secured, leading-edge communication platform allows for the expansion of your reach and seamless integration to your in-audience meeting.

Our complete solution will facilitate quick and easy registration, robust interactivity via polling, questions and answers, and discussions.

- Design website's page layout for the virtual meeting and provide content necessary to keep stakeholders informed of meeting procedures.
- Collaborate with TTCD in obtaining information necessary for pre-registration and validation of shareholders.
- Live stream meeting to virtual platform.
- Provide video production services for annual meeting.
- Coordinate virtual presentation of annual meeting.
- Provide technical support for stakeholders logged on virtually.



## Corporate Governance Advisory Services

We understand the importance for you to honour your fiducial responsibilities. It is our priority to ensure that you maintain compliance with all applicable regulations and legislation.

- Provide guidance on resolutions.
- Advise on the receipt and the treatment of proxies in a virtual environment.
- Recommend any changes to the company's bye laws which would be necessary in order to host a virtual or hybrid annual meeting.
- Prepare notices and the agenda for the Annual Meeting.
- Assume the responsibilities as Liaison Officer; as it relates to executing your duties for TTCD, TTSE and TTSEC
- Administer Corporate Secretarial duties on the day of the meeting. This includes attending the meeting, liaising with TTCD and preparing the minutes.



A woman with blonde hair, wearing a blue blazer over a yellow top, is smiling broadly while looking at a laptop. She is sitting at a desk in an office. In the background, another woman with dark hair in a bun is working at a computer. The office has a modern, professional feel with soft lighting.

## Excellence In Service Delivery - AEGIS' Service Line Leadership

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- 80 plus cumulative years in corporate and governance services.
- 8 plus cumulative years in cyber security, enterprise risk management, IT advisory and network and systems management.
- 50 plus cumulative years working with Government Ministries and State Enterprises.

We have been very successful at managing meetings and events. Our multi disciplined professional team has the proven skills to ensure your annual meeting is a success. This combined with our extensive network of event suppliers and ability to quickly overcome obstacles allows your goal of a par-excellence meeting to unfold seamlessly.



***Managing meetings. Curating experiences.  
Let us release your burden.  
We can support your next Annual Meeting.***

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***Contact us at:***

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