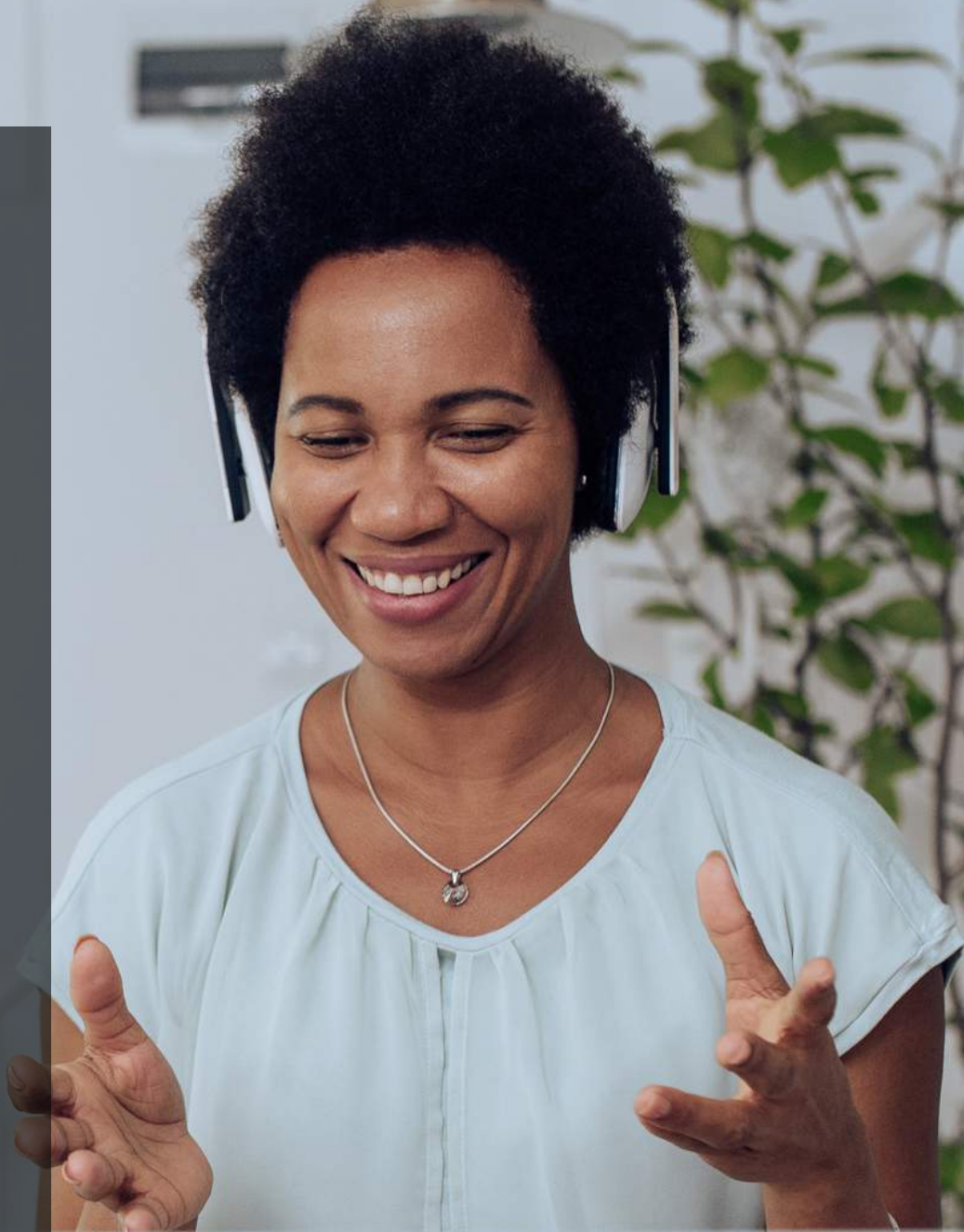




# Managing your company's Annual Meeting

Tailored Virtual & Hybrid Annual Meeting Management services with pre-elections option.



02

# Chat with Aegis

Book a 30-45 mins online meeting to share your plans and Annual Meeting dates.

[info@aegistt.com](mailto:info@aegistt.com)





# Select which services

03

- Management of Virtual or Hybrid Annual Meetings
- Online Elections
- Script Writing
- Corporate Instrument Review
- Governance Advisory
- Pre-elections Services
- Streaming Services
- Email and SMS Marketing
- Meeting Minutes
- Moderator Services
- Media Management
- Meeting Space Accommodation
- Room Staging
- Printing and Distribution of Corporate Documents





# Review Your Resources

**Do you have the resources in-house to cover some of the services or do you need the full suite of services?**

Discuss with your team.



# Coordination Checklist <sup>05</sup>

Our logistics solution is intended to relieve the burden of planning and coordinating all aspects of your annual meeting. Check what your team can achieve within the time frame.

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.

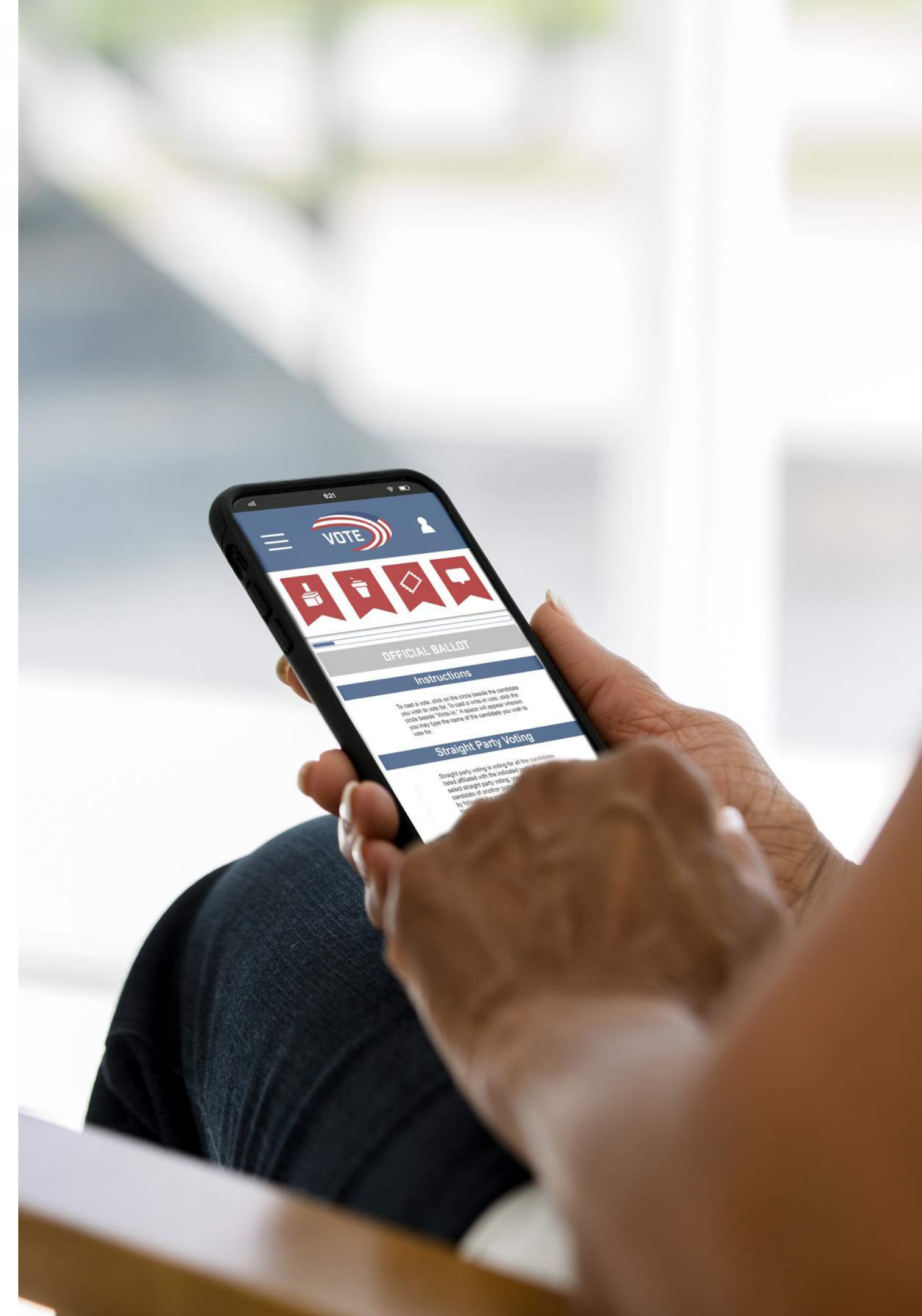
Rehearsal, in audience and virtual meeting coordination.



# 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.

We ensure each elector is authentic and provide an elector-verified audit trail.





# **We understand the importance for you to honour your fiducial responsibilities**

We have the largest corporate governance and advisory services to help you maintain compliance.



# Governance Checklist

08

Provide guidance on resolutions.

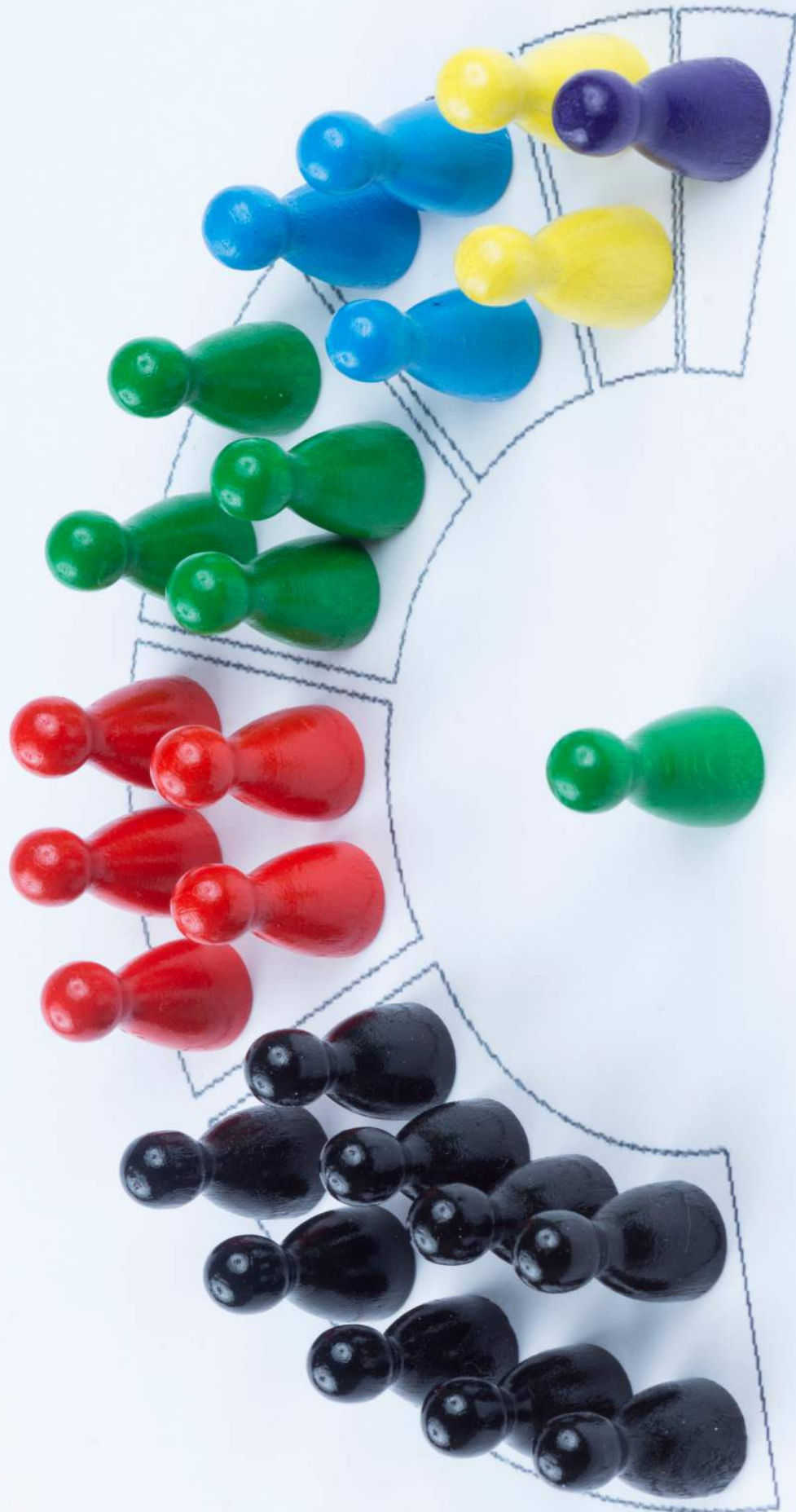
Advise on the receipt and the treatment of proxies in a virtual environment.

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.







# Get ready to engage with your audience online

Our secured, leading-edge communication platform allows for the expansion of your reach and seamless integration to your in-audience meeting.



# Digital Checklist

Design website's page layout for the virtual meeting and provide content necessary to keep stakeholders informed of meeting procedures.

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.

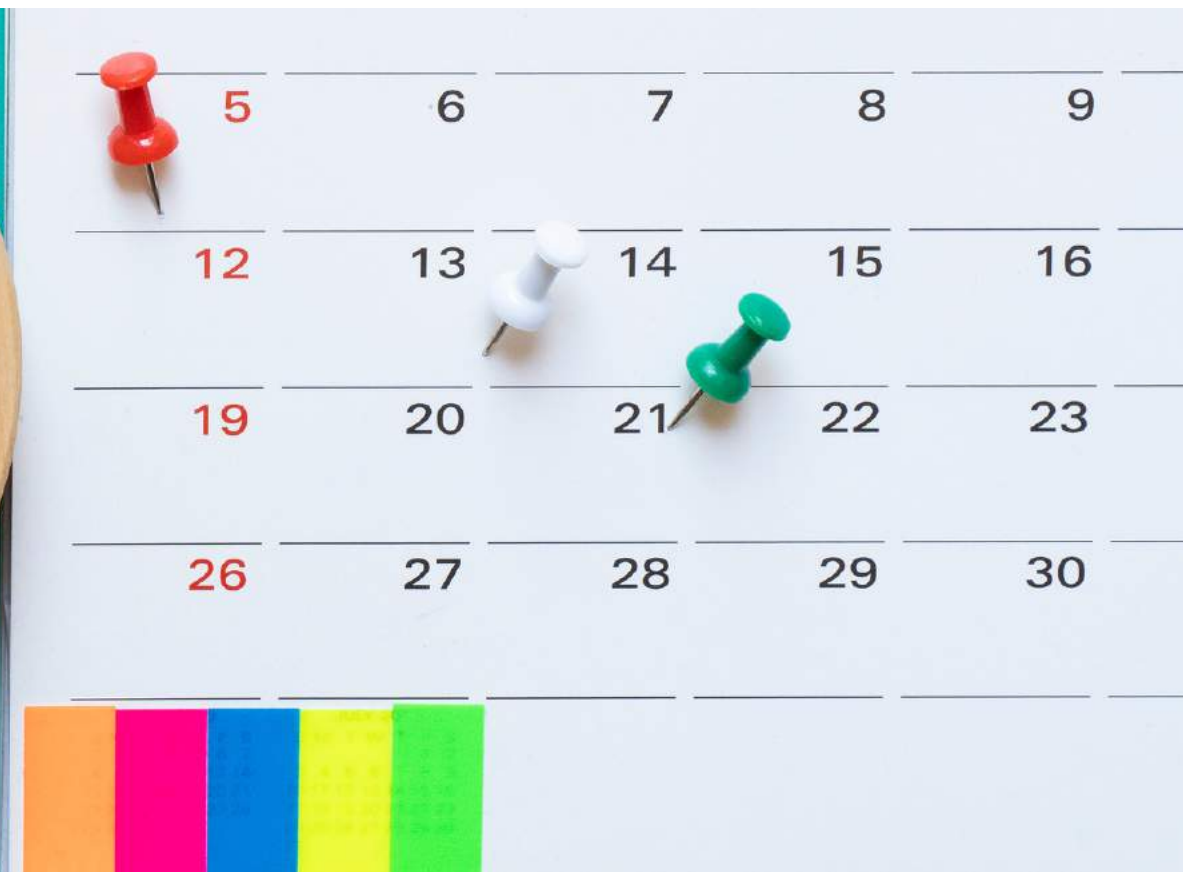


# The AEGIS Experience

80+ cumulative years in corporate and governance services. **11**

8+ cumulative years in cyber security, enterprise risk management, IT advisory and network and systems management.

50+ cumulative years working with Government Ministries and State Enterprises.



12

# Hear it from others!

"The confidence of our members was key when it came to voting at our meeting.

Aegis Business Solutions Limited worked with us to provide the facility to vote on-line and it worked like "clockwork"!

As a result our members were confident in the entire process and the meeting was a huge success! Kudos to Aegis! Another successful partnership for TTMA!"

- TTMA 2020 Annual Meeting



# Are you ready to plan your virtual Annual Meeting?

Book your meeting dates with us.

[info@aegistt.com](mailto:info@aegistt.com)

+1 868 625 6473

# VAEGIS

From our home office to yours, we can help,  
wherever you are.

