

2026-01-21

Annual General Meeting 2026

Notice is hereby given in terms of Rule 14.11.2 of the Rules of the Fund that the **FORTY-SECOND ANNUAL GENERAL MEETING** of the Fund will be held virtually on **FRIDAY, 22 MAY 2026 AT 09:00**.

1. DELEGATES

Member & Pensioner:

In terms of Rule 14.13.1 of the Rules of the Fund, MEMBERS may, not later than five weeks after receipt of this notice (**i.e. by 2026-02-27**), elect member and pensioner delegates with alternates to join the annual general meeting. This office must be advised within seven days of such election (**i.e. by 2026-03-06**), of the names and contact details of the delegates and alternates together with their pension numbers. Annexure A sets out the number of delegates who may be elected to join the annual general meeting. The method of election is laid down in Rule 14.13 of the Rules of the Fund. An extract from the Rules pertaining to the ordinary general meeting is attached as Annexure B.

Councillor:

In terms of Rule 14.11.6 of the Rules of the Fund each LOCAL AUTHORITY may, not later than thirteen weeks after receipt of this notice (**i.e. by 2026-04-24**), notify this office of the names and contact details of the appointed councillor delegates and their alternates. Annexure A sets out the number of councillor delegates who may be nominated to join the annual general meeting.

All confirmed delegates will receive a Microsoft Teams link closer to the date of the meeting to enable them to join the meeting.

2. MOTIONS

In terms of Rules 14.11.9 and 14.11.10 of the Rules of the Fund, at least ten weeks written notice of an intention to move a motion at the annual general meeting must be given to the Principal Officer. You are therefore requested to submit any motions that are to be included in the agenda of the annual general meeting to the Principal Officer ilse@laretirementfund.co.za **by 13 March 2026**.



MRS IT HARTLIEF
PRINCIPAL OFFICER

NUMBER OF DELEGATES PER LOCAL AUTHORITY

EASTERN CAPE PROVINCE

Local Authority		Number of delegates	
		Members	Councillors
1.	Alfred Nzo District Municipality	1	1
2.	Amathole District Municipality	1	1
3.	Buffalo City Municipality	1	1
4.	Chris Hani District Municipality	1	1
5.	Dr AB Xuma Local Municipality	1	1
6.	Dr Beyers Naude Local Municipality	1	1
7.	Inxuba Yethemba Municipality	1	1
8.	Joe Gqabi District Municipality	1	1
9.	Makana Municipality	1	1
10.	Mnquma Municipality	1	1
11.	Ndlambe Municipality	1	1
12.	Nelson Mandela Bay Metropolitan Municipality	1	1
13.	OR Tambo District Municipality	1	1
14.	Sundays River Valley Municipality	1	1

NUMBER OF DELEGATES PER LOCAL AUTHORITY
NORTHERN CAPE PROVINCE

Local Authority	Number of delegates	
	Members	Councillors
1. Emthanjeni Municipality	1	1
2. John Taolo Gaetsewe District Municipality	1	1
3. Karoo Hoogland Municipality	1	1
4. Kgatelopele Municipality	1	1
5. Namakwa District Municipality	1	1
6. Phokwane Municipality	1	1
7. Renosterberg Local Municipality	1	1
8. Sol Plaatje Municipality	1	1
9. Tsantsabane Municipality	1	1

NUMBER OF DELEGATES PER LOCAL AUTHORITY

WESTERN CAPE PROVINCE

Local Authority		Number of delegates	
		Members	Councillors
1.	Beaufort West Municipality	1	1
2.	Berg River Municipality	1	1
3.	Bitou Municipality	1	1
4.	Breede Valley Municipality	1	1
5.	Cape Winelands District Municipality	1	1
6.	Central Karoo District Municipality	1	1
7.	City of Cape Town	10	10
8.	Drakenstein Municipality	1	1
9.	Garden Route District Municipality	1	1
10.	George Municipality	1	1
11.	Hessequa Municipality	1	1
12.	Knysna Municipality	1	1
13.	Langeberg Municipality	1	1
14.	Matzikama Municipality	1	1
15.	Mossel Bay Municipality	1	1
16.	Overberg District Municipality	1	1
17.	Overstrand Municipality	1	1
18.	Saldanha Bay Municipality	1	1
19.	Stellenbosch Municipality	1	1
20.	Swartland Municipality	1	1
21.	Theewaterskloof Municipality	1	1
22.	West Coast District Municipality	1	1
23.	Witzenberg Municipality	1	1

EXTRACTS FROM THE RULES

14.11 ORDINARY GENERAL MEETING

- 14.11.1 An ordinary general meeting of the FUND shall be held each year within twelve (12) months of the previous financial year in person or by video or telephone conference or such other means of communication approved by the BOARD, on a date decided upon by the TRUSTEES, and shall be convened by the PRINCIPAL OFFICER when so directed by the BOARD.
- 14.11.2 A notice stating the date, time and place or communication medium of the ordinary general meeting shall be sent via electronic means by the PRINCIPAL OFFICER to each LOCAL AUTHORITY not less than seventeen weeks before the date of the ordinary general meeting.
- 14.11.3 Every associated LOCAL AUTHORITY which employs -
- (a) less than fifty MEMBERS may appoint one delegate who shall be a COUNCILLOR and the MEMBERS of such LOCAL AUTHORITY may elect one delegate who shall be a MEMBER; or
 - (b) fifty but not more than five hundred MEMBERS may appoint two delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect two delegates who shall be MEMBERS; or
 - (c) more than five hundred MEMBERS may appoint ten delegates who shall be COUNCILLORS and the MEMBERS of such LOCAL AUTHORITY may elect ten delegates who shall be MEMBERS to attend the ordinary general meeting.
- 14.11.4 In respect of each delegate appointed or elected in terms of RULE 14.11.3 the associated LOCAL AUTHORITY and MEMBERS may appoint or elect, as the case may be, one alternate to attend the ordinary general meeting in the absence of such delegate, and any alternate so appointed or elected shall, while attending the ordinary general meeting in the absence of the delegate so appointed or elected, be deemed to be the delegate so appointed or elected.
- 14.11.5 Every delegate and alternate elected by the MEMBERS in terms of RULE 14.11.3 and 14.11.4 shall be elected in accordance with the provisions of RULE 14.13.
- 14.11.6 The Municipal Manager of each LOCAL AUTHORITY shall, not later than thirteen weeks after receipt of the notice provided for in RULE 14.11.2, notify the PRINCIPAL OFFICER of the names and contact details of the appointed COUNCILLOR delegates and their alternates.
- 14.11.7 A simple majority (50% plus one) of the number of the nominated delegates referred to in RULE 14.11.6 above shall constitute a quorum at the ordinary general meeting. Should the required quorum not be present at the starting time of the meeting as advertised, the meeting shall be adjourned for an hour. Should a quorum in terms of this RULE still not be present when the meeting recommences after an hour, the delegates present at the meeting shall constitute a quorum.
- 14.11.8 The chairperson of the BOARD shall act as chairperson at the ordinary general meeting and, in the event of his being absent or unwilling to act or incapable of acting, the deputy chairperson of the BOARD shall so act. Should both the chairperson and the deputy chairperson be absent from or be unwilling to act or be incapable of acting as chairperson at the ordinary general meeting, the remaining TRUSTEES shall elect one of their members to act as chairperson.

- 14.11.9 At least ten weeks' electronic notice of intention to move a proposal at the ordinary general meeting shall be given to the PRINCIPAL OFFICER; provided that -
- (a) the BOARD may direct that any proposal which, in their opinion, is in conflict with the provisions of the RULES or is of a purely administrative nature shall not be introduced and discussed or voted on at the ordinary general meeting; and
 - (b) the chairperson of the ordinary general meeting shall permit the introduction and discussion of and voting on any proposal which the BOARD has submitted to the ordinary general meeting for consideration as a matter of urgency and in respect of which notice has not been given or has not timeously been given in terms of these RULES.
- 14.11.10 Proposals for discussion at the ordinary general meeting may be introduced only by -
- (a) the BOARD;
 - (b) a delegate of a LOCAL AUTHORITY if the proposal concerned has been duly approved at a meeting of the LOCAL AUTHORITY represented by the delegate; or
 - (c) a delegate of MEMBERS if the proposal concerned has been duly approved at a meeting of MEMBERS held in terms of the provisions of RULE 14.13.
- 14.11.11 The PRINCIPAL OFFICER shall -
- (a) not less than nine weeks prior to the date of the ordinary general meeting, send via electronic means a list of all motions received to the Municipal Manager of each LOCAL AUTHORITY for its information and the information of MEMBERS; and
 - (b) not less than two weeks prior to the date of the ordinary general meeting send a notice via electronic means stating the date, time and place or communication medium of the ordinary general meeting together with an electronic copy of the agenda, annual report and financial statements to every delegate elected by the MEMBERS or appointed by a LOCAL AUTHORITY; provided that if no delegate is elected or appointed as aforesaid the PRINCIPAL OFFICER shall send an electronic copy of the agenda, annual report and financial statements to the Municipal Manager of such LOCAL AUTHORITY for its information and the information of the MEMBERS.
- 14.11.12 Every delegate duly elected and present at the ordinary general meeting, and every TRUSTEE present at the ordinary general meeting shall be entitled to one vote.
- 14.11.13 The chairperson of such meeting shall have a casting as well as deliberative vote.
- 14.11.14 Existing TRUSTEES, who are not elected as delegates, may attend the ordinary general meeting, if held in person. If the meeting is held via virtual means, access will be provided to a voting button. Such TRUSTEES may be re-elected to serve as TRUSTEES or as a TRUSTEE and will have a vote at the meeting.
- 14.11.15 If voting is in person, it will be by a show of hands, unless at least five delegates, by rising from their seats, require a vote by ballot. If voting is virtual, it will be via an electronic show of hands, unless at least five delegates indicate that they require a vote via electronic ballot, or such other means of voting and communication approved by the BOARD.
- 14.11.16 A vacancy on the BOARD as contemplated by RULE 14.2.4 may be filled at the ordinary general meeting on the following conditions:
- (a) The chairperson of the meeting or his assignee shall call for written nominations via electronic means for the vacancy subject to the provisions of RULE 14.2.4(b), provided that the chairperson must also consider written nominations for COUNCILLOR TRUSTEES submitted by LOCAL AUTHORITIES prior to the particular ordinary general meeting.

- (b) MEMBER TRUSTEES may be nominated only by MEMBERS other than PENSIONERS, COUNCILLOR TRUSTEES may be nominated only by COUNCILLORS and PENSIONER TRUSTEES may be nominated only by PENSIONERS.
- (c) Any delegate who is nominated for election as a TRUSTEE at the ordinary general meeting must indicate to the chairperson that he accepts such nomination. If he is not present at such meeting his written acceptance of such nomination must be in the possession of the chairperson;
- (d) The voting in respect of all nominees for election as a TRUSTEE shall be via electronic ballot or ballot paper. Each delegate present at the meeting shall have one (1) vote. In the event of an equality of votes, the latter shall be resubmitted for voting;
- (e) MEMBERS other than PENSIONERS may only vote for the MEMBER TRUSTEE vacancy, COUNCILLORS may only vote for the COUNCILLOR TRUSTEE vacancy and PENSIONERS may only vote for the PENSIONER TRUSTEE vacancy;
- (f) If the meeting is held in person, and voting is conducted by ballot, the chairperson shall appoint two or more persons to scrutinise and count the ballot papers and to report the result thereof to him, whereupon he shall announce the result of the ballot to the meeting. If the meeting is held via virtual means, the moderator will confirm the electronic ballots. The nominee with the highest number of votes in his particular constituency, shall fill the vacancy subject to the provisions of RULE 14.2.4(b).

14.11.17 The result of the election referred to in RULE 14.4 will be announced at the ordinary general meeting, unless already announced in the FUND'S newsletter.

14.13. ELECTION OF MEMBER DELEGATES

- 14.13.1 The Municipal Manager of each LOCAL AUTHORITY shall convene a meeting of MEMBERS and of all PENSIONERS, of such LOCAL AUTHORITY, not later than five weeks after receipt of the notice provided for in RULE 14.11.2 for the purpose of electing a delegate or delegates with an alternate or alternates to attend the ordinary general meeting.
- 14.13.2 Written notice of the date, time and place of the meeting shall be given at least fourteen days before the date thereof to each MEMBER; provided that non-receipt of such notice by any MEMBER shall not invalidate the proceedings at such meeting.
- 14.13.3 The persons present at such meeting shall form a quorum.
- 14.13.4 The Municipal Manager of the LOCAL AUTHORITY shall act as chairperson of such meeting, or if he is for any reason absent or permanently or temporarily unwilling to so act or incapable of so acting, the meeting shall elect a person from those present to act as chairperson.
- 14.13.5 Minutes of the proceedings of such meeting shall be kept by the chairperson or any person appointed by him for the purpose.
- 14.13.6 The chairperson shall at such meeting invite nominations for the required number of delegates and alternates who shall be MEMBERS.
- 14.13.7 If the number of nominations received does not exceed the number of delegates or alternates which may be elected, the candidates so nominated shall be declared by the chairperson to have been duly elected.

- 14.13.8 If the number of nominations received exceeds either the number of the delegates or the number of alternates or both the number of delegates and the number of alternates which may be elected, as the case may be, the required number of delegates and alternates shall be elected by secret ballot.
- 14.13.9. A person attending the meeting shall not vote for more candidates than the number of delegates and alternates who may be elected.
- 14.13.10 The chairperson shall supply a ballot box which, before polling commences and after demonstrating to the meeting that it is empty, he shall seal in the presence of the meeting.
- 14.13.11 Each person attending the meeting shall complete the ballot paper handed to him and shall place it in the ballot box before he leaves the meeting.
- 14.13.12 The chairperson shall appoint two persons attending the meeting as scrutinisers to count the votes immediately after the ballot.
- 14.13.13 If the validity of an electronic ballot or ballot paper is in question or if there is a dispute between the scrutinisers relating to the ballot, the matter shall be determined by the chairperson whose decision shall be final and binding. In the event of the chairperson having a direct or indirect interest in any such matter, he shall recuse himself and the meeting shall elect a person from amongst those present to act as chairperson for the purposes of this RULE and until such matter is determined as hereinbefore provided by the chairperson so elected.
- 14.13.14 After the votes have been counted the chairperson and the scrutinisers shall draw up a report indicating the result of the ballot. The chairperson and scrutinisers shall sign the report and the candidate or candidates who obtained the highest number of votes shall be declared by the chairperson to be duly elected.
- 14.13.15 The Municipal Manager of the LOCAL AUTHORITY shall, within seven days of the meeting being held, submit to the PRINCIPAL OFFICER the minutes of the proceedings of such meeting, such report and a list of the names of every delegate and alternate elected.