



Llandudno Special Rating Area NPC
2014/179104/08

11 Apostle Road Llandudno 7806 www.llandudno.org.za sra@llandudno.org.za

PLEASE NOTE: THIS LETTER CONTAINS IMPORTANT INFORMATION CONTAINING DETAILS OF THE 2019 ANNUAL GENERAL MEETING OF THE ABOVE ENTITY AS WELL AS SETTING OUT THE REQUIREMENTS OF ELIGIBILITY TO VOTE AT THIS MEETING

11 November 2019

Dear Fellow Llandudno property owner

Llandudno Special Rating Area NPC forthcoming Annual General Meeting (AGM) for 2019

We have commenced our preparation for the above AGM, and as part of these preparations, we have reviewed our members' list, setting out the details of property owners who are eligible to vote at this meeting.

Details of the AGM

Date: 4 December 2019

Time: Registration from 18h00. Meeting will commence at 19h00

Place: Llandudno Primary School Hall in Gully Road Llandudno

Details: The Agenda and relevant supporting documentation will be available on the Llandudno SRA website www.llandudno.org.za. Owners who do not have access to the internet or email can contact us on 0833090468 (Kiki) to obtain hard copies of the relevant information.

Eligibility to vote

In order to be able to vote at the AGM a property owner must:

1. Be a registered member of the Llandudno Special Rating Area NPC AND
 - a. Have applied to become a member at least 14 days prior to the meeting at which you intend to vote AND
 - b. Not be in arrears with your municipal account by more than 60 days' as of the date of the meeting UNLESS you have made arrangements with the City of Cape Town with regard to the settlement of the arrears. AND
 - c. If the property is owned by a legal entity (ie company or trust), proof of authority of the individual representing the entity is required. PLEASE NOTE THIS IS A NEW

REQUIREMENT. In the past, the authority of the person acting on behalf of the legal entity was accepted on face value and in good faith. The City of Cape Town has now requested that we provide proof of authority, in line with improved corporate governance.

Further information and points to note:

1. If you own more than one property, you need to have completed a membership application form in respect of EACH property.
2. Membership of the Llandudno Special Rating Area NPC is not transferable with ownership. Therefore if you have purchased your property, then even if the seller was a member, you would need to APPLY FOR MEMBERSHIP IN YOUR OWN NAME.
3. Once you have applied for membership, your membership remains valid for the duration of your ownership, i.e. you do not have to recomplete a membership application form each year.

WHAT DO DO NOW?????

1. The current list of members is on the website (annexure A), setting out the details of members who will, be subject to point (b) above, be eligible to vote in their personal capacity. Please have a look at this list and in particular the SECOND column, to see whether you are a member or not. If you are not a member and wish to participate in the meeting, you would need to complete a membership application form (either as an individual or legal entity)(annexure B). If you hold the property via a legal entity, then you would also need to complete the letter of authorisation, the example of which is on the website. In this regard we attach Annexure C1 and C2 the membership application form to be completed and returned to 11 Apostle Road Llandudno or via email sra@llandudno.org.za AT LEAST 14 DAYS BEFORE THE AGM.
2. We further indicate on the list of members that where the property is held via a legal entity that we require proof of authority of the person representing the legal entity at the AGM. Only if you have NOT previously provided this proof of authority would you need to complete Annexure B an example of the letter of authorisation that NEEDS TO BE SUBMITTED. PLEASE can we ask that these be returned to 11 Apostle Road, Llandudno or emailed to sra@llandudno.org.za BEFORE the meeting. Should you be unable to do so, please ensure that you bring it WITH YOU TO THE MEETING.
3. We also attach the most recent list of arrears as at end of October 2019 (annexure D). Properties highlighted in **YELLOW** will not be able to vote due to arrears. Please note that this is the position as at end of October 2019, and this situation may change by the date of the AGM.

In summary: Please have a look at Annexure A, if your property has a shaded section in **YELLOW** in column 2 a letter of authority is required from you. If your property does not appear on the list, you are

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not yet a member and need to complete a membership form. If your property is shaded in **GREEN** in column 2, then no action is required -provided your rates is not in arrears by more than 60 days and you have not made arrangements with the City, you will be able to vote at the AGM.