



Llandudno Special Rating Area NPC  
2014/179104/08

11 Apostle Road Llandudno 7806 [www.llandudno.org.za](http://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 2020

Dear Fellow Llandudno property owner

### **Llandudno Special Rating Area NPC forthcoming Annual General Meeting (AGM) for 2020**

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: 10 December 2020**

**Time:** Registration and log in from 18h30. Meeting will commence at 19h00

**Place:** The meeting will be conducted via electronically. Please email [srallandudnoagm2020@gmail.com](mailto:srallandudnoagm2020@gmail.com) before 17h00 on 8 December 2020 to obtain details of the application to be used, the meeting ID and password.

**Details:** The Agenda and relevant supporting documentation will be available on the Llandudno SRA website [www.llandudno.org.za](http://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

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Llandudno Special Rating Area NPC Registration no. 2014/179104/08

11 Apostle Road, Llandudno, 7806. Tel: 0833090468

Directors: J Aufrichtig; M E Bond-Smith; W C Corbett; W Endersby; M A Greig; M A Mac Kenzie; A A McNulty; A H Pearce; E A Wilton

[www.llandudno.org.za](http://www.llandudno.org.za) [sra@llandudno.org.za](mailto:sra@llandudno.org.za)

the settlement of the arrears. AND

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, 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)(these are on the website). If you hold the property via a legal entity, then you would also need to complete the letter of authorisation, the examples of which are on the website. We also attach the membership application form to be completed and returned to 11 Apostle Road Llandudno or via email [sra@llandudno.org.za](mailto:sra@llandudno.org.za) AT LEAST 14 DAYS BEFORE THE AGM ie by no close of business on 26 November 2020.
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 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](mailto:sra@llandudno.org.za) BEFORE the meeting..
3. We also attach the most recent list of arrears as at end of October 2020. Properties highlighted in orange will not be able to vote due to arrears. Please note that this is the position as at end of October 2020, and this situation may change by the date of the AGM

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