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| **PROCEDURAL GUIDELINES FOR DIRECTOR NOMINATIONS** | | |
| **No** | **Documents required** | **Refer to**  **Page** |
| 1. | At the onset – Nominated individual to request and include designated Company Secretary on correspondence to :   1. Obtain approval / support from **Line Manager of individual nominated** (via email); and 2. Obtain approval / support from **ExCo Member sponsor for the business area of which the entity forms part of** (via email)   *In the case when the candidate is at a corporate level of Vice President or Assistant Vice President such Group ExCo member must specifically approve the exception together with the responsible Legal Entity Executive of the entity and the Line manager of the individual nominated)* |  |
| 2. | Sign-off Page   1. ***SA appointment****: I hereby certify that I am not disqualified in terms of Section 69 of the Companies Act 71 of 2008 from being a director.* 2. ***Outside SA appointment****: In the case of an appointment in a foreign jurisdiction, I confirm that I am aware of the local regulatory requirements for my appointment as a director. (to be struck through if not applicable).* 3. ***Data Privacy****: I agree to the terms and conditions and that the personal data I provided is accurate and complete to the best of my knowledge and provide my consent to the Absa Group for processing my personal data for this purpose.* 4. *I confirm that all the information furnished herewith is true and correct.* | Page 2 |
| 3. | Complete Director and Personal Data processing consent forms   1. Director Consent for SA 2. Other Jurisdictions (Absa Regional Operations and Foreign) 3. POPIA   *Please note that the process involves 2 dates ie Date of ExCo Approval and Board Meeting date. Company Secretaries to provide the date of appointment for submission to CIPC per the date of Resolution* | Page 3 - 4  Page 5  Page 6 |
| 4. | Complete and sign General Declaration form  *Note: Group Secretariat will provide a CIPC report in respect of your directorships in SA* | Page 7 |
| 5. | Complete Skills Assessment form | Page 8 - 9 |
| 6. | Complete Abbreviated Directors CV template  *To be completed if CV is not available otherwise provide recent copy of CV* | Page 10 |
| 7. | Complete and sign Resignation letter  *Blank as to name of entity and undated* | Page 11 |
| 8. | Please provide a certified copy of your ID/Passport document  *Not older than 3 months* |  |
| ***#*** | ***For all insurance entities and Financial Services Provider (FSP) licenced entities, Financial Sector Conduct Authority (FSCA) approval or notification is required.*** | Page 12 |