

Notice is hereby given for the

IT Service Management Forum of South Africa

2012 Annual General Meeting

TO BE HELD ON

**Thursday 29 November 2012
16H30 FOR 17H00**

AT

**Ubuntu Corporate Conferencing
10 Kikuyu Road
Sunninghill, Gauteng**

Attendance is open to all, however voting is restricted to fully paid-up members.

Notes:

- A member is defined as a Professional, Corporate or Vendor member paid up for 2012. To renew your membership for 2012 please contact admin@itsmf.org.za.
- A member unable to attend the meeting should appoint a proxy to attend and vote on their behalf. Please contact us at admin@itsmf.org.za for a Proxy Form to be sent to you
- For a proxy to be valid, the completed Proxy Form must be received by itSMFsa via fax or email, no less than three working days before the time appointed for the holding of the meeting i.e. 26 November 2012. Please note that Proxies will only be considered received once confirmation has been sent to the originator.
- Although Corporate and Vendor type members are entitled to a maximum of 1 effective vote, any number of their employees may attend the Annual General Meeting providing that their presence does not hinder proceedings.
- For a nomination to be valid, the completed and signed nomination form must be received by itSMFsa prior to the start of the meeting. Download the nomination form from the event page. For a nomination to be valid, the completed Nomination Form must be received by itSMFsa via fax or email, no less than five working days before the time appointed for the holding of the meeting i.e. 24 November 2012. Please note that Nominations will only be considered received once confirmation has been sent to the originator.
- Nominations will not be accepted if the nominee is of the same organisation as any member currently on the board; however if a current board member has resigned then nominations from the same company will be accepted
- Should a fully paid up member wish to receive a copy of the Annual Financial Statements for the 12 months ended 31 December 2011, please arrange for collection from our office. Kindly contact admin@itsmf.org.za should you require to collect a copy.