

## CONVOCATION AGM 2021 – 19 NOVEMBER 2021

### REGISTRATION TO ATTEND THE 2021 CONVOCATION ANNUAL GENERAL MEETING

**Do you want to participate in voting for the Convex Office bearers? If YES, you are required to register to attend the virtual AGM and then participate in the online voting process.**

**To register to attend the 13<sup>th</sup> UKZN CONVOCATION ANNUAL GENERAL MEETING (AGM), scheduled to be held via the ZOOM platform on 19 November 2021 commencing at 18h00, please email [convocationagm2021@ukzn.ac.za](mailto:convocationagm2021@ukzn.ac.za), using 'Convocation AGM 2021 Registration - *your name*' in the subject line.**

**Only those members who register to attend the AGM will be eligible to vote for the Convex office bearers.**

**In the body of the email Include your:** Full names, Email address(es), ID/Passport Number and Student or Staff number (if you still recall your student number).

#### **Please note:**

All the details about the AGM, including the Notice of Meeting and details about the nomination and voting procedure for the 13<sup>th</sup> UKZN Convocation virtual AGM which will be hosted on the ZOOM platform on Friday 19 November 2021 at 18h00, have been published in the media, via University Communiques and on the UKZN website.

**The final date for registering to attend the AGM and participate in the voting, is Friday 05 November 2021 at 16h30. Please note that this deadline will be strictly applied and is necessary for the purpose of ensuring that all arrangements for the online voting and AGM can be put in place in good time.**

Details for voting and joining the meeting will be sent to those validated members, who have registered to attend the AGM, on Monday 15 November 2021.

Registration is mandatory for Convocation members who want to attend the 2021 UKZN Convocation Annual General Meeting (AGM) and in doing so members are required to provide the requested Personal Information (as defined by the Protection of Personal Information Act "POPIA") to UKZN. The processing of the requested Personal Information is to ensure that the UKZN is able to verify the membership of all attendees, to send voting and log in details to all admissible members and to record / minute all the members in attendance at the 2021 UKZN Convocation AGM. The retention of any personal information upon completion of the AGM is a consequence of the UKZN being bound by legislative requirement and / or good governance practices as well as record keeping for statistical purposes. UKZN will endeavour to ensure that the appropriate security measures are in place and/or implemented, for both electronic and paper-based formats that are used for processing your personal information, to avoid any and all instances of security breaches. Any queries relating to the processing activities by UKZN may be directed to the Convocation Statutory Secretary on [registrar@ukzn.ac.za](mailto:registrar@ukzn.ac.za).

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