

30 June 2022

## CIRCULAR 09

THIS DOCUMENT IS A CIRCULAR TO THE AFFECTED PERSONS RELATING TO THE BUSINESS RESCUE PROCESS OF **SERVELEC (PTY) LTD** WITH REGISTRATION NUMBER **1965 / 006007 / 07**

### GUIDE: REGISTRATION AND ATTENDANCE AT ONLINE TEAMS MEETINGS

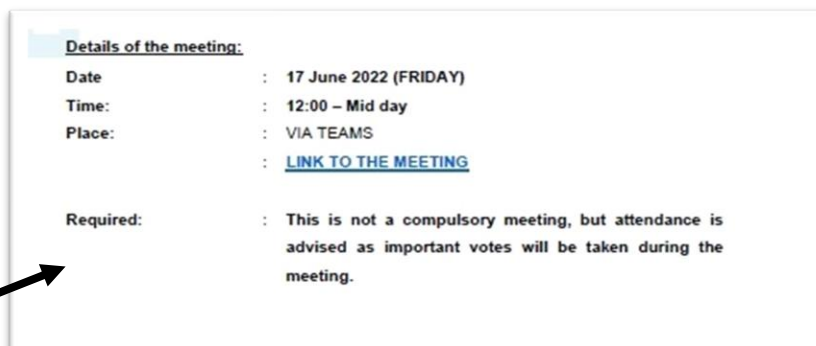
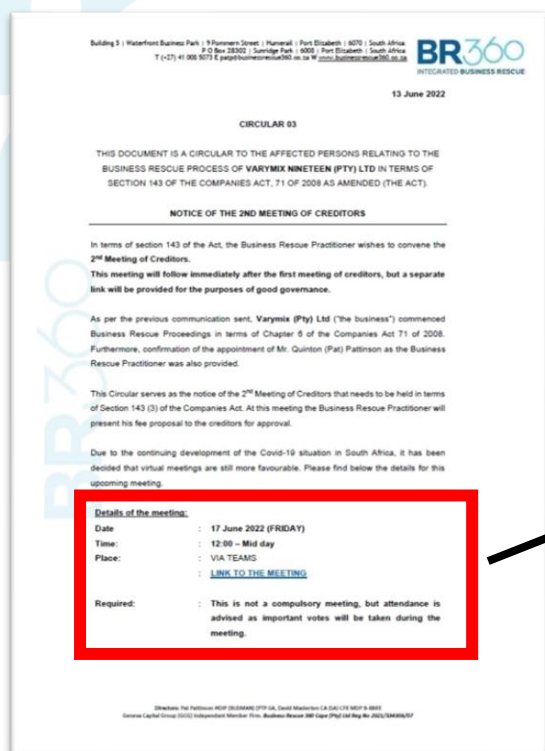
Servelec have found themselves in financial distress and as a result have decided to initiate Business Rescue Proceedings in terms of the Companies Act of 2008.

With the pandemic of recent years still affecting many businesses and also still imposing restrictions on travel, it has been deemed preferable to continue with online meetings. This allows affected persons to attend at any time and to spare the travel often necessary for the attendance at such meetings.

Below you will find a step-by-step guide on the registration and attendance of such meetings. The registration is of utmost importance, not only to receive the link to join the meeting, but also so that the practitioner may identify the attendees for the purpose of voting. Voting is of course done proportionately to the debt owed by the business to that specific creditor and hence the need for accurate information input at the registration stage.

#### Step 1: Receipt of the Circular pertaining to the meeting of creditors

Each affected party will receive an email with a circular pertaining to the meeting of creditors with a notice as below.



**Step 2: Click the link contained in the Circular – this will guide you to the registration page**

The registration page will be presented as follows:

**Sample Registration Form**

**Event details**

- 7/31/2022, 2:00 PM - 7/31/2022, 2:30 PM
- Time zone: (UTC+02:00) Harare, Pretoria
- Microsoft Teams meeting
- This is just a test

**Register for this event** \* Required

First name \*

Last name \*

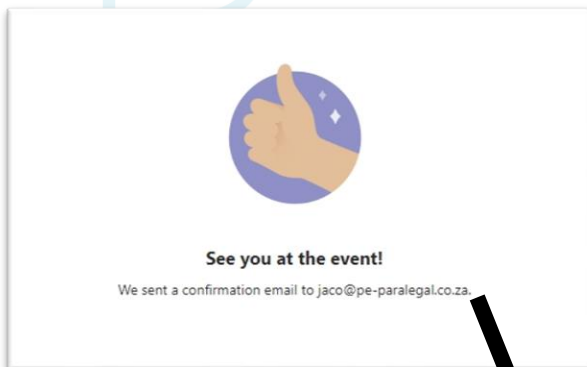
Email \*

Organization \*

How much does the Business owe you? \*

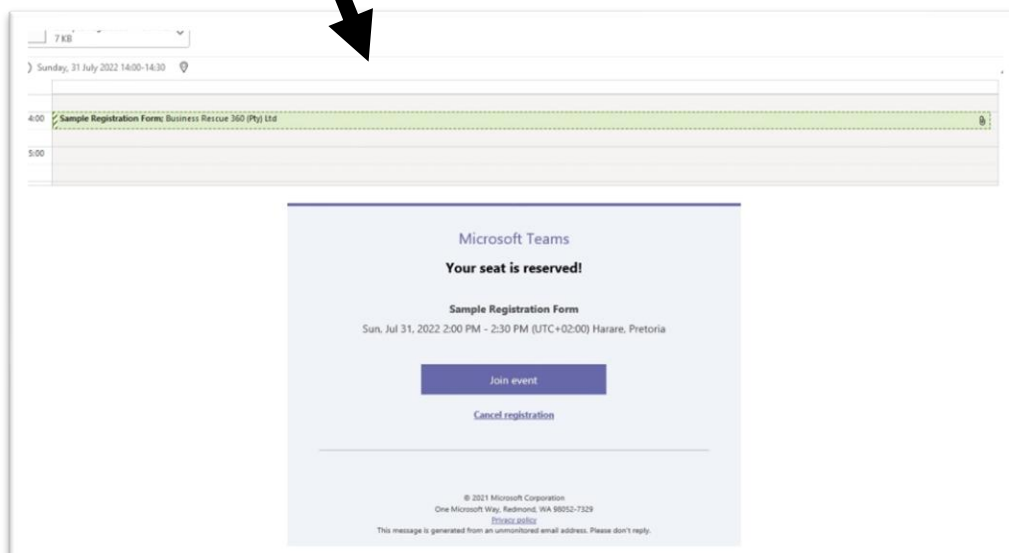
[Register now](#)

It once again, cannot be stressed enough, how important accurate information is at this stage of the registration process. The practitioner must be able to identify the participants by their full names, the company they represent and their email address for any future correspondence. What is arguably of utmost importance is the value that is to be inserted under “How much does the business owe you?” – as this is the value that will be used when calculating the voting interest that each party to the business rescue will have.



You will receive confirmation of your details being accepted and all fields completed when you click the “Register Now” button.

Final confirmation of successful registration will result in you receiving an email with the meeting link (as per the image below) – this final link is what will be used to access the meeting at the allotted date and time.



**This registration process is something that must happen PRIOR TO the meeting date and time.** It is imperative that all affected parties note that the link that is sent out in the circulars pertaining to meetings **IS NOT** a link directly to the meeting and registration **FOR ALL** meetings held is **COMPULSORY**. If you do not register for a meeting, you simply will not receive the link to the meeting.

We recommend registration as soon as meeting links are received (the registration links are ordinarily sent out at least 5 business days prior to the meeting) – this will allow ample time for the system to generate your meeting invite and confirmation email as this ordinarily takes a few minutes to process [Hence the need to register in advance and not at the date and time the meeting is to commence].

Should you have any queries, please contact the Business Rescue Practitioner or his assistant, all details below.

Should you require access to any other notices relating to the business rescue proceedings of **Servelec** you may visit the practitioner's website at <https://pattinson.biz/> and navigate to the "Business Rescue" tab where all available notices and circulars are posted.

Kind Regards

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