

Date: 17 July 2023

Delivered by Email To:

- All known Affected Persons of the South African Post Office SOC Limited (in business rescue) (including: all known creditors, employees, trade unions and shareholders)
- Companies and Intellectual Property Commission

Displayed:

- Registered office and principal place of business of the Company
- Anywhere where employees are employed

Published:

- On the website maintained by the Company and accessible to Affected Persons

NOTICE TO ALL KNOWN EMPLOYEES OF THE SOUTH AFRICAN POST OFFICE SOC LIMITED (IN BUSINESS RESCUE) (“Company”)

1. NOTICE TO EMPLOYEES REGARDING THE FIRST MEETING OF EMPLOYEES IN RESPECT OF THE BUSINESS RESCUE PROCEEDINGS OF THE SOUTH AFRICAN POST OFFICE SOC LIMITED (IN BUSINESS RESCUE) (“Company”) IN TERMS OF SECTION 148(1) AND 148(2) OF THE COMPANIES ACT 71 OF 2008.

1.1 As employees and employee representatives are aware from the previous correspondence sent to Affected Persons of the Company, in accordance with the provisions set forth in the Companies Act 71 of 2008, as amended (“Companies Act”), the Company commenced business rescue proceedings, and Messrs. Anooch Rooplal and Juanito Damons, were appointed as the Joint Business Rescue Practitioners of the Company (“BRPs”), on 10 July 2023.

1.2 Section 148 of Chapter Six of the Companies Act, sets forth the following provisions:

- 148(1) – “(1) Within 10 business days after being appointed, the practitioner must convene, and preside over, a first meeting of employees’ representatives...”; and
- 148(2) – “The practitioner must give notice of the meeting to every registered trade union representing employees of the company and, if there are any employees who are not represented by such a registered trade union, to those employees, or their representatives, setting out the— (a) date, time and place of the meeting; and (b) agenda for the meeting.”

Directors:

Ms N Mona (GCEO), Ms F Gany (GCFO), Mr D Dada (Group Company Secretary)

Reg Name: Suid-Afrikaanse Poskantoor (SOC) Ltd

Registration number: 1991/005477/30, FSP 43462

Joint Business Rescue Practitioners:

Anooch Rooplal and Juanito Martin Damons

1.3 In this regard, due to the significant number of employees and employees' representatives of the Company and the logistics associated with employees and employees' representatives being required to travel to one location to attend the First Meeting of employees and employee representatives in terms of Section 148(1) ("First Meeting"), the BRPs have determined that the First Meeting should be convened virtually.

1.4 Accordingly, notice is hereby given to all employees and employees' representatives in accordance with Section 148(2) of the Companies Act, that the First Meeting will be convened virtually in accordance with the details set out below –

Date: **Monday, 24 July 2023**

Time: **12h30 – 13h30 (employees are required to register for the meeting via the below link at least 24 hours prior to the meeting with your name and employee number and to join the meeting thirty (30) minutes prior to the start of the meeting)**

Meeting Type: Virtual

Registration link for meeting:

https://us02web.zoom.us/webinar/register/WN_hMujM6J6SPuYK_4S8x-zNw

After registering, you will receive a confirmation email containing information about joining the meeting.

1.5 In accordance with the provisions of section 148(2) of the Companies Act, please see the Agenda for the First Meeting, included herein as "Annexure A".

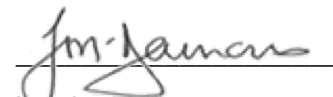
1.6 We will continue to keep you informed of any and all developments in respect of this Business Rescue. In this regard, employees are reminded that all notices and documents regarding the business rescue proceedings of the Company that have been and/or will be circulated to all known Affected Persons, are/will be published and made available to all Affected Persons, which include employees and employee representatives, on the Company's website at: <https://www.postoffice.co.za> under the 'Business Rescue' tab.

1.7 If you have any queries in this regard, they may be directed to the business rescue email address at: sapo.br@sng.qt.com.

Yours faithfully,



Anooch Rooplal



Juanito Damons

The Joint Business Rescue Practitioners of South African Post Office SOC Limited (in business rescue)

Directors:

Ms N Mona (GCEO), Ms F Gany (GCFO), Mr D Dada (Group Company Secretary)

Reg Name: Suid-Afrikaanse Poskantoor (SOC) Ltd

Registration number: 1991/005477/30, FSP 43462

Joint Business Rescue Practitioners:

Anooch Rooplal and Juanito Martin Damons

ANNEXURE A

AGENDA FOR THE FIRST MEETING OF EMPLOYEES OF SOUTH AFRICAN POST OFFICE SOC LIMITED (IN BUSINESS RESCUE)

- Welcome;
- Background and Overview of Business Rescue Process;
- Prospects of Rescuing the Company;
- Claims and Claim Forms;
- Employees Committee;
- Consent For Extension in terms of section 150(5)(b) of the Companies Act 71 of 2008;
- Question & Answer Session;
- Meeting Closure.

Directors:

Ms N Mona (GCEO), Ms F Gany (GCFO), Mr D Dada (Group Company Secretary)

Reg Name: Suid-Afrikaanse Poskantoor (SOC) Ltd

Registration number: 1991/005477/30, FSP 43462

Joint Business Rescue Practitioners:

Anoosh Rooplal and Juanito Martin Damons

INSTRUCTIONS FOR SUBMITTING A PRE-COMMENCEMENT OF BUSINESS RESCUE PROCEEDINGS CLAIM

1. A pre-commencement claim is any claim that you and/or your company have against South African Post Office SOC Limited (“Company”) as at 10 July 2023, including any claims that form the subject matter of legal proceedings for the recovery of money.
2. Any claim that you and/or your company believe you have against the Company as at 10 July 2023, must be submitted to the Business Rescue Practitioners for assessment, as follows:
 - 2.1 Ensure that all invoices and statements related to your company’s pre-commencement claim have been submitted using the Company’s existing processes.
 - 2.2 Please also submit your claim by completing this Claim Form, which is also available to download from the website <https://www.postoffice.co.za> , under the ‘Business Rescue’ tab, and emailing the completed Claim Form, together with a reconciliation statement of account and other supporting documentation, via email to: SAPO.BR@sng.qt.com and sapoclaims@legaeturnarounds.co.za
 - 2.3 These claims will be assessed by the BRPs and either accepted or rejected and the BRPs' decision in this regard will be communicated to you and/or your company.
3. If your claim is accepted (in part or in whole), the details about how and when such payment will be made will be set out in a business rescue plan. This plan will be published in time, for the consideration of Affected Persons, who will have an opportunity to cast a vote on such plan.

Directors:

Ms N Mona (GCEO), Ms F Gany (GCFO), Mr D Dada (Group Company Secretary)

Reg Name: Suid-Afrikaanse Poskantoor (SOC) Ltd

Registration number: 1991/005477/30, FSP 43462

Joint Business Rescue Practitioners:

Anoosh Rooplal and Juanito Martin Damons