

**THIS CIRCULAR IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.**

**If you are in any doubt as to what action to take, please consult your central securities depository participant ("CSDP"), broker, banker, attorney or other professional advisor immediately.**

If you have disposed of all your ordinary shares in Datatec ("Shares" or "Datatec ordinary Shares") on or before Friday, 28 May 2021, you should forward this Circular immediately with the enclosed form of election ("**Form of Election**") to the purchaser to whom, or the CSDP, broker, banker, attorney or agent through whom, you disposed of such Shares.

All times referred to in this Circular are times in Johannesburg, South Africa (save as otherwise indicated).



## **Datatec Limited**

Incorporated in the Republic of South Africa

(Registration Number 1994/005004/06)

JSE share code: DTC ISIN: ZAE000017745

("Datatec" or "the Company")

### **CIRCULAR TO DATATEC ORDINARY SHAREHOLDERS ("THIS CIRCULAR")**

*Regarding:*

**A CASH DIVIDEND OF 100 ZAR CENTS PER DATATEC ORDINARY SHARE PAYABLE TO ORDINARY SHAREHOLDERS ("CASH DIVIDEND") OR AN ELECTION TO RECEIVE FULLY PAID SCRIP DISTRIBUTION SHARES AS AN ALTERNATIVE TO THE CASH DIVIDEND ("SCRIP DISTRIBUTION" or "SCRIP DISTRIBUTION ALTERNATIVE")**

*and including:*

**A FORM OF ELECTION (ONLY FOR USE BY CERTIFICATED SHAREHOLDERS)**

The following information pertains to all of the Company's ordinary Shareholders ("**Shareholders**").

**THE BOARD OF DIRECTORS OF DATATEC HAS DECLARED A CASH DIVIDEND OF 100 ZAR CENTS PER DATATEC ORDINARY SHARE. YOU ARE ENTITLED TO RECEIVE THIS CASH DIVIDEND IN PROPORTION TO YOUR ORDINARY SHAREHOLDING IN DATATEC ON THE RECORD DATE, BEING FRIDAY, 16 JULY 2021 ("Record Date"). NO ACTION IS REQUIRED IF YOU WISH TO RECEIVE THE CASH DIVIDEND, UNLESS YOU ARE A CERTIFICATED SHAREHOLDER AND THE TRANSFER SECRETARIES ARE NOT IN POSSESSION OF YOUR CORRECT BANK ACCOUNT DETAILS FOR ELECTRONIC PAYMENT OF THE CASH DIVIDEND, IN WHICH CASE YOU ARE REQUESTED TO COMPLETE "FORM B: DIRECT CREDIT - BANK ACCOUNT DETAILS" OF THE FORM OF ELECTION (*grey*) ATTACHED TO THIS CIRCULAR AND RETURN SAME TO THE TRANSFER SECRETARIES.**

**HOWEVER, SHOULD YOU SO ELECT, YOU WILL BE ENTITLED TO RECEIVE A SCRIP DISTRIBUTION OF NEW, FULLY PAID DATATEC ORDINARY SHARES IN PROPORTION TO YOUR ORDINARY SHAREHOLDING IN DATATEC ON THE RECORD DATE, BEING FRIDAY, 16 JULY 2021 AND IN ACCORDANCE WITH THE RATIO SET OUT IN THIS CIRCULAR. YOU ARE NOT REQUIRED TO PAY FOR THE DATATEC ORDINARY SHARES TO WHICH YOU ARE ENTITLED IN TERMS OF THE SCRIP DISTRIBUTION ALTERNATIVE.**

**IF YOU WISH TO RECEIVE THE SCRIP DISTRIBUTION ALTERNATIVE IN RESPECT OF ALL OR PART OF YOUR ORDINARY SHAREHOLDING AND**

- **YOU HOLD DEMATERIALIZED ORDINARY SHARES, YOU MUST INSTRUCT YOUR CSDP OR BROKER ACCORDINGLY, IN TERMS OF THE CUSTODY AGREEMENT ENTERED INTO BETWEEN YOU AND YOUR CSDP OR BROKER; OR**
- **YOU HOLD CERTIFICATED ORDINARY SHARES, YOU MUST COMPLETE THE ATTACHED FORM OF ELECTION (*grey*) AND RETURN IT TO THE TRANSFER SECRETARIES.**

**FORMS OF ELECTION MUST BE LODGED WITH OR MAILED TO THE TRANSFER SECRETARIES TO BE RECEIVED BY NO LATER THAN 12H00 NOON ON FRIDAY, 16 JULY 2021. FORMS OF ELECTION RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

**IF YOU DO NOT WISH TO RECEIVE THE SCRIP DISTRIBUTION ALTERNATIVE, NO FURTHER ACTION IS REQUIRED.**

**SHOULD YOU TAKE NO ACTION, REGARDLESS OF BEING A CERTIFICATED OR DEMATERIALIZED SHAREHOLDER, ON MONDAY, 19 JULY 2021, THE CASH DIVIDEND WILL BE PAID TO YOU, SUBJECT TO AND IN ACCORDANCE WITH THE PROVISIONS DETAILED IN THIS CIRCULAR.**

**This Circular is available in English only and is available for viewing on the Company's website [www.datatec.co.za](http://www.datatec.co.za). Copies may be inspected at the registered office of the Company.**

Thursday, 3 June 2021

Sponsor



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## IMPORTANT DATES AND TIMES

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EVENT	2021
Audited financial results of Datatec for the year ended 28 February 2021 and declaration of Cash Dividend with Scrip Distribution Alternative announced on the Stock Exchange News Service of the JSE Limited (“SENS”) on	<b>Tuesday, 25 May</b>
Audited financial results of Datatec for the year ended 28 February 2021 and declaration of Cash Dividend with Scrip Distribution Alternative published in the South African press on	<b>Wednesday, 26 May</b>
Distribution of Circular announced on SENS on	<b>Thursday, 3 June</b>
Circular and Form of Election ( <i>grey</i> ) distributed on	<b>Thursday, 3 June</b>
Distribution of Circular announcement published in the South African press on	<b>Friday, 4 June</b>
Announcement released on SENS in respect of the ratio applicable to the Scrip Distribution Alternative, based on the 30-day volume weighted average price (“VWAP”) ending on Monday, 5 July 2021, by 11h00 on	<b>Tuesday, 6 July</b>
Announcement published in the South African press of the ratio applicable to the Scrip Distribution Alternative, based on the 30-day VWAP ending on Monday, 5 July 2021 on	<b>Wednesday, 7 July</b>
Last day to trade in order to be eligible for the Cash Dividend and the Scrip Distribution Alternative	<b>Tuesday, 13 July</b>
Shares trade “ex” the Cash Dividend and the Scrip Distribution Alternative on	<b>Wednesday, 14 July</b>
Listing and trading of maximum possible number of Shares on the JSE in terms of the Scrip Distribution Alternative from the commencement of trading on	<b>Wednesday, 14 July</b>
Announcement released on SENS in respect of the cash payment applicable to fractional entitlements, based on the VWAP of a Share traded on the JSE on Wednesday, 14 July 2021, discounted by 10%, by 11h00 on	<b>Thursday, 15 July</b>
Last day to elect to receive the Scrip Distribution Alternative instead of the Cash Dividend, Forms of Election ( <i>grey</i> ) to reach the Transfer Secretaries by 12h00 on	<b>Friday, 16 July</b>
<b>Record Date</b> in respect of the Cash Dividend and the Scrip Distribution Alternative	<b>Friday, 16 July</b>
Cash Dividend payments made, CSDP/broker accounts credited/updated on	<b>Monday, 19 July</b>
Announcement relating to the results of the Cash Dividend and the Scrip Distribution Alternative released on SENS on	<b>Monday, 19 July</b>
Announcement relating to the results of the Cash Dividend and the Scrip Distribution Alternative published in the South African press on	<b>Tuesday, 20 July</b>
JSE listing of Shares in respect of the Scrip Distribution Alternative adjusted to reflect the actual number of ordinary Shares issued in terms of the Scrip Distribution Alternative at the commencement of business on or about	<b>Tuesday, 20 July</b>

All times provided in this Circular are South African local times. The above dates and times are subject to change. Any material change will be announced on SENS.

Share certificates may not be dematerialised or rematerialised between Wednesday, 14 July 2021 and Friday, 16 July 2021, both days inclusive. If Datatec maintains a certificated register, then the register will be closed from Wednesday, 14 July 2021 and Friday, 16 July 2021, both days inclusive.



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### Directors

#### **Executive Directors**

Jens Peter Montanana (*Chief Executive Officer*)

Ivan Philip Dittrich (*Chief Financial Officer*)

#### **Independent Non-executive Chairman**

Stephen James Davidson

#### **Independent Non-executive Directors**

Maya Makanjee

John Francis McCartney

Charles Richard Kenneth Medlock

Mfundiso Johnson Ntabankulu Njeke

Ekta Singh-Bushell

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## CIRCULAR

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### 1. INTRODUCTION

Shareholders are referred to the announcement regarding the Company's audited financial results for the year ended 28 February 2021 and declaration of Cash Dividend with Scrip Distribution Alternative released on SENS on Tuesday, 25 May 2021, in terms of which the Board notified Shareholders that it had resolved to declare a final Cash Dividend of 100 ZAR cents per Datatec ordinary Share held on the Record Date, being Friday, 16 July 2021.

Shareholders will, however, be entitled to elect to receive a Scrip Distribution of new, fully paid Datatec ordinary Shares in proportion to their ordinary shareholding in Datatec on the Record Date, being Friday, 16 July 2021 and in accordance with the ratio set out in this Circular. Shareholders are not required to pay for the Datatec ordinary Shares to which they are entitled in terms of the Scrip Distribution Alternative. The Scrip Distribution Alternative will be issued only to those:

- certificated Shareholders whose Forms of Election (*grey*) to receive the Scrip Distribution Alternative, in respect of all or part of their shareholding, are received by the Transfer Secretaries on or before 12h00 on Friday, 16 July 2021; and
- dematerialised Shareholders who have instructed their CSDPs or brokers accordingly and in the manner and time stipulated in their custody agreement with such CSDP or broker.

The terms of the Scrip Distribution Alternative are contained in paragraph 3 below.

Shareholders not electing to receive the Scrip Distribution Alternative in respect of all or part of their ordinary shareholding will, without any action on their part, be entitled to receive the Cash Dividend in proportion to their ordinary shareholding as at the close of trading on the JSE on the Record Date, being Friday, 16 July 2021.

Datatec does not accept any responsibility, and will not be held liable, for any action on the part of, or omission by, any CSDP, broker or other agent of any beneficial owner of Datatec ordinary Shares.

No payment to Shareholders contemplated in this Circular shall carry interest as against the Company. Furthermore, any reference in this Circular to the Cash Dividend payable to or receivable by Shareholders refers to the amount of such dividend, after the deduction of Dividend Withholding Tax, if any, as contemplated in paragraph 3.4 below.

## 2. RATIONALE

Datatec's current and forecast solvency and liquidity comfortably allows for the payment of the full Cash Dividend. The Board nevertheless wishes to offer those Shareholders who wish to increase their shareholding in the Company the opportunity to elect the Scrip Distribution Alternative instead of the Cash Dividend in respect of all or part of their shareholding as at the close of trading on the JSE on the Record Date. This provides flexibility to Shareholders in the light of the global nature of the Company's Shareholder base.

## 3. THE AWARD OF THE CASH DIVIDEND AND THE ELECTION TO RECEIVE THE SCRIP DISTRIBUTION ALTERNATIVE

### 3.1 Terms of the Cash Dividend and the Scrip Distribution Alternative

Shareholders will be entitled to receive the Cash Dividend of 100 ZAR cents per ordinary Datatec Share in respect of their shareholding as at close of trading on the JSE on the Record Date, being Friday, 16 July 2021, in proportion to their ordinary shareholding in Datatec and to the extent that such Shareholders have not elected to receive the Scrip Distribution Alternative in respect of all or part of their shareholding.

Shareholders will, however, be entitled to elect to receive a Scrip Distribution of new, fully paid Datatec ordinary Shares in respect of their shareholding in Datatec as at the Record Date, being Friday, 16 July 2021 in respect of all or part of their ordinary shareholding, instead of the Cash Dividend.

The number of Scrip Distribution Shares to which each of the Shareholders will become entitled pursuant to the Scrip Distribution Alternative (subject to their election thereto) will be determined by reference to such Shareholder's ordinary shareholding in Datatec (at the close of business on the Record Date, being Friday, 16 July 2021) in relation to the ratio that 100 ZAR cents bears to the VWAP of a Datatec ordinary Share traded on the JSE during the 30-day trading period ending on Monday, 5 July 2021, provided that, where the application of this ratio gives rise to a fraction of an ordinary share, the rounding principles described in paragraph 3.2 below will be applied.

#### Example of Scrip Distribution entitlement:

This example assumes that a Shareholder holds 100 Datatec ordinary Shares at the close of business on the Record Date, being Friday, 16 July 2021, and elects to receive the Scrip Distribution Alternative in respect of all of such ordinary Shares, and that the VWAP of Datatec's ordinary Shares traded on the JSE for the 30-day trading period ending Monday, 5 July 2021, is 2 900 ZAR cents per ordinary share.

$$\text{New ordinary share entitlement} = \frac{100 \times 100 \text{ ZAR cents}}{2\,900 \text{ ZAR cents}}$$

= 3.44827 Scrip Distribution shares per 100 ordinary Shares held, subject to the rounding principles described in paragraph 3.2 below. This would result in a Shareholder with 100 Datatec ordinary Shares receiving a new ordinary share entitlement of 3 Scrip Distribution shares and a cash payment for the fraction, in terms of paragraph 3.2 below.

The Cash Dividend will be paid out of the Company's distributable retained profits while the issue price of the Scrip Distribution (which will equal the VWAP of Datatec's ordinary Shares traded on the JSE for the 30-day trading day period ending on Monday, 5 July 2021) will be settled by way of capitalisation of the Company's distributable retained profits. The Scrip Distribution Shares will, upon their issue, rank *pari passu* in all respects with the other Datatec ordinary Shares then in issue.

The Company's total number of issued ordinary Shares at the date of this Circular is 201,450,00, and as at 1 June 2021, the Company held 1,331,018 Datatec ordinary Shares as treasury shares to be used in settlement of share-based remuneration awards. Datatec's South African income tax reference number is 9999/493/71/2.

If all Shareholders were to elect to receive the Scrip Distribution, the number of Scrip Distribution Shares issued would amount to 6,946,539, based on the assumed Scrip Distribution ratio in the example above (and ignoring rounding down for fractions on a per Shareholder basis) and the aggregate issue price of ZAR201,450,000 being capitalised out of the Company's distributable retained profits.

If all Shareholders were to elect to receive the Cash Dividend the maximum gross cash dividend payable by the Company would be ZAR201,450,000.

### 3.2 Fractions

Where a Shareholder's entitlement to new Datatec ordinary Shares calculated in accordance with the above formula gives rise to a fraction of a new ordinary share, such fraction of a new ordinary share will be rounded down to the nearest whole number, resulting in allocations of whole ordinary Shares and a cash payment for the fraction.

The applicable cash payment will be determined with reference to the VWAP of a Datatec ordinary Share traded on the JSE on Wednesday, 14 July 2021, (being the day on which a Datatec ordinary Share begins trading "ex" the entitlement to receive the Cash Dividend or the Scrip Distribution Alternative), discounted by 10%. For illustrative purposes, this Circular assumes the VWAP of a Datatec ordinary Share traded on the JSE on Wednesday, 14 July 2021 to be 2 800 ZAR cents. The basis for the applicable cash payment would therefore be 2520 ZAR cents (2 800 ZAR cents discounted by 10%).

The basis for the applicable cash payment will be announced on SENS on Thursday, 15 July 2021, by 11h00.

#### Example of fractional entitlement:

This example assumes that a Shareholder holds 100 Datatec ordinary Shares at the close of business on the Record Date (being Friday, 16 July 2021) and elects to receive the Scrip Distribution Alternative in respect of all of their shareholding.

New ordinary share entitlement =  $100 \times 3.44827\%$

= 3 new ordinary Scrip Distribution Shares. The rounding provision described above is then applied and the shareholder will receive:

3 Scrip Distribution Shares in respect of the 100 Shares held and a cash payment for the fractional entitlement based on the 2 520 ZAR cents noted above of  $2\ 520 \times 0.44827 = 1\ 129$  ZAR cents. This fractional entitlement payment will not be subject to Dividend Withholding Tax ("**DWT**").

### 3.3 Nominee companies

The Transfer Secretaries have been instructed to treat applications from nominee companies as separate applications on the submission of a breakdown of the beneficial owners of ordinary Shares registered in the name of the nominee companies.

### 3.4 Tax implications

3.4.1 The Cash Dividend is likely to have tax implications for both resident and non-resident Shareholders. Shareholders are therefore encouraged to consult their professional tax advisers, should they be in any doubt as to the appropriate action to take. In terms of the Income Tax Act 58 of 1962 ("**the Income Tax Act**"), the Cash Dividend will, unless exempt, be subject to DWT. South African resident Shareholders that are liable for DWT will be subject to DWT at a rate of 20% of the Cash Dividend and this amount will be withheld from the Cash Dividend with the result that they will receive a net amount of 80 ZAR cents per share. Non-resident Shareholders may be subject to DWT at a rate of less than 20%, depending on their country of residence and the applicability of any Double Tax Agreement ("**DTA**") between South Africa and their country of residence; and

3.4.2 The Scrip Distribution Alternative and cash paid for a fraction of a Share will not be subject to DWT in terms of the Income Tax Act. The subsequent disposal of Datatec ordinary Shares obtained as a result of the Scrip Distribution is likely to have Income Tax or Capital Gains Tax ("**CGT**") implications. Where any future disposals of Shares obtained as a result of the Scrip Distribution are effected, the expenditure incurred in respect of such shares will be deemed to be nil in terms of the Income Tax Act.

## 4. FOREIGN SHAREHOLDERS

The distribution of this Circular, and the rights to receive the Scrip Distribution Shares in jurisdictions other than the Republic of South Africa, may be restricted by law and any failure to comply with these restrictions may constitute a violation of the securities laws of such jurisdictions. Accordingly, Shareholders will not be entitled to receive the Scrip Distribution Shares, directly or indirectly, in those jurisdictions and shall be deemed to have elected the Cash Dividend alternative. Such non-resident Shareholders should inform themselves about and observe any applicable legal requirements in such jurisdictions. It is the responsibility of non-resident Shareholders to satisfy themselves as to the full observance of the laws and regulatory requirements of the relevant jurisdictions in respect of the Scrip Distribution, including the obtaining of any governmental, exchange control or other consents or the making of any filing which may be required, compliance with other necessary formalities and payment

of any issue, transfer or other taxes or other requisite payments due in such jurisdictions. Shareholders who have any doubts as to their position, including, without limitation, their tax status, should consult an appropriate adviser in the relevant jurisdictions without delay.

## 5. **PROCEDURE FOR SHAREHOLDERS WHO ELECT TO RECEIVE THE SCRIP DISTRIBUTION ALTERNATIVE**

Shareholders who wish to receive the Scrip Distribution Alternative must take the following action:

### 5.1 **Certificated Shareholders wishing to receive the Scrip Distribution:**

Shareholders who hold certificated Shares (“**Certificated Shareholders**”) and who wish to receive the Scrip Distribution must complete the attached Form of Election (*grey*) in respect of all or part of their shareholding in accordance with the instructions contained therein and lodge it with Computershare Investor Services Proprietary Limited, at Rosebank Tower, 15 Biermann Avenue, Rosebank, 2196, or mail it to PO Box 61763, Marshalltown, 2107 so as to be received no later than 12h00 on Friday, 16 July 2021. Forms of Election (*grey*) received after this date and time will not be accepted. Forms of Election (*grey*) may also be emailed to corporate.events@computershare.co.za. Computershare Investor Services Proprietary Limited will not be responsible for any loss and/or damage whatsoever in relation to or arising from the late or non-receipt of emailed Forms of Election (*grey*) or owing to Forms of Election (*grey*) being forwarded to any other email address other than those provided above. Forms of Election (*grey*) shall be deemed to be received on the date reflected in Computershare’s electronic systems. Notwithstanding anything to the contrary it is the Shareholder’s responsibility to ensure that their Form of Election (*grey*) is received by Computershare Investor Services Proprietary Limited. As the JSE requires any new shares to be issued in dematerialised form, Certificated Shareholders who elect the Scrip Distribution Alternative in respect of any or all of their Datatec ordinary Shares are requested to also complete FORM C of the Form of Election (*grey*) attached to this Circular with the details of their account held with their duly appointed CSDP or broker and return same to the Transfer Secretaries.

### 5.2 **Dematerialised Shareholders wishing to receive the Scrip Distribution:**

Shareholders who have dematerialised their Shares (“**Dematerialised Shareholders**”) must **not** complete the attached Form of Election. Dematerialised Shareholders are required to notify their duly appointed CSDP or broker if they wish to receive the Scrip Distribution, in the manner and the time stipulated in the custody agreement governing the relationship between such Shareholders and their CSDP or broker, failing which they will receive the Cash Dividend.

Dematerialised Shareholders’ CSDP/broker accounts will be credited and updated on Monday, 19 July 2021, in accordance with any election made.

### 5.3 **Election in respect of all or part of the Shareholders’ ordinary Shares**

Shareholders may make the election, using the Form of Election (*grey*), in respect of all or any part of their Shares held on the Record Date, being Friday, 16 July 2021. If an election is made in respect of part of an ordinary shareholding, the Shareholder concerned will receive the Cash Dividend in respect of the ordinary Shares for which the election to receive the Scrip Distribution is not made. Shareholders who do not wish to receive any Scrip Distribution Shares do not need to take any further action and will receive the Cash Dividend, save that Certificated Shareholders whose correct bank account details for electronic payment of the Cash Dividend are not in the possession of the Transfer Secretaries, are requested to complete “**Form B: Direct Credit – Bank Account Details**” of the Form of Election (*grey*) and return same to the Transfer Secretaries. Shareholders electing to receive the Scrip Distribution should note that the election is irrevocable and, once an election to receive the Scrip Distribution is made, such election cannot be cancelled.

In addition to the above, if you currently hold Shares in certificated form, you should pay special attention to the provisions of the following paragraph:

The Company will, due to changes in securities legislation, no longer issue physical share certificates in respect of Datatec ordinary Shares to any Shareholders in relation to scrip distributions (including the Scrip Distribution). To receive your Shares pursuant to the Scrip Distribution Alternative in dematerialised form, you are required to have a dematerialised share account.

The Company has, by election in terms of section 33(1) and (2) of the Financial Markets Act, 19 of 2012 and per agreement with Computershare Investor Services Proprietary Limited, facilitated that such dematerialised share accounts be opened for all certificated Shareholders by Computershare Proprietary Limited (a licensed Strate participant). Dematerialised Shares will be credited to new beneficial Shareholders’ accounts, held by Computershare Nominees Proprietary Limited, who will hold such Datatec ordinary Shares as the registered holder thereof, for and on behalf such

certificated Shareholders who have elected Scrip Distribution Alternative. The beneficial owner of such Datatec shares will be recorded on a nominee sub-register maintained by Computershare Nominees Proprietary Limited in accordance with regulations of Strate Proprietary Limited.

Certificated Shareholders will receive a share statement containing their share account number and CSDP contact information, once the share allocation from the Transfer Secretaries has been made in respect of your Datatec ordinary Shares.

**It should be noted that such dematerialised accounts will be blocked from trading until such time that certificated Shareholders have signed a Custody mandate, provided bank account details, and provided documents to Computershare Investor Services Proprietary Limited in terms of the Financial Intelligence Centre Act, 38 of 2001, and their accounts have been updated.**

**Shareholders can contact the call center at: 086 11 00 933 or +27 11 370 5000, for assistance. More information is available at [www.computershare.co.za](http://www.computershare.co.za)**

Once a Shareholder's account has been regularised with a signed mandate, documents provided in terms of the Financial Intelligence Centre Act, 38 of 2001 and bank account details recorded, the Shareholder will have the option to trade their Shares via the Computershare Investor Services Proprietary Limited dealing desk or to move their Shares to the account of the Shareholder's own CSDP or broker, at the prescribed fee. The call centre will be able to assist with requirements in this regard. Shareholders' receipt of future dividends and the ability to vote will be unaffected and Computershare Nominees Proprietary Limited will communicate with the Shareholders in this regard. Shareholders are urged to ensure they always keep their dematerialised share accounts current and provide required documentation as soon as possible.

#### 6. **PAYMENT OF CASH DIVIDEND AND UPDATING/CREDITING OF CSDP/BROKER ACCOUNTS**

Shareholders electing to receive the Scrip Distribution will receive the new securities in dematerialised form.

According to the election made, Cash Dividend payments or cash payments in respect of fractional entitlements will be made by electronic funds transfer into the personal bank accounts of Certificated Shareholders on Monday, 19 July 2021. Certificated Shareholders who have not already provided the Transfer Secretaries with their banking details are requested to complete **FORM B: Direct Credit – Bank Account Details** of the Form of Election attached to this Circular and return same to the Transfer Secretaries. **(As payment by cheque has been discontinued in South Africa with effect from 1 January 2021, no cheques will be issued or paid in relation to the payment of the Cash Dividend or cash payments in respect of fractional entitlements. Consequently, payment of any Cash Dividend or cash payments in respect of fractional entitlements to Certificated Shareholders is dependent on the Transfer Secretaries being in possession of such Certificated Shareholder's banking details.)**

Certificated Shareholders who have not already provided the Transfer Secretaries with their banking details and fail to provide the correct bank details to the Transfer Secretaries as requested above, shall have the Cash Dividend due to them held in trust by Datatec (or its agent) on their behalf for a period of 3 (three) years after Monday, 19 July 2021, after which the Cash Dividend due to them will be deemed to have been forfeited for the benefit of the Company and may no longer be claimed by the Certificated Shareholder.

Shareholders' CSDP/broker accounts will be updated on Monday, 19 July 2021.

#### 7. **LISTING OF NEW SHARES**

Application will be made to the JSE to list the maximum possible number of Scrip Distribution Shares issued in terms of the Scrip Distribution Alternative, with effect from the commencement of business on Wednesday, 14 July 2021. An adjustment of the number of Shares listed will be made on or about Tuesday, 20 July 2021, in accordance with the actual number of Shares issued in terms of the Scrip Distribution Alternative.

The right to receive new Shares in terms of the Scrip Distribution Alternative is not renounceable and may not be traded on the JSE.

#### 8. **EXCHANGE CONTROL REGULATIONS**

In terms of the Exchange Control Regulations of the Republic of South Africa, which apply to Shareholders who are registered on the South African register, who are either non-residents of, or emigrants from, the Common Monetary Area (comprising the Republics of South Africa and Namibia and the Kingdoms of Lesotho and Eswatini):

**8.1 in the case of Certificated Shareholders:**

- 8.1.1 Shareholders will receive new ordinary shares in dematerialised form. As such, any ordinary Shares issued to emigrant Shareholders from the Common Monetary Area will be credited to shares accounts at the CSDP controlling their portfolios. Any Shares issued to a non-resident of the Common Monetary Area will be credited to such non-resident's CSDP or broker account and a "non-resident" annotation will appear in the CSDP or broker register; and
- 8.1.2 cash dividend payments and payments made in respect of fractional entitlements paid out of the Company's distributable profits due to non-residents are freely transferable from South Africa. In respect of all non-residents of the Common Monetary Area (collectively, the Republics of South Africa and Namibia and the Kingdoms of Lesotho and Eswatini) the cash dividend payments and payments made in respect of fractional entitlements due will be paid by way of electronic funds transfer into the personal bank accounts of Certificated Shareholders as contemplated in paragraph 6 above.
- 8.1.3 Emigrants of South Africa are cautioned to seek advice with regard to the new laws that came into operation on 1 March 2021 that require emigrants to obtain clearance from the South African Revenue Service before cash payments or scrip issues can be credited to their designated accounts.

**8.2 in the case of Dematerialised Shareholders:**

- 8.2.1 any Shares issued to emigrant Shareholders from the Common Monetary Area will be credited to their remaining shares accounts at the CSDP controlling their remaining portfolios. Any Shares issued to a non-resident of the Common Monetary Area will be credited to such non-residents CSDP or broker account and a "non-resident" annotation will appear in the CSDP or broker register; and
- 8.2.2 any cash dividend payments paid out of the Company's distributable profits to non-residents and emigrant Shareholders from the Common Monetary Area are freely transferable and will be credited to the CSDP or broker controlling their portfolios.

**9. EXPERTS' CONSENTS**

The Sponsor and the Transfer Secretaries to Datatec have consented in writing to act in the capacity stated and to their names being included in this Circular and have not withdrawn their consents prior to the publication of this Circular.

By order of the Board

**Simon Morris**

*For and on behalf of  
Datatec Management Services (Pty) Limited  
Company Secretary*

**Registered office:** *Third Floor, Sandown Chambers, Sandown Village Office Park, 81 Maude Street, Sandown 2031, Johannesburg, South Africa*

Thursday, 3 June 2021  
Sandown





## Datatec Limited

Incorporated in the Republic of South Africa  
(Registration Number 1994/005004/06  
JSE share code: DTC ISIN: ZAE000017745  
("Datatec" or "the Company")

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### FORM OF ELECTION

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#### A CASH DIVIDEND OR, ALTERNATIVELY, A SCRIP DISTRIBUTION

Only for use by Shareholders who hold ordinary Shares in Datatec in certificated form and (i) who elect to receive the Scrip Distribution Alternative for all or part of their ordinary shareholding held, or deemed to be held, at the close of business on the Record Date, being Friday, 16 July 2021, failing which the Cash Dividend will, by default, be paid to such Shareholders, or (ii) have not already provided the Transfer Secretaries with their banking details and are requested to complete FORM B: Direct Credit – Bank Account Details and return this Form of Election to the Transfer Secretaries.

Dematerialised Shareholders who wish to receive the Scrip Distribution Alternative are required to notify their duly appointed CSDP or broker of their election in the manner and the time stipulated in the custody agreement governing the relationship between such Shareholders and their CSDP or broker and must not complete this Form of Election. Please refer to paragraph 5.2 of the Circular to which this Form of Election is attached ("Circular").

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#### IF YOU WISH TO RECEIVE THE SCRIP DISTRIBUTION FOR ALL OR PART OF YOUR ORDINARY SHAREHOLDING AND

- YOU HOLD DEMATERIALISED ORDINARY SHARES, YOU SHOULD INSTRUCT YOUR CSDP OR BROKER ACCORDINGLY, IN TERMS OF THE CUSTODY AGREEMENT ENTERED INTO BETWEEN YOU AND YOUR CSDP OR BROKER; OR
- YOU HOLD CERTIFICATED ORDINARY SHARES, YOU MUST COMPLETE THE ATTACHED FORM OF ELECTION AND RETURN IT TO THE TRANSFER SECRETARIES.

IF YOU DO NOT WISH TO RECEIVE THE SCRIP DISTRIBUTION, NO FURTHER ACTION IS REQUIRED, UNLESS YOU HAVE NOT ALREADY PROVIDED THE TRANSFER SECRETARIES WITH YOUR BANKING DETAILS IN WHICH CASE YOU ARE REQUESTED TO COMPLETE FORM B: DIRECT CREDIT – BANK ACCOUNT DETAILS AND RETURN THIS FORM OF ELECTION TO THE TRANSFER SECRETARIES.

SHOULD YOU TAKE NO ACTION, REGARDLESS OF BEING A CERTIFICATED OR DEMATERIALISED SHAREHOLDER, ON MONDAY, 19 JULY 2021 THE CASH DIVIDEND WILL BE PAID TO YOU IN ACCORDANCE WITH THE PROVISIONS DETAILED IN THE CIRCULAR, IN THE CASE OF CERTIFICATED SHAREHOLDERS, ONLY IF YOU HAVE ALREADY PROVIDED THE TRANSFER SECRETARIES WITH YOUR BANKING DETAILS.

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FORMS OF ELECTION MUST BE LODGED WITH OR MAILED TO THE TRANSFER SECRETARIES SO AS TO BE RECEIVED BY NO LATER THAN 12h00 ON FRIDAY, 16 JULY 2021. FORMS OF ELECTION RECEIVED AFTER THIS TIME AND DATE WILL NOT BE ACCEPTED.

#### To the Transfer Secretaries:

Computershare Investor Services Proprietary Limited  
Rosebank Towers  
15 Biermann Avenue  
Rosebank  
2196  
(PO Box 61763, Marshalltown, 2107)

#### Attention: Corporate Actions Department

Tel: + 27 11 870 8216 or, if calling within South Africa, 086 1100 634 (available between 08h00 and 16h30 SA time)

Email: corporate.events@computershare.co.za

**Shareholders who do not mail their Form of Election should ensure that same are emailed to corporate.events@computershare.co.za. Computershare Investor Services Proprietary Limited will not be responsible for any loss and/or damage whatsoever in relation to or arising from the late or non-receipt of emailed Forms of Election or owing to Forms of Election being forwarded to any email address other than that those provided above. Forms of Election shall be deemed to be received on the date reflected in the Transfer Secretaries' electronic register. Notwithstanding anything to the contrary it is the shareholder's responsibility to ensure that their Form of Election is received by Computershare Investor Services Proprietary Limited.**

I/We \_\_\_\_\_

(name in BLOCK LETTERS)

regarding the election of the Scrip Distribution Alternative instead of the Cash Dividend:

- hereby irrevocably, and on the terms and conditions contained in this Form of Election and in the Circular, elect to receive the Scrip Distribution in respect of all or part of my/our ordinary shareholding held on the Record Date, being Friday 16 July 2021, instead of the Cash Dividend. The number of Scrip Distribution Shares to which I/we am/are entitled will be determined in the ratio that 100 ZAR cents bears to the VWAP of a Datatec ordinary Share traded on the JSE during the 30-day trading period ending on Monday, 5 July 2021;
- acknowledge that this Form of Election is applicable only in respect of ordinary Shares in the Company of which I/we was/were the registered holder(s) at the close business on the Record Date, being Friday, 16 July 2021; and
- acknowledge that I/we am/are not entitled to receive the Cash Dividend, in respect of the number of Datatec ordinary Shares, reflected in Block (D) overleaf, held, or deemed to be held, by me/us at the close of business on the Record Date, being Friday, 16 July 2021 in respect of which I/we have elected to receive the Scrip Distribution Alternative.

Signed at \_\_\_\_\_

on \_\_\_\_\_

2021

Assisted by (where applicable) \_\_\_\_\_

Signature \_\_\_\_\_

Telephone numbers including international and area codes: \_\_\_\_\_

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cellphone/mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

**CERTIFICATED SHAREHOLDERS ARE REQUIRED TO ACCURATELY COMPLETE THE INFORMATION IN THE BLOCKS BELOW:**

Name, address and contact number of registered Shareholder
<b>(A)</b>
Name:
Address:
Contact telephone and/or cellular phone number:
Email address:
Nominated Authorised Dealer in the case of a certificated Shareholder who is an emigrant from, or non-resident of, the Common Monetary Area:
<b>(A)</b>
Name:
Address in South Africa or substitute instructions:
Contact telephone and/or cellular phone number:
Email address:

Account number/Investor Code (IVC)	Number of Datatec ordinary Shares deemed to be held on the Record Date, being Friday, 16 July 2021, based on your shareholding at the close of business on Friday, 16 July 2021.
<b>(B)</b>	<b>(C)</b>
Anticipated number of ordinary Shares for which the Scrip Distribution is elected –  The remaining Cash Dividend and Scrip Distribution entitlement will be calculated by the Transfer Secretaries. The maximum number of Shares for which the Scrip Distribution can be elected is the number of Shares still registered in your name in the Company's registers on the Record Date, being Friday, 16 July 2021.	<b>(D)</b>
(If Block D is not completed, but the remaining parts of the Form of Election are completed, then you are deemed <b>not</b> to have elected to receive the Scrip Distribution Alternative based on your entire holding of Datatec ordinary Shares held, or deemed to be held, on the Record Date, being Friday, 16 July 2021. Therefore, certificated Shareholders who wish to receive the Scrip Distribution based on their entire holding of Shares need to complete Block D and must complete and sign the rest of the Form of Election in accordance with the instructions herein and lodge this Form of Election with the Transfer Secretaries.	
Date of signature	Signature

**Instructions on how to complete this Form of Election:**

- For the terms and conditions governing the election, refer to the Circular and to the notes below.
- If you hold share certificate(s) and elect to receive the Scrip Distribution Alternative in respect of all or part of your shareholding, you should complete Block D above in accordance with the instructions herein and lodge this Form of Election with the Transfer Secretaries. If Block D is not completed, but the remaining parts of the Form of Election are completed, then you are deemed not to have elected to receive the Scrip Distribution Alternative and, on Monday, 19 July 2021 the Cash Dividend will be distributed to you, subject to and in accordance with the provisions detailed in this Circular and based on your entire holding of ordinary Shares held, or deemed to be held, on the Record Date, being Friday, 16 July 2021.
- The signature on this Form of Election of any person who is under legal disability shall be accompanied by the signature of such person's parent or guardian or legal representative, as the case may be.
- Any alteration or correction made to this Form of Election must be initialled by the signatory(ies).
- In order to be valid, this Form of Election must be properly completed and received by the Transfer Secretaries detailed above, by no later than 12h00 on Friday, 16 July 2021. If your Form of Election is received by the Transfer Secretaries by later than 12h00 on Friday, 16 July 2021, on Monday, 19 July 2021, the Cash Dividend will be paid to you, subject to and in accordance with the provisions detailed in this Circular and based on your entire holding of ordinary Shares held, or deemed to be held, on the Record Date, being Friday, 16 July 2021.
- Should you have any queries as to the completion of this Form of Election, please contact the Transfer Secretaries.

**Notes:**

- Capitalised terms in the Form of Election bear the same meaning as in the Circular unless the context indicates otherwise.
- Please note that, if your preference is to participate in the Scrip Distribution Alternative, an election must be made in respect of the number of ordinary Shares in the Company for which the Scrip Distribution is required. If no election is made for the Scrip Distribution Alternative, or if a Form of Election is received by the Transfer Secretaries timeously but it is not completed in accordance with the above instructions, the Shareholder will receive the Cash Dividend in accordance with the Shareholder's ordinary shareholding in the Company as of the Record Date, being Friday, 16 July 2021. Certificated Shareholders electing to participate in the Cash Dividend or Scrip Distribution Alternative and who have not previously provided the Transfer Secretaries with their banking details will need to do so by completing **FORM B: Direct Credit – Bank Account Details** attached hereto and returning same to the Transfer Secretaries.
- Datatec reserves the right, in its discretion, to:
  - treat as invalid (in which case the Cash Dividend will be awarded) any Form of Election not complying with the terms of the election or any instruction contained in the Circular;
  - require proof of the authority of the person signing this Form of Election, where such proof has not yet been lodged with or recorded by the Transfer Secretaries.

<b>FORM B: DIRECT CREDIT – BANK ACCOUNT DETAILS FORM</b>													
<b>FOR COMPLETION ONLY BY CERTIFICATED SHAREHOLDERS OF DATATEC WHO HAVE NOT PREVIOUSLY PROVIDED THE TRANSFER SECRETARIES WITH THEIR LATEST BANKING DETAILS</b>													
Full name of registered shareholder													
Identity number of person signing this form													
Your shareholder number (if known)													
E-mail address													
Cell phone number													
Office phone number													
Home phone number													

**REQUEST FOR DIRECT CREDITING OF PAYMENTS – BANK ACCOUNT DETAILS**

**PLEASE NOTE: We cannot accept banking details in the name of a third party**

Name of bank account holder				
Name of South African Bank				
Name of bank branch	Bank account number			
Bank branch code	Account type	Cheque	Transmission	Savings

I/We hereby authorise

**Computershare Investor Services Proprietary Limited** and/or Datatec to act in accordance with my/our instructions set out above. I/We acknowledge that these instructions supersede and have priority over all previous instructions relating to payments to which I/we am/are entitled to be paid in cash, but do not override any previous reinvestment instructions.

Signature of shareholder	Day	Month	Year
If you are signing this form in a representative capacity, please indicate which capacity (see over)			
<b>BANK VERIFICATION</b> I/We confirm that the above information about the abovementioned shareholders account at this Bank is correct  Signed on behalf of Bank  <b>THIS MUST BE COMPLETED BY YOUR BANK</b>		<b>BANK STAMP HERE</b>	

**THIS FORM MUST BE SIGNED AND ACCOMPANIED BY A CERTIFIED COPY OF YOUR IDENTITY DOCUMENT.**

## HOW TO COMPLETE THIS FORM

### Request for Direct Crediting of payments

This form must be completed in full if you wish your cash dividend/distribution payments to be paid directly into your nominated South African bank account. Until cancelled in writing by you, all future cash payments will be paid into the nominated account.

**IMPORTANT: Do not use the number quoted on your credit or debit card.**

#### By signing this form, you:

- Confirm that the details are true and correct.
- Understand that neither Datatec nor Computershare Investor Services Proprietary Limited is able to provide you a dividend cheque in the event that we are unable to transfer the funds due to you electronically.
- Understand and agree that neither Datatec nor Computershare Investor Services Proprietary Limited shall be responsible in any way for any loss you may suffer as a result of transfer/deposits being made in accordance with the information provided on this form.
- Understand and agree that any such deposit shall constitute a full and sufficient discharge of Datatec and/or Computershare Investor Services Proprietary Limited obligation to make such payments to me/us.
- Understand and agree that this payment instruction will be applied to all future cash payments.

This instruction only applies to the specific holding identified by the holder number and the name appearing on the front of this form.

**NOTE: We cannot accept banking details in the name of a third party.**

<b>IF YOU ARE SIGNING THIS FORM IN A REPRESENTATIVE CAPACITY, COMPUTERSHARE INVESTOR SERVICES PROPRIETARY LIMITED REQUIRES THE FOLLOWING DOCUMENTATION IN ADDITION TO A CERTIFIED COPY OF YOUR IDENTITY DOCUMENT.</b>	
Joint holding:	Where the holding is in more than one name, the signature of the first mentioned shareholder is required
Power of attorney:	To sign under a Power of Attorney, you must have already lodged the Power of Attorney with Computershare Investor Services Proprietary Limited. Alternatively, please attach an original certified copy of the Power of Attorney to this form when you return it together with an original certified copy of the registered holder's identity document.
Trusts:	The form must be signed by the authorised trustee. If you have not already done so, please attach an original certified copy of the Trustee Resolution/Power of Attorney authorising you to act on behalf of the trust, together with original certified copies of the Letters of Authority issued by the Master of the High Court and the Trust Deed.
Companies/Closed Corporations/Funds:	Any authorised company official/member may sign on behalf of the company/closed corporation/fund. Please indicate the office held when signing the form. If you have not already done so, please provide Computershare Investor Services Proprietary Limited with an original certified copy of your authorisation to act on behalf of the company/close corporation/fund in the form of an original certified copy of the board minute/resolution detailing the authorised signatories including specimen signatures and a company letterhead for noting in our records. In addition, Computershare Investor Services Proprietary Limited requires an original certified copy of the Certificate of Incorporation/CK1 Founding Statement/Constitution.
Minors:	If the shares are registered in the name of a minor, the form must be completed by the natural guardian, stating the capacity in which he/she is signing or in the case of a legal guardian attach an original certified copy of the Letters of Guardianship (if not previously provided). The guardian must attach an original certified copy of his/her identity document together with an original certified copy of the birth certificate of the minor.
Deceased shareholders:	This form must be signed by the Executor/s of the Deceased Estate. If you have not already done so, please provide Computershare Investor Services Proprietary Limited with an original certified copy of the Letters of Executorship together with an original certified copy of the Executor's identity document.
Shareholder under Curatorship:	The form must be signed by the Curator Bonis appointed by the Master of the High Court. If you have not already done so, please provide Computershare Investor Services Proprietary Limited with an original certified copy of the Letters of Curatorship together with an original certified copy of the Curator's identity document.
Shareholder under Liquidation:	The form must be signed by the liquidator appointed by the Master of the High Court. If you have not already done so, please provide Computershare Investor Services Proprietary Limited with an original certified copy of your Letter of Appointment together with an original certified copy of the shareholder's identity document.

**FORM C:**

**FOR COMPLETION BY CERTIFICATED SHAREHOLDERS TO INDICATE HOW TO RECEIVE THE NEW DATATEC SHARES ON THE JSE**

1. Please tick this box **if you have an account with a broker or CSDP** and wish such account to be credited with the Datatec share election – entitlement shares, and insert the details of such account below:

Name of account holder: _____
Name of broker: _____
Name of CSDP: _____
Account number of broker: _____
Account number of CSDP: _____
Telephone number of broker/CSDP: _____
SCA number of broker/CSDP: _____

**Please note:** Should the account details provided by you above be incorrect or incomplete, it will not be possible to credit such account with the Datatec ordinary Share election entitlement, in which case your share will be held with Computershare Nominees until such time correct information is received.