

Virtual Meeting Online Guide

Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: **whatismybrowser.com**

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 & OS X v10.10 and after
- Internet Explorer 9 and up

The Meeting is viewable from desktops and laptops. Additionally, access is supported on iOS 13 (and after) software for those using iPhone or iPad devices. To vote or ask questions at the Meeting, shareholders must register, and provide their SRN/HIN and postcode.

Appointed Proxy: If you are an appointed proxy you will need your proxy number which will be provided by email by Link Market Services prior to the Meeting. Please make sure you have this information before proceeding.

Corporate Representatives: If a representative of the corporation is to attend the Meeting, the appropriate "Certificate of Appointment of Corporate Representative" should be received by Link Market Services (at the postal address or business address or fax number given on page 5 of the Notice of Meeting) by no later than 48 hours before the commencement of the Meeting. A form of the certificate may be obtained from the Company's share registry or online at www.linkmarketservices.com.au.

Please make sure you have this information before proceeding.

Virtual Meeting Online Guide

Step 1

Open your web browser and go to <https://meetings.linkgroup.com/ASX22>

Registration for the Annual General Meeting and voting opens one hour before the meeting commences.

Step 2

Log into the portal using your full name, mobile number, email address, and company name (if applicable).

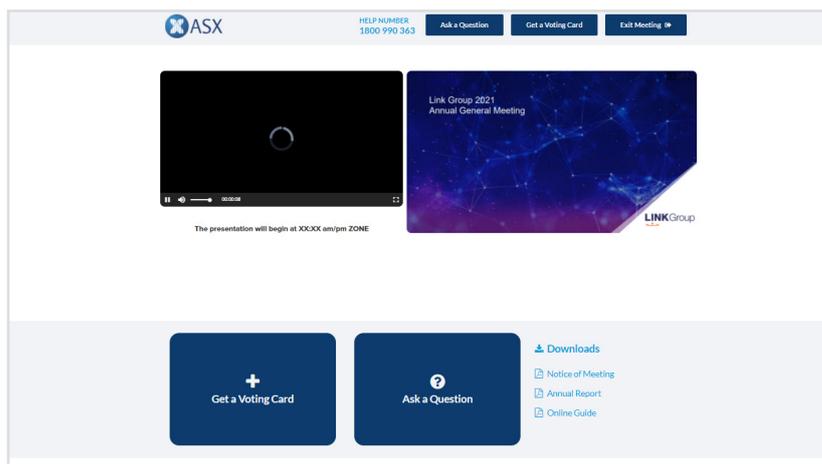
Please register your details to participate

I have read and accept the [Terms & Conditions](#)

REGISTER AND WATCH AGM

Help Number: 1800 990 363

Please read and accept the terms and conditions before clicking on the blue **'Register and Watch Meeting'** button. Once you have logged in you will see:



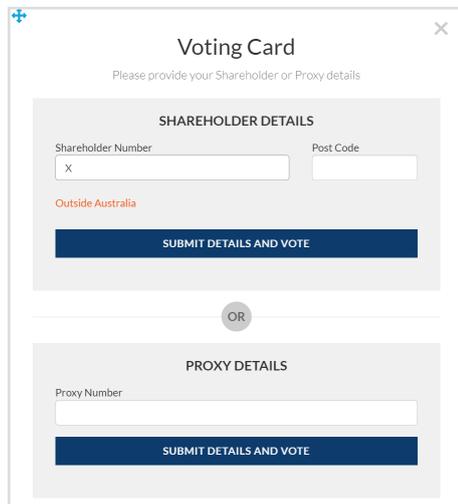
- On the left – a live video webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – buttons for 'Get a Voting Card', 'Ask a Question' and a list of company documents to download

Note: If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

1. Get a Voting Card

To register to vote – click on the ‘Get a Voting Card’ button.

This will bring up a box which looks like this.



The screenshot shows a 'Voting Card' registration form. At the top, it says 'Please provide your Shareholder or Proxy details'. There are two sections: 'SHAREHOLDER DETAILS' and 'PROXY DETAILS'. The 'SHAREHOLDER DETAILS' section has fields for 'Shareholder Number' (containing 'X') and 'Post Code', with a link for 'Outside Australia'. The 'PROXY DETAILS' section has a 'Proxy Number' field. Both sections have a 'SUBMIT DETAILS AND VOTE' button. An 'OR' button is between the two sections.

If you are an individual or joint shareholder you will need to register and provide validation by entering your shareholder number and postcode. If your registered address is outside of Australia, click on ‘**Outside Australia**’ and select the relevant country from the drop down menu.

If you are an appointed proxyholder, please enter the Proxy Number issued by Link in the Proxy Details section.

Then click the ‘**Submit Details and Vote**’ button.

Once you have registered, your voting card will appear with all of the resolutions to be voted on by shareholders or proxyholders at the Meeting (as set out in the Notice of Meeting). You may need to use the scroll bar on the right hand side of the voting card to view all resolutions.

Shareholders and proxyholders can either submit a Full Vote or Partial Vote.

Full Votes

To submit a full vote on a resolution ensure you are in the ‘**Full Vote**’ tab. Place your vote by clicking on the ‘**For**’, ‘**Against**’, or ‘**Abstain**’ voting buttons.

Partial Votes

To submit a partial vote on a resolution ensure you are in the ‘**Partial Vote**’ tab. You can enter the number of votes (for any or all) resolution(s). The total amount of votes that you are entitled to vote for will be listed under each resolution. When you enter the number of votes it will automatically tally how many votes you have left.

Note: If you are submitting a partial vote and do not use all of your entitled votes, the un-voted portion will be submitted as No Instruction and therefore will not be counted.

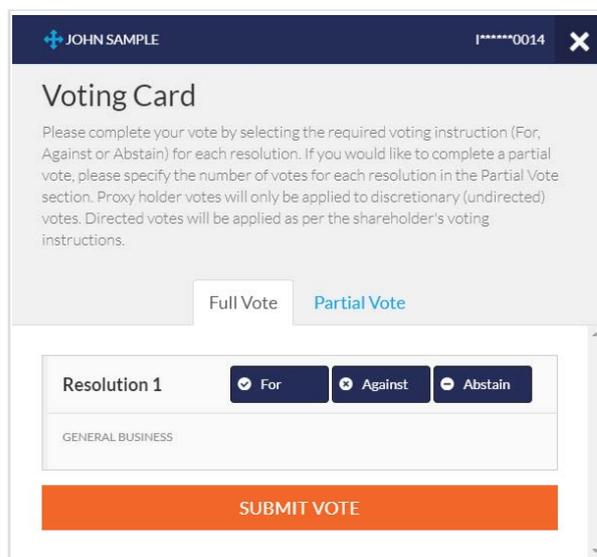
Once you have finished voting on the resolutions scroll down to the bottom of the box and click on the ‘**Submit Vote**’ or ‘**Submit Partial Vote**’ button.

Note: You can close your voting card without submitting your vote at any time while voting remains open. Any votes you have already made will be saved for the next time you open up the voting card. The voting card will appear below the webcast and presentation windows on the left. The message ‘Not yet submitted’ will appear at the bottom of the voting card.

You can edit your voting card at any point while voting is open by clicking on ‘**Edit Card**’. This will reopen the voting card with any previous votes made.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the webcast and presentation windows advising the remaining voting time. Please make any changes and submit your voting cards.

Once voting has been closed all submitted voting cards cannot be changed.



The screenshot shows the 'Voting Card' interface during a meeting. At the top, it says 'JOHN SAMPLE' and '*****0014'. Below that, it says 'Voting Card' and 'Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution. If you would like to complete a partial vote, please specify the number of votes for each resolution in the Partial Vote section. Proxy holder votes will only be applied to discretionary (undirected) votes. Directed votes will be applied as per the shareholder's voting instructions.' There are two tabs: 'Full Vote' and 'Partial Vote'. Below the tabs, there is a section for 'Resolution 1' with three buttons: 'For', 'Against', and 'Abstain'. Below that, it says 'GENERAL BUSINESS'. At the bottom, there is a large orange button that says 'SUBMIT VOTE'.

Virtual Meeting Online Guide continued

2. How to ask a question

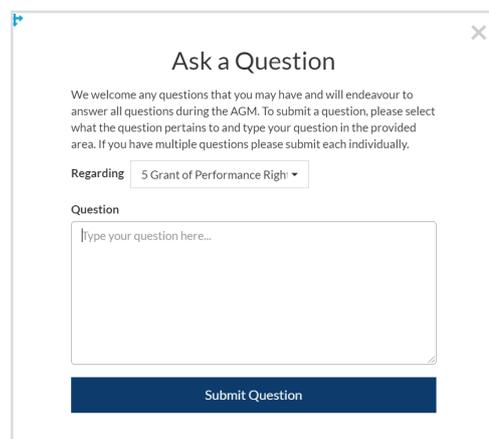
Please refer to the following page for instructions on how to ask a question by Phone.

Note: Only shareholders and proxyholders are able to ask questions (and only after they have registered).

How to ask a question on the platform

If you have yet to obtain a voting card, you will be prompted to enter your shareholder number or proxy details before you can ask a question. To ask a question, click on the 'Ask a Question' button either at the top or bottom of the webpage.

The 'Ask a Question' box will then pop up with two sections for completion.



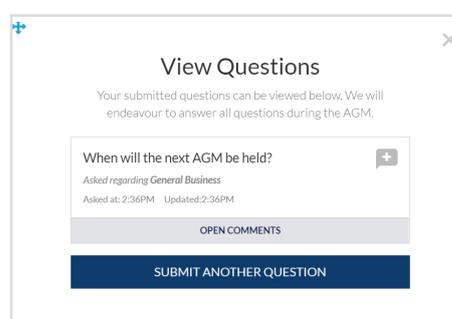
In the 'Regarding' section click on the drop down arrow and select the category/resolution for your question.

- General Business
- Re-election of Ms Melinda Conrad
- Re-election of Mr Peter Nash
- Election of Mr David Curran
- Election of Dr Heather Smith
- Remuneration Report
- Grant of Performance Rights to Managing Director & CEO
- Non-Executive Directors' Remuneration

After you have selected your question category, click in the 'Question' section and type your question. Your question must be more than 24 characters and not more than 512 characters.

Once you have typed your question, then click on 'Submit'.

Once you have asked a question, a 'View Questions' box will appear where you can view your questions at any point.



Only you can see the questions you have asked.

Note: You can submit your questions by this method one hour before the Meeting begins, if you have registered to vote.

If your question has been answered and you would like to reply, you can do so by submitting another question.

We will endeavor to address as many of the more frequently raised relevant topics as possible during the course of the Meeting.

How to ask a question by phone

What you will need

- a) Landline or mobile phone
- b) The name of your holding/s or proxy code.
- c) To obtain a PIN code, please contact ASX's share registrar, Link Market Services, on 1800 990 363 (within Australia) or +61 1800 990 363 (overseas) no later than 10:00am (Sydney time) on Monday, 26 September 2022.

Joining the Annual General Meeting via Phone

Step 1

From your landline or mobile device, call: 1800 718 570 (within Australia) or +61 2 9189 2030 (if calling from Overseas).

Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the Meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be asked to enter your **PIN** followed by the hash key. This will verify you as a shareholder or proxyholder and allow you to ask a question.

Step 3

Once you have entered your **PIN**, you will be greeted by a moderator. Once the moderator has verified your details you will be placed into a waiting room and will hear music playing.

Note: If your shareholding or proxy details cannot be verified by the moderator, you will attend the Meeting as a visitor and will not be able to ask a question.

Step 4

At the commencement of the Meeting, you will be admitted to the Meeting where you will be able to listen to proceedings.

Asking a Question

Step 1

When the Chairman calls for questions on each resolution, you will be asked to **press *1** on your keypad should you wish to raise your hand to ask a question.

Step 2

When it is your time to ask your question, you will hear an auto prompt that your line has been unmuted and you can then start speaking.

Note: If at any time you no longer wish to ask your question, you can lower your hand by **pressing *1** on your key pad. If you also joined the Meeting online, we ask that you mute your laptop or desktop device while you ask your question.

Step 3

Your line will be muted once your question has been answered.

Important note: If you plan to ask questions by phone you will still need to log into the online platform if you wish to vote during the meeting.

3. Downloads

If you would like to see the Notice of Meeting, the Annual Report or other documents relevant to the Meeting, you can do so here.

 **Downloads**

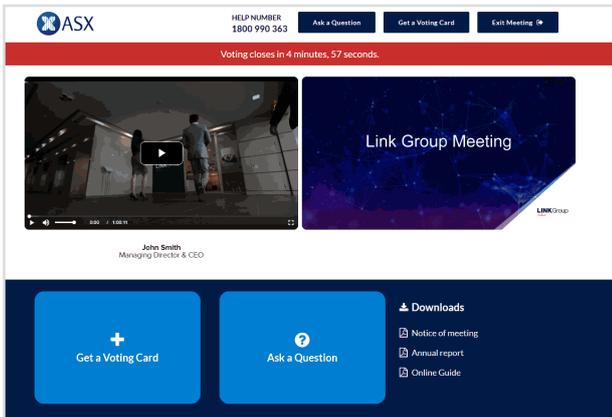
-  [Notice of Meeting](#)
-  [Annual Report](#)
-  [Online Guide](#)

When you click on these links the file will open in another tab in your browser.

Voting closing

Voting will close 5 minutes after the close of the Annual General Meeting.

At the conclusion of the Annual General Meeting a red bar with a countdown timer will appear at the top of the webcast and presentation screens advising the remaining voting time. If you have not submitted your vote, you should do so now.



ASX HELP NUMBER 1800 990 363 Ask a Question Get a Voting Card Exit Meeting

Voting closes in 4 minutes, 57 seconds.

Link Group Meeting

John Smith
Managing Director & CEO

Get a Voting Card Ask a Question

Downloads
Notice of meeting
Annual report
Online Guide

Contact us

Australia
T 1300 724 911
E asx@linkmarketservices.com.au