

ASX Announcement 22 October 2024

# 2024 Notice of Annual General Meeting and Proxy Form

Alfabs Australia Limited (**Alfabs**) (**ASX: AAL**) has today released its 2024 Notice of Annual General Meeting (**AGM**).

Alfabs' 2024 AGM will be held at the offices of Automic at Level 5, 126 Phillip St, Sydney, New South Wales 2000 on Friday 22<sup>nd</sup> November 2024 at 10:00am (AEDT) and as a virtual meeting.

In accordance with Listing Rule 3.17.1, attached are the following documents:

- Letter to Shareholders
- Notice of Annual General Meeting; and
- Proxy Form

For more information, please contact:

E: investorrelations@alfabs.com.au

P: Clayton Freeman (Company Secretary) - (02) 4936 5000

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#### **About Alfabs**

Alfabs (**ASX: AAL**) is a market-leading diversified group of companies that primarily operates across two divisions in Australia – Mining and Engineering. Proudly led by the founding Torrance family, Alfabs is a heavy fabricator and site installer of steel structures for infrastructure projects and is also one of Australia's leading heavy mining and industrial plant and equipment hire companies.

This announcement was authorised by the Board of Directors.



22 October 2024

Dear Shareholder

# 2024 Annual General Meeting - Notice of Meeting and Proxy Form

The Annual General Meeting of Alfabs Australia Limited (**ASX: AAL**) ("**Alfabs**" or the "**Company**") will be held at 10:00am (AEDT) on Friday 22<sup>nd</sup> November 2024 at the offices of Automic at Level 5, 126 Phillip Street Sydney NSW 2000 and as a virtual meeting.

Details on how to participate in the virtual meeting can be found below and in the Notice of Meeting.

In accordance with Part 1.2AA of the *Corporations Act 2001* (Cth), the Company will only be dispatching physical copies of the Notice of Meeting (**Notice**) to Shareholders who have elected to receive the Notice in physical form. If you have nominated an email address and elected to receive electronic communications from the Company, we will email you a link to an electronic copy of the Notice of Meeting. If you wish to receive a hard copy of the Notice of Meeting please contact the Company via email at investorrelations@alfabs.com.au.

The Notice is being made available to Shareholders electronically and can be viewed and downloaded online at the following link: https://alfabs.com.au/investor-information/. The Notice of Meeting will also be published on the Company's ASX market announcements page (**ASX: AAL**).

## **Virtual Meeting**

If you wish to virtually attend the AGM (which will be broadcast as a live webinar), please preregister in advance for the virtual meeting here:

https://us02web.zoom.us/webinar/register/WN Hzj2Dmi3RRKZpWgvHGIM0w

# Your vote is important

The business of the meeting affects your shareholding and your vote is important.

To vote in person attend the Meeting on the date and at the place set out above. If you plan to attend the Meeting in person, please bring your proxy form to facilitate your registration. Alternatively, Shareholders are strongly encouraged to complete and submit their vote by proxy by using one of the following methods:

Online	Lodge the Proxy Form online at <a href="https://investor.automic.com.au/#/loginsah">https://investor.automic.com.au/#/loginsah</a> by
	following the instructions: Login to the Automic website using the holding details
	as shown on the Proxy Form. Click on 'View Meetings' – 'Vote'. To use the
	online lodgement facility, Shareholders will need their holder number
	(Securityholder Reference Number (SRN) or Holder Identification Number (HIN))
	as shown on the front of the Proxy Form.
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	For further information on the online proxy lodgment process please see the Online Proxy Lodgment Guide at <a href="https://www.automicgroup.com.au/virtual-agms/">https://www.automicgroup.com.au/virtual-agms/</a>
By post	Automic, GPO Box 5193, Sydney NSW 2001
By hand	Automic, Level 5, 126 Phillip Street, Sydney NSW 2000
By email	meetings@automicgroup.com.au

Your Proxy instruction must be received not later than 48 hours before the commencement of the Meeting. Proxy Forms received later than this time will be invalid.

#### The Chair intends to vote all open proxies in favour of all resolutions, where permitted.

Shareholders will be able to vote and ask questions at the Meeting. Shareholders are also encouraged to submit questions in advance of the Meeting to the Company. Questions must be submitted in writing to the Company at <a href="mailto:investorrelations@alfabs.com.au">investorrelations@alfabs.com.au</a> at least 48 hours before the Meeting.

# **Power of Attorney**

If the proxy form is signed under a power of attorney on behalf of a shareholder, then the attorney must make sure that either the original power of attorney or a certified copy is sent with the proxy form, unless the power of attorney has already provided it to the Share Registry.

#### **Corporate Representatives**

If a representative of a corporate shareholder or a corporate proxy will be attending the Meeting, the representative should provide the Share Registry with adequate evidence of their appointment, unless this has previously been provided to the Share Registry.

On behalf of the Board, thankyou for your continued support as a shareholder. We look forward to welcoming you to our AGM on Friday 22<sup>nd</sup> November 2024.

Yours faithfully

Clayton Freeman

Company Secretary



# **Notice of 2024 Annual General Meeting**

Notice is hereby given that an Annual General Meeting of Shareholders of Alfabs Australia Limited ACN 674 455 442 will be held at 10:00am (AEDT) on Friday 22nd November 2024 at Level 5, 126 Phillip Street, Sydney NSW 2000 and as a virtual meeting (**Meeting**).

The Explanatory Statement to this Notice of Meeting provides additional information on matters to be considered at the Annual General Meeting. The Explanatory Statement and the Proxy Form forms part of this Notice of Meeting.

The Directors have determined that pursuant to Regulation 7.11.37 of the *Corporations Regulations 2001* (Cth) that the persons eligible to vote at the Annual General Meeting are those who are registered Shareholders at **7:00pm** (AEDT) on Wednesday 20<sup>th</sup> November 2024.

Terms and abbreviations used in this Notice of Meeting and Explanatory Statement are defined in the Glossary.

# Agenda

# **Ordinary Business**

# **Financial Reports**

To receive and consider the Financial Report, Directors Report and Auditor's Report for the Company and its controlled entities for the financial year ended 30 June 2024 (FY24).

**Note:** there is no requirement for Shareholders to approve these reports.

Pursuant to the Corporations Act, Shareholders will be given a reasonable opportunity at the Meeting to ask questions about, or make comments in relation to, each of the aforementioned reports during consideration of these items.

# Resolutions

#### Resolution 1 – Adoption of the Remuneration Report

To consider and, if thought fit, pass the following resolution in accordance with section 250R(2) of the Corporations Act:

'That, for the purposes of section 250R(2) of the Corporations Act and for all other purposes, the Remuneration Report for the financial year ended 30 June 2024 be adopted.'



**Note:** Under section 250R(2) of the Corporations Act, the vote on this resolution is advisory only and does not bind the Directors or the Company to Resolution 1 as set out below.

## Voting exclusion statement

The Company will disregard any votes cast on Resolution 1 by or on behalf of a member of the KMP whose remuneration details are included in the Remuneration Report for FY24, or their closely related parties (regardless of the capacity in which the vote is cast).

However, the exclusion in the Listing Rules will not apply and the Company need not disregard a vote cast on the resolution if it is cast by:

- A person as a proxy for a person who is entitled to vote on the resolution in accordance with a direction on the Proxy Form to vote on the resolution in that way; or
- The Chairperson as Proxy for a person who is entitled to vote on the resolution, in accordance with a direction on the Proxy Form to vote as the proxy decides and which expressly authorises the Chairperson to vote as a proxy even if the resolution is connected directly or indirectly with the remuneration of a member of the KMP.

#### Resolution 2 - Election of Mr Robert Neale

To consider and, if in favour, pass the following resolution as an ordinary resolution:

'That Mr Robert Neale who was appointed non-executive Director on 29 May 2024 under rule 18.3 of the Constitution, being eligible, be re-elected as a non-executive Director of the Company.'

The Directors (with Mr Robert Neale abstaining) recommend that Shareholders vote in favour of this resolution.

#### Resolution 3 - Election of Mr William Wavish

To consider and, if in favour, pass the following resolution as an ordinary resolution:

'That Mr William Wavish who was appointed non-executive Director on 29 May 2024 under rule 18.3 of the Constitution, being eligible, be re-elected as a non-executive Director of the Company.'

The Directors (with Mr William Wavish abstaining) recommend that Shareholders vote in favour of this resolution.



# Resolution 4 – Appointment of Auditor

To consider and, if in favour, pass the following resolution as an ordinary resolution:

'That, for the purposes of Section 327B of the Corporations Act and for all other purposes, Pitcher Partners NH Partnership Newcastle, having been nominated by a Shareholder and having consented in writing to act as auditor of the Company, be appointed as auditor of the Company, on terms and conditions set out in the Explanatory Statement.'

The Directors recommend that Shareholders vote in favour of this resolution.



# Important Information for Shareholders

This Notice is given based on circumstances as at 22 October 2024. Should circumstances change, the Company will make an announcement on the ASX market announcements platform and on the Company's website at www.alfabs.com.au. Shareholders are urged to monitor the ASX announcements platform and the Company's website.

## Venue and voting information

The Annual General Meeting of the Shareholders to which this Notice of Meeting relates will be held at 10:00am AEDT on Friday 22nd November 2024 at Level 5, 126 Phillip Street, Sydney NSW 2000 and as a virtual meeting.

If you wish to virtually attend the AGM (which will be broadcast as a live webinar), please **pre-register** in advance for the virtual meeting here:

https://us02web.zoom.us/webinar/register/WN Hzj2Dmi3RRKZpWgvHGIM0w

After registering, you will receive a confirmation containing information on how to attend the virtual meeting on the day of the AGM.

Shareholders will be able to vote (see the "Voting virtually at the Meeting" section of this Notice of Meeting below) and ask questions at the virtual meeting.

Shareholders are also encouraged to submit questions in advance of the Meeting to the Company.

Questions must be submitted in writing to Clayton Freeman (Company Secretary) at investorrelations@alfabs.com.au at least 48 hours before the AGM.

The Company will also provide Shareholders with the opportunity to ask questions during the Meeting in respect to the formal items of business as well as general questions in respect to the Company and its business.

# Your vote is important

The business of the Annual General Meeting affects your shareholding and your vote is important.

# Voting virtually at the Meeting

Shareholders who wish to vote virtually on the day of the AGM will need to log in to the online meeting platform powered by Automic.

Shareholders who do not have an account with Automic are strongly encouraged to register for an account **as soon as possible and well in advance of the Meeting** to avoid any delays on



the day of the Meeting. An account can be created via the following link <u>investor.automic.com.au</u> and then clicking on "**register**" and following the prompts.

Shareholders will require their holder number (Securityholder Reference Number (SRN) or Holder Identification Number (HIN)) to create an account with Automic.

To access the virtual meeting on the day:

- 1. Open your internet browser and go to investor.automic.com.au
- 2. Login with your username and password or click "register" if you haven't already created an account. Shareholders are encouraged to create an account prior to the start of the meeting to ensure there is no delay in attending the virtual meeting
- 3. After logging in, a banner will display at the bottom of your screen to indicate that the meeting is open for registration, click on "**Register**" when this appears. Alternatively, click on "Meetings" on the left-hand menu bar to access registration.
- 4. Click on "Register" and follow the steps.
- 5. Click on the URL to join the webcast where you can view and listen to the Meeting.
- 6. Once the Chair of the Meeting has declared the poll open for voting click on "Refresh" to be taken to the voting screen.
- 7. Select your voting direction and click "save" to submit your vote. Note that you cannot amend your vote after it has been submitted.

For further information on the live voting process please see the Registration and Voting Guide at https://www.automicgroup.com.au/virtual-agms/.

#### Voting by proxy

To vote by proxy, please use one of the following methods:

Online	Lodge the Proxy Form online at <a href="https://investor.automic.com.au/#/loginsah">https://investor.automic.com.au/#/loginsah</a> by following the instructions: Login to the Automic website using the holding details as shown on the Proxy Form. Click on 'View Meetings' – 'Vote'. To use the online lodgement facility, Shareholders will need their holder number (Securityholder Reference Number (SRN) or Holder Identification Number (HIN)) as shown on the front of the Proxy Form.  For further information on the online proxy lodgement process please see the Online Proxy Lodgement Guide at <a href="https://www.automicgroup.com.au/virtual-agms/">https://www.automicgroup.com.au/virtual-agms/</a>
By post	Automic, GPO Box 5193, Sydney NSW 2001
By hand	Automic, Level 5, 126 Phillip Street, Sydney NSW 2000
By email	meetings@automicgroup.com.au



Your Proxy instruction must be received not later than 48 hours before the commencement of the Meeting. **Proxy Forms received later than this time will be invalid.** 

The Chair intends to vote all open proxies in favour of all resolutions, where permitted.

# **Power of Attorney**

If the proxy form is signed under a power of attorney on behalf of a shareholder, then the attorney must make sure that either the original power of attorney or a certified copy is sent with the proxy form, unless the power of attorney has already provided it to the Share Registry.

# **Corporate Representatives**

If a representative of a corporate shareholder or a corporate proxy will be attending the Meeting, the representative should provide the Share Registry with adequate evidence of their appointment, unless this has previously been provided to the Share Registry.

## **Voting Procedure**

Voting on all resolutions for consideration at the AGM will be conducted by a poll.

#### For More Information

For more information please read the:

- Online shareholder voting form,
- Online AGM Guide, and
- Online AGM FAQ's



# **Explanatory Statement**

This explanatory statement accompanies and forms part of the Notice of Meeting for the Company's AGM to be held on Friday 22nd November 2024 at 10:00am AEDT. It contains information relevant to the business to be considered at the AGM and Shareholders should read this section in full.

The purpose of this Explanatory Statement is to provide information which the Directors believe to be material to Shareholders in deciding whether or not to pass the Resolutions in the Notice of Meeting.

This Notice of Meeting should be read in its entirety. If Shareholders are in doubt as to how they should vote, they should seek advice from their professional advisors prior to voting.

#### **Business**

## **Financial Reports**

The Corporations Act requires that the Report of the Directors, the Auditors Report and the Financial Report be presented to Shareholders at the Annual General Meeting.

A vote is not required on this item, but Shareholders will be provided with the opportunity to ask questions and comment on these reports or about the business operations and management of the Company generally. The Company's auditor will be present at the Meeting. Shareholders also have the right to question the Company's auditor in accordance with section 250T of the Corporations Act.

Shareholders are also entitled to put forward written questions to the Company's auditor, if the question is relevant to the content of the Auditor's Report or the conduct of the audit.

The ways in which Shareholders can ask questions or make comments are outlined in the section headed 'Important Information for Shareholders' included in the Notice of Meeting.

# Resolution 1 - Adoption of the Remuneration Report

Section 250R(2) of the Corporations Act requires that the Remuneration Report be put to Shareholders for adoption. This resolution is for advisory purposes only and will not be binding on the Directors or the Company, however the Directors will take the outcome of the vote into consideration when reviewing the remuneration policy.

However, if at least 25% of the votes cast are against the adoption of the Remuneration Report at the Meeting (subject to this Notice of Meeting), and then again at the 2024 Annual General Meeting (2024 AGM), the Company will be required to put to the vote a resolution (Spill Resolution) at the 2024 AGM to approve the calling of a further meeting (Spill Meeting). If more than 50% of Shareholders vote in favour of the Spill Resolution, the Company must convene the Spill Meeting within 90 days of the 2024 AGM. All of the Directors who were in office when the 2024 Directors' Report was approved, other than the Managing Director, will (if



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desired) need to stand for re-election at the Spill Meeting. The Remuneration Report explains the Board's policies in relation to the nature and level of remuneration paid to KMP's (including Directors) and sets out remuneration details, service agreements and the details of any share-based compensation.

The Remuneration Report is contained in the Annual Report, a copy of which is available at <a href="https://www.alfabs.com.au">www.alfabs.com.au</a> and on the ASX.

#### Resolution 2 – Election of Mr Robert Neale

Rule 18.3 of the Constitution states that a non-executive Director appointed by the Board holds office until the conclusion of the next AGM following his or her appointment and therefore must seek election by Shareholders at the AGM. Accordingly Mr Robert Neale, who was appointed as a non-executive director on 29 May 2024, submits himself for re-election by Shareholders.

Robert is an accomplished business leader with extensive experience as a director and executive in the resources sector. As the former MD and CEO of New Hope Corporation he has a proven track record in operational and developmental roles. Rob serviced as Chairman of Nickel Industries Ltd (2018-2023) and has served as Chairman and Non-Executive Director for various organisations including Westside Corporation & Northern Energy Corporation as well as Director for Planet Gas and Bridgeport Energy. Robert was previously also President of the Queensland Resources Council and Chairman of the Australian Coal Association Research Program.

**Recommendation:** the Directors (with Mr Robert Neale abstaining) recommend that Shareholders vote in favour of this resolution.

#### Resolution 3 - Election of Mr William Wavish

Rule 18.3 of the Constitution states that a non-executive Director appointed by the Board holds office until the conclusion of the next AGM following his or her appointment and therefore must seek election by Shareholders at the AGM. Accordingly Mr William Wavish, who was appointed as a non-executive director on 29 May 2024, submits himself for re-election by Shareholders.

William is the former CFO and Finance Director at Woolworths. Under his leadership, Woolworths quintupled its profits, positioning the company among the top 10 of Fortune 500 companies worldwide for return on investment. With notable roles at Myer and Campbells Soup Asia as well, he brings extensive experience and expertise to Alfabs. As Executive Chairman of Myer he successfully led a 3-year turnaround resulting in significant financial gains. William has consistently delivered exceptional financial results and successfully managed complex operations.

**Recommendation:** the Directors (with Mr William Wavish abstaining) recommend that Shareholders vote in favour of this resolution.



Web www.alfabs.com.au

# Resolution 4 - Appointment of Auditor

Pitcher Partners NH Partnership Newcastle was appointed auditor of the Company pursuant to section 327A(1) of the Corporations Act and as they were appointed under this provision hold office until the first AGM.

This resolution sees Shareholder approval for the appointment of Pitcher Partners NH Partnership Newcastle as auditor of the Company.

In accordance with section 328B(1) of the Corporations Act, the Company has obtained a nomination from a shareholder for Pitcher Partners NH Partnership Newcastle to be appointed as the Company's auditor.

In accordance with section 328A(1) of the Corporations Act, Pitcher Partners NH Partnership Newcastle has given its written consent to act as the Company's auditor subject to the shareholder approval of this resolution.

If this resolution is passed, the appointment of Pitcher Partners NH Partnership Newcastle as the Company's auditor will resume from the close of this annual general meeting.



# **Glossary**

AEDT means Australian Eastern Daylight Time as observed in Sydney, New South Wales

**Annual Financial Report** means the 2024 Annual Report to Shareholders for the period ended 30 June 2024 as lodged by the Company with ASX on 25 September 2024

**ASX** means ASX Limited (CAN 008 624 691) or the financial market operated by ASX Limited, as the context requires.

**Auditor's Report** means the auditor's report of Pitcher Partners NH Partnership Newcastle dated 26 August 2024 as included in the Annual Financial Report

**Board** means the current board of Directors of the Company

Chair means the person chairing the Meeting

**Company** means Alfabs Australia Limited (ACN 674 455 442)

Directors Report means the report of Directors as included in the Annual Financial Report

Explanatory Statement means the explanatory statement accompanying the Notice

**KMP** means key management personnel (including the Directors) whose remuneration details are included in the Remuneration Report

**Listing Rules** means the Listing Rules of ASX

Meeting means the Annual General Meeting on 22nd November 2024

**Notice of Meeting** or **Notice of Annual General Meeting** means this notice of annual general meeting dated 22 October 2024 including the Explanatory Statement

**Proxy Form** means the proxy form accompanying the Notice

Remuneration Report means the remuneration report as set out in the Annual Financial Report

**Resolutions** means the resolutions set out in the Notice, or any one of them, as the context requires

Section means a section of the Explanatory Statement

**Share** means a fully paid ordinary share in the capital of the Company



# **Proxy Voting Form**

If you are attending the virtual Meeting please retain this Proxy Voting Form for online Securityholder registration.

Alfabs Australia Limited | ABN 52 674 455 442



## **SUBMIT YOUR PROXY**

#### Complete the form overleaf in accordance with the instructions set out below.

#### YOUR NAME AND ADDRESS

The name and address shown above is as it appears on the Company's share register. If this information is incorrect, and you have an Issuer Sponsored holding, you can update your address through the investor portal: https://investor.automic.com.au/#/home Shareholders sponsored by a broker should advise their broker of any changes.

#### STEP 1 - APPOINT A PROXY

If you wish to appoint someone other than the Chair of the Meeting as your proxy, please write the name of that Individual or body corporate. A proxy need not be a Shareholder of the Company. Otherwise if you leave this box blank, the Chair of the Meeting will be appointed as your proxy by default.

#### **DEFAULT TO THE CHAIR OF THE MEETING**

Any directed proxies that are not voted on a poll at the Meeting will default to the Chair of the Meeting, who is required to vote these proxies as directed. Any undirected proxies that default to the Chair of the Meeting will be voted according to the instructions set out in this Proxy Voting Form, including where the Resolutions are connected directly or indirectly with the remuneration of Key Management Personnel.

## STEP 2 - VOTES ON ITEMS OF BUSINESS

You may direct your proxy how to vote by marking one of the boxes opposite each item of business. All your shares will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of shares you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

## APPOINTMENT OF SECOND PROXY

You may appoint up to two proxies. If you appoint two proxies, you should complete two separate Proxy Voting Forms and specify the percentage or number each proxy may exercise. If you do not specify a percentage or number, each proxy may exercise half the votes. You must return both Proxy Voting Forms together. If you require an additional Proxy Voting Form, contact Automic Registry Services.

#### SIGNING INSTRUCTIONS

**Individual:** Where the holding is in one name, the Shareholder must sign.

Joint holding: Where the holding is in more than one name, all Shareholders should sign.

**Power of attorney:** If you have not already lodged the power of attorney with the registry, please attach a certified photocopy of the power of attorney to this Proxy Voting Form when you return it.

**Companies:** To be signed in accordance with your Constitution. Please sign in the appropriate box which indicates the office held by you.

**Email Address:** Please provide your email address in the space provided.

By providing your email address, you elect to receive all communications despatched by the Company electronically (where legally permissible) such as a Notice of Meeting, Proxy Voting Form and Annual Report via email.

#### **CORPORATE REPRESENTATIVES**

If a representative of the corporation is to attend the Meeting the appropriate 'Appointment of Corporate Representative' should be produced prior to admission. A form may be obtained from the Company's share registry online at https://automicgroup.com.au.

#### **Lodging your Proxy Voting Form:**

#### Online

Use your computer or smartphone to appoint a proxy at

https://investor.automic.com.au/#/loginsah or scan the QR code below using your smartphone

Login & Click on 'Meetings'. Use the Holder Number as shown at the top of this Proxy Voting Form.



# BY MAIL:

Automic GPO Box 5193 Sydney NSW 2001

#### IN PERSON:

Automic

Level 5, 126 Phillip Street Sydney NSW 2000

#### BY EMAIL:

meetings@automicgroup.com.au

#### BY FACSIMILE:

+61 2 8583 3040

# All enquiries to Automic: WEBSITE:

https://automicgroup.com.au

#### PHONE:

1300 288 664 (Within Australia) +61 2 9698 5414 (Overseas)

# STEP 1 - How to vote APPOINT A PROXY:

entitled to vote.

I/We being a Shareholder entitled to attend and vote at the Annual General Meeting of Alfabs Australia Limited, to be held virtually at 10.00am (AEDT) on Friday, 22 November 2024 and physically at Level 5, 126 Phillip Street, Sydney NSW 2000 hereby:

**Appoint the Chair of the Meeting (Chair)** OR if you are not appointing the Chair of the Meeting as your proxy, please write in the box provided below the name of the person or body corporate you are appointing as your proxy or failing the person so named or, if no person is named, the Chair, or the Chair's nominee, to vote in accordance with the following directions, or, if no directions have been given, and subject to the relevant laws as the proxy sees fit and at any adjournment thereof.

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Unless indicated otherwise by ticking the "for", "against" or "abstain" box you will be authorising the Chair to vote in accordance with the Chair's voting intention.

# AUTHORITY FOR CHAIR TO VOTE UNDIRECTED PROXIES ON REMUNERATION RELATED RESOLUTIONS

Where I/we have appointed the Chair as my/our proxy (or where the Chair becomes my/our proxy by default), I/we expressly authorise the Chair to exercise my/our proxy on Resolution 1 (except where I/we have indicated a different voting intention below) even though Resolution 1 is connected directly or indirectly with the remuneration of a member of the Key Management Personnel, which includes the Chair.

#### VIRTUAL PARTICIPATION AT THE MEETING:

The Company is pleased to provide shareholders with the opportunity to attend and participate in a virtual Meeting through an online meeting platform powered by Automic, where shareholders will be able to watch, listen, and vote online.

To access the virtual meeting:

- 1. Open your internet browser and go to investor.automic.com.au
- Login with your username and password or click "register" if you haven't already created an account. Shareholders are encouraged to create an account prior to the start of the meeting to ensure there is no delay in attending the virtual meeting

Further information on how to do this is set out in the Notice of Meeting. The Explanatory Notes that accompany and form part of the Notice of Meeting describe the various matters to be considered.

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Adoption of the Remuneration Report					
Election of Mr Robert Neale					
Election of Mr William Wavish					
Appointment of Auditor					
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By providing your email address, you elect to receive all communications despatched by the Company electronically (where legally permissible).