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15 May 2020

### **2020 ANNUAL GENERAL MEETING**

### VIRTUAL AGM RESOURCES & FREQUENTLY ASKED QUESTIONS

Coca-Cola Amatil's 2020 Annual General Meeting (AGM) will be held on Tuesday 26 May 2020 commencing at 10.00am (AEST).

In light of these unprecedented times and the restrictions on physical gatherings, the AGM will be held virtually this year. The health and safety of our Shareholders, our employees, all of their families, and the broader community, is paramount.

Coca-Cola Amatil encourages all Shareholders and Proxyholders to participate in the AGM virtually.

To assist Shareholders and Proxyholders to prepare for and participate in the AGM, the following resources are available:

Resource	Description	Link
Coca-Cola Amatil's 2020 AGM webpage	<ul> <li>This webpage includes details relating to Coca-Cola</li> <li>Amatil's 2020 AGM and links to the following documents:</li> <li>2019 Annual Report</li> <li>Notice of 2020 Annual General Meeting</li> <li>2020 AGM Shareholders Questions Form</li> <li>2020 AGM Voting Form</li> <li>Virtual AGM Online Guide</li> </ul>	https://www.ccamatil.com/investors-and- media/2020-agm
AGM Online Platform	Shareholders and Proxyholders can participate in the AGM virtually via this platform. The AGM Online Platform allows Shareholders and Proxyholders to vote and includes options for them to ask questions.	https://agmlive.link/CCL20
2020 AGM Frequently Asked Questions	Answers to common questions Shareholders and Proxyholders may have in relation to their participation in Coca-Cola Amatil's 2020 virtual AGM.	A copy of the FAQs are attached.
Virtual AGM Online Guide	<ul> <li>This guide provides step-by-step instructions on:</li> <li>Logging into the AGM Online Platform</li> <li>Voting during the AGM via the platform</li> <li>Asking questions during the AGM via the platform</li> </ul>	https://www.ccamatil.com/- /media/Cca/Corporate/Files/Annual-General- Meeting/2020/2020VirtualAGMOnlineGuide.a shx?la=en A copy of this guide is also attached.

### For further information:

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### ABOUT COCA-COLA AMATIL

Coca-Cola Amatil Limited (including subsidiaries, group entities and related bodies corporate) is one of the largest bottlers and distributors of ready-to-drink non-alcohol and alcohol beverages and coffee in the Asia Pacific region. Coca-Cola Amatil is also the authorised bottler and distributor of The Coca-Cola Company's beverage brands in Australia, New Zealand, Fiji, Indonesia, Papua New Guinea and Samoa. Coca-Cola Amatil directly employs around 12,000 people and indirectly creates thousands more jobs across the supply chain, partnering with key suppliers to bottle, package, sell and distribute its products. With access to around 270 million potential consumers through more than 630,000 active customers Coca-Cola Amatil is committed to leading through innovation, building a sustainable future and delivering long-term value, both to shareholders and to society.

For more information, visit www.ccamatil.com or search for Coca-Cola Amatil on LinkedIn, Facebook or Twitter.



## Coca-Cola Amatil Limited - 2020 Virtual AGM Frequently Asked Questions

### 1. If restrictions on physical gatherings are lifted, can I attend the AGM in person?

No, all Shareholders and Proxyholders who wish to participate in the AGM this year must do so virtually via the AGM Online Platform.

### 2. What do I need to do before the day of the AGM?

If you wish to participate in the AGM, please read the Virtual AGM Online Guide in advance. A copy of the Virtual AGM Online Guide is attached.

Prior to the AGM, please check that you have a desktop or mobile/tablet device with internet access.

You will also need to confirm that your internet browser is compatible. Compatible browsers are:

Browser	Compatible versions
Chrome	Version 44 & 45 and after
Firefox	40.0.2 and after
Safari	OS X v10.9 "Mavericks" & OS X v10.10 "Yosemite" and after
Internet Explorer	Internet Explorer 9 and after

You may also wish to consider voting and/or submitting any questions you have prior to the AGM. Please see question 8 and question 11 below for further information on how to do this.

### 3. How do I register for the AGM?

Participation in the AGM is via the AGM Online Platform. You can log into the AGM Online Platform using the following steps:

- 1. Open your browser and go to: https://agmlive.link/CCL20
- 2. Enter your full name, email address and company name (if applicable)
- 3. Please read and accept the terms and conditions before clicking on the "Register and Watch Annual General Meeting" button.

To register to vote, click on the "Get a voting card" button. You will then need to enter the following details:

- if you are a Shareholder, your Shareholder number (SRN or HIN) and postcode; or
- if you are a Proxyholder, the proxy number issued to you by Link Market Services prior to the AGM.

### 4. I can't log into the AGM Online Platform. What do I do?

Please call or email our share registry provider, Link Market Services:

Country	Hotline
Australia	1800 990 363
New Zealand	0800 200 220
Worldwide	+61 1800 990 363

### 5. What do I do if I am logged out of the AGM Online Platform during the AGM?

You can log back into the AGM Online Platform using the following steps:

- 1. Open your browser and go to: https://agmlive.link/CCL20
- 2. Enter your full name, email address and company name (if applicable)
- 3. You will then receive an automated email with a recovery link for you to click on. Click on this link to re-connect to the AGM.

Alternatively, please call our share registry provider, Link Market Services, using the telephone numbers set out above.

### 6. I don't have a (reliable) internet connection – what are my options?

You will need to have a reliable internet connection to participate in the AGM via the AGM Online Platform.

If you do not have an internet connection, or are concerned about its reliability, we encourage you to submit your direct vote or proxy appointment, as well as any questions you would like to ask, prior to the AGM. Please see question 8 and question 11 below for further information on how to do this.

Further details on how you can do this, including relevant deadlines, are set out in the relevant questions below.

### 7. Can I participate in the AGM by telephone?

You can listen to the AGM by telephone by dialling one of the following numbers:

Country	Number
Australia	1800 572 288
New Zealand	0800 448 986
Worldwide	+61 1800 572 288

<u>Please note that it is not possible to vote or ask questions using the telephone numbers</u> <u>above.</u> Ways to vote and ask questions explained in questions 8 to 12 below.

### 8. Can I vote prior to the AGM?

Yes, you can vote directly prior to the AGM either online or in writing using the Voting Form, as set out in the table below.

To be effective, direct votes must be received by 10.00am (AEST) on Sunday, 24 May 2020.

Method	How to vote
Online	<ol> <li>Open your browser and go to: <u>https://investorcentre.linkmarketservices.com.au/Login/Login</u></li> <li>Under 'Single Holding Login' enter the Issuer Name (CCL), your HIN or SRN, your postcode and the Security Code</li> <li>Once logged in select "Voting" and follow the instructions to lodge your votes.</li> </ol>
In writing	<ol> <li>Complete your Voting Form</li> <li>Mark Section A 'Vote Directly' on the Voting Form</li> <li>Complete Steps 2 and 3 on the Voting Form</li> <li>The Voting Form may then be lodged online, by mail, by fax or by hand using the details on the top right-hand side of the Voting Form.</li> </ol>

### 9. Can I vote during to the AGM?

Yes, you can vote during the AGM via the AGM Online Platform.

To register to vote, once you have logged into the AGM Online Platform click on the "Get a voting card" button. You will then need to enter the following details:

- if you are a Shareholder, your Shareholder number (SRN or HIN) and postcode; or
- if you are a Proxyholder, the proxy number issued to you by Link Market Services prior to the AGM.

For detailed instructions, please refer to pages 3 and 4 of the Virtual AGM Online Guide.

### 10. Can I appoint a proxy to vote for me?

You can appoint a proxy to vote on your behalf but must do so prior to the AGM. You can appoint a proxy either online or in writing using the Voting Form, as set out in the table below.

To be effective, proxy appointments must be received by 10.00am (AEST) on Sunday, 24 May 2020.

Method	How to appoint a proxy
Online	<ol> <li>Open your browser and go to: <u>https://investorcentre.linkmarketservices.com.au/Login/Login</u></li> <li>Under "Single Holding Login" enter the Issuer Name (CCL), your HIN or SRN, your postcode and the Security Code</li> <li>Once logged in select "Voting" and follow the instructions to lodge your proxy appointment.</li> </ol>
In writing	<ol> <li>Complete your Voting Form</li> <li>In Section B 'Appoint a Proxy' on the Voting Form either mark the box to appoint the Chairman of the Meeting as your proxy or insert the name of your alternative proxy in the space provided</li> <li>If you wish to direct your proxy how to vote on any Items, mark the relevant boxes in Step 2 on the Voting Form</li> <li>Complete Step 3 on the Voting Form</li> <li>The Voting Form may then be lodged online, by mail, by fax or by hand using the details on the top right-hand side of the Voting Form.</li> </ol>

### 11. Can I ask questions prior to the AGM?

Yes, you can ask questions prior to the AGM either online or in writing using the Shareholders Questions Form, as set out in the table below.

Such questions must be received by 5.00pm (AEST) on Tuesday, 19 May 2020.

Method	How to ask a question
Online	<ol> <li>Open your browser and go to: <u>https://investorcentre.linkmarketservices.com.au/Login/Login</u></li> <li>Under "Single Holding Login" enter the Issuer Name (CCL), your HIN or SRN, your postcode and the Security Code</li> <li>Once logged in select "Voting" and then "Ask Question" to submit your questions.</li> </ol>
In writing	<ol> <li>Complete your Shareholders Questions Form</li> <li>The Shareholders Questions Form may then be lodged online, by mail, by fax or by hand using the details on the top right-hand side of the Shareholders Questions Form.</li> </ol>

### 12. Can I ask questions during to the AGM?

Yes, you can ask questions during the AGM via the AGM Online Platform. To do this, press the "Ask a Question" button on the AGM Online Platform and then select either "Text Question" or "Phone Question".

If you select "**Text Question**", you will be able to type your question on the AGM Online Platform. Questions will be read out aloud during the AGM for the Board and Management to respond to.

### If you select "Phone Question":

- a phone number and unique PIN will display on the AGM Online Platform call this number and enter the unique PIN when prompted;
- once logged in, dial <u>\*1</u> to register your interest to ask a question;
- the moderator will then connect with you and ask which item of business your question relates to;

- at the appropriate time, the moderator will introduce you to the meeting and invite you to speak, after which you will be able to ask your question;
- if you wish to ask a question about another item of business, please inform the moderator or stay on the line after your first question and dial <u>\*1</u> again.

While you are on the telephone you will be able to listen to the AGM, so please remember to mute the device you used to log into the AGM Online Platform during that time.

Further details on asking questions via the AGM Online Platform are set out on pages 5 and 6 of the Virtual AGM Online Guide.

### 13. Can others see me if I participate in the AGM via the AGM Online Platform?

No.

# 14. What if I lose connection with the AGM Online Platform and miss my opportunity to ask a question or vote?

You will need to be logged in to the AGM Online Platform in order to ask questions and vote at the AGM. If you lose connection with the AGM Online Platform you may miss your opportunity to vote or ask a question. If you are concerned about this, please consider voting and/or submitting any questions you have prior to the AGM. Please see question 8 and question 11 above for further information on how to do this.

### *15. Will there be another opportunity to meet the Board and Management?*

Given the current situation and restrictions on physical gatherings, Shareholders will not have another opportunity to meet the Board and Management during 2020. Accordingly, Shareholders are encouraged to ask questions of the Board and Management prior to or during the AGM using the methods set out in question 11 and question 12 above.

### 16. How do I watch a recording after the AGM?

A link which will allow you to watch a recording of the AGM will be posted on the Coca-Cola Amatil website (<u>https://www.ccamatil.com/</u>) shortly after the AGM.



Virtual Annual General Meeting Online Guide

Part of Link Group | Corporate Markets

# Virtual Annual General Meeting Online Guide

# Before you begin

Ensure your browser is compatible. You can easily 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 "Mavericks" & OS X v10.10 "Yosemite" and after
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported)

The virtual meeting is viewable from desktops and laptops. To attend and vote at the virtual annual general meeting you must have:

• ASX registered holders: Shareholder number and postcode

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



# Step 2

Login to the portal using your full name, email address, and company name (if applicable).

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

- On the left a live video webcast of the Annual General Meeting
- On the right the presentation slides that will be addressed during the Annual General Meeting.

**Note:** After you have logged in we recommend that you keep your browser open for the duration of the meeting. If you close your browser, your session will expire. If you attempt to log in again, you will be sent a recovery link via email for security purposes.

# Step 1

Open your web browser and go to https://agmlive.link/CCL20



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3 Downlo	pads	
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# 1. Get a voting card

To register to vote - click on the 'Get a voting card' box at the top of the webpage or below the videos.

Get Voting Card	
Get a voting card	

This will bring up a box which looks like this.

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Outside Australia	
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PROXY	DETAILS
Proxy Number	

If you are an individual or joint Shareholder you will need to register and provide validation by entering your details in the top section:

• **ASX registered holders:** Shareholder number and postcode

If you are an appointed Proxy, please enter the Proxy Number issued to you by Link Market Services in the PROXY DETAILS section. Once you have entered your appropriate details 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 at the Annual General 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 scroll up or down to view all resolutions.

Shareholders and proxies can either submit a Full Vote or a Partial Vote. You can move between the two tabs by clicking on **'Full Vote'** or **'Partial Vote'** at the top of the voting card.

# Virtual Annual General Meeting Online Guide continued

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LOPE ANN WINN	AS A DIRECTOR	
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### **Full Votes**

COCA-COLA AMATIL LIMITED

Voting Card

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 you would like to vote (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 in a certain box 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 the **'Cast Vote'** or **'Cast Partial Vote'** button.

**Note:** You are able to close your voting card during the meeting 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 on the bottom left corner of the webpage. The message **'Not yet submitted'** will appear at the bottom of the page.

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.

If at any point you have submitted your voting card and wish to make a change while voting is still open you can do so by clicking the **'Edit Card'** button and making the required change. Once you have completed your card select the **'Cast Vote'** or **'Cast Partial Vote'** button.

The voting card remains editable until the voting is closed at the conclusion of the Annual General Meeting. Once voting has been closed all voting cards, submitted and un-submitted, will automatically be submitted and cannot be changed.

At the conclusion of the Annual General Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time available to Shareholders. Please make any changes required to your voting cards at this point and submit your voting cards.

If an additional resolution is proposed during the meeting, there will be a short delay while the resolution is added to the voting card. Once the resolution has been added you will be notified by the Chairman during the meeting. In order to vote on the extra resolution you will need to reopen your voting card to cast your vote by clicking the **'Edit Card'** button.

**Note:** Registration for the Annual General Meeting and voting opens one hour before the meeting begins.

# 2. How to ask a question

Note: Only Shareholders are eligible to ask questions.

You will only be able to ask a question after you have registered to vote. If you would like to ask a question, click on the 'Ask a Question' box either at the top or bottom of the webpage.



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

	Text Question	Phone Question	
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Regarding	Nothing selected	•	
Question			
Туре уои	question here		

### Asking a question via text

To ask a question via text, select the **'Text Question'** button.

In the **'Regarding'** section click on the drop down arrow and select one of the following categories:

- General Business
- Resolution 4
- Resolution 1
- Resolution 2
- Resolution 3
- Resolution 5
- Resolution 6

After you have selected your question category, click in the **'Question'** section and type your question.

When you are ready to submit your question – click the **'Submit Question'** button. This will send the question to the Management/Board.

Note that not all questions are guaranteed to be answered during the Annual General Meeting, but we will do our best to address your concerns.

Once you have asked a question a **'View Questions'** box will appear.

At any point you can click on **'View Questions'** and see all the questions you have submitted. 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. You can continue to submit questions up until the close of voting.

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



# Virtual Annual General Meeting Online Guide continued

### Asking a question via phone

To ask a question via phone, select the **'Phone Question'** button.

Select a resolution from the **'Regarding'** drop down box and then select **'Get Phone Details'**.



You will be given the phone numbers for the meeting. Dial the local number for your country. At the prompt, enter the PIN number displayed. You will be entered into the meeting via phone conference and will be placed on mute. At the appropriate time in the meeting you will be able to press **'1'** on your phone's keypad to **'raise your hand'** and go into the queue to ask your question.



## 3. Downloads

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



• To download the Notice of Meeting – click A

• To download the Annual Report – click B When you click on these links the file will open in another tab in your browser.

# 4. 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 Slide screens advising the remaining voting time. If you have not yet submitted your vote at this point, you will be required to do so now.

At the close of the meeting any votes you have placed will automatically be submitted.



## Contact us

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### New Zealand

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