

Notice of Annual General Meeting

of

AstiVita Limited

ABN 46 139 461 733

To be held at:

1821 Ipswich Road,
Rocklea, Queensland

on 15 October 2020 at 3:15pm (Brisbane time)

This is an important document. If you are in any doubt about how to deal with this document, please consult your legal, financial or other professional adviser.

Chairman's letter to Shareholders

9 September 2020

Dear Shareholder

AGM

The Board of Astivita invites all Shareholders to attend the Annual General Meeting on 15 October 2020 at 3:15pm (Brisbane time), to be held at 1821 Ipswich Road, Rocklea, Queensland.

I welcome your attendance at the Annual General Meeting. If you are unable to attend the meeting please complete the attached proxy form and return it in accordance with the instructions provided.

Yours sincerely



Lev Mizikovsky
Executive Chairman

Notice of annual general meeting

AstiVita Limited ABN 46 139 461 733

Notice is given that the Annual General Meeting of AstiVita Limited will be held at:

Location	1821 Ipswich Road, Rocklea, Queensland
Date	15 October 2020
Time	3:12pm (Brisbane time)

The formal agenda of business to be conducted at the meeting is set out below:

Ordinary Business

Annual Report

To receive and consider the Company's Annual Report, Financial Statements and Directors' Report and the Independent Audit Report for the Financial Year ended 30 June 2020.

Resolution 1 – Remuneration Report

To consider and, if in favour, to pass the following resolution under section 250R(2) Corporations Act:

'That the section of the report of the Directors for the financial year ended 30 June 2020, dealing with the remuneration of the Directors, secretary and senior executives, be adopted.'

Note: This resolution will be decided as if it were an ordinary (majority) resolution, but under section 250R(3) Corporations Act the vote does not bind the directors of the Company. Votes must not be cast on this resolution by key management personnel (KMP) and closely related parties in contravention of section 250R or 250BD of the Corporations Act.

Voting Exclusion Statement: The Company will disregard any votes cast on Resolution 1 by or on behalf of a member of the key management personnel of the Company ("**KMP**") (as identified in the Remuneration Report and which includes all of the Directors) or their closely related parties (defined in the Corporations Act to include certain of their family members, dependents and companies they control), as well as any undirected votes given to a KMP as proxyholder. However the Company need not disregard a vote cast by a KMP or closely related party of the KMP if:

- (a) it is cast by a person as proxy for a person who is permitted to vote, in accordance with the directions on the Proxy Form; or
- (b) it is cast by a person chairing the meeting as proxy for a person who is permitted to vote, in accordance with a direction on the Proxy Form to vote as the proxy decides.

Resolution 2 – Re-election of Mr Geoff Acton as a Director

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

'That Mr Geoff Acton who retires by rotation in accordance with Rule 17.1 of the Company's constitution and is eligible for re-election, be re-elected as a Director of the Company.'

Note: Information about Mr Acton appears in the Explanatory Memorandum.

Dated 9 September 2020

By order of the Board



Geoff Acton
Company Secretary

Notes

- (a) A shareholder who is entitled to attend and cast a vote at the meeting is entitled to appoint a proxy.
- (b) The proxy need not be a shareholder of the Company. A shareholder who is entitled to cast two or more votes may appoint two proxies and may specify the proportion or number of votes each proxy is appointed to exercise.
- (c) If you wish to appoint a proxy and are entitled to do so, then complete and return the **attached** proxy form.
- (d) KMP (or their closely related parties) (as defined in the Corporations Act) appointed as a proxy must not vote on a resolution connected directly or indirectly with the remuneration of KMP if the proxy is undirected unless:
 - (i) the proxy is the person chairing the meeting; and
 - (ii) the proxy appointment expressly authorises the person chairing the meeting to vote undirected proxies on that resolution.
- (e) If the proxy form specifies the way the proxy is to vote on a particular resolution the proxy need not vote on a show of hands but if the proxy does so, it must vote as specified in the proxy form.
- (f) If the proxy has two or more appointments that specify different ways to vote on the resolution the proxy must not vote on a show of hands.
- (g) If the proxy is the chair of the meeting, the proxy must vote on a poll or must vote the way specified in the proxy form.
- (h) If the proxy is not the chair of the meeting the proxy need not vote on the poll, but if the proxy does so, the proxy must vote as specified in the proxy form.
- (i) If the proxy form specifies the way the proxy is to vote on a particular resolution and the proxy is not the chair of the meeting and a poll is demanded and either:
 - (i) the proxy is not recorded as attending; or
 - (ii) the proxy does not vote,the chair of the meeting is deemed the proxy for that resolution.
- (j) A corporation may elect to appoint a representative, rather than appoint a proxy, under the Corporations Act in which case the Company will require written proof of the representative's appointment which must be lodged with or presented to the Company before the meeting.
- (k) If you have any queries on how to cast your votes then call Geoff Acton or Narelle Lynch on (07) 3274 0761 during business hours.

Glossary of terms

In the attached Notice of Meeting and Explanatory Memorandum the following words and expressions have the following meanings:

Term	Definition
ASIC	means the Australian Securities and Investments Commission.
ASX	means ASX Limited ACN 008 624 691.
Board	means the board of directors of the Company.
Company or AstiVita	means AstiVita Limited ABN 46 139 461 733.
Corporations Act	means <i>Corporations Act 2001</i> (Cth) and the Corporations Regulations (as defined in the <i>Corporations Act 2001</i> (Cth)).
Chairman	means the Chairman of the Company as approved from time to time and includes an acting Chairman.
Directors	means the directors of the Company from time to time.
Explanatory Memorandum	means the Explanatory Memorandum accompanying this Notice, which forms part of this Notice.
Listing Rules	means the official listing rules of ASX.
Notice or Notice of Meeting	means the Notice of Annual General Meeting which comprises this booklet.
Share	means an ordinary share in the capital of the Company, the terms of which are contained in the constitution of the Company.
Shareholders	means the holders of the Shares in the Company from time to time.

Explanatory memorandum

AstiVita Limited ABN 46 139 461 733

1 Introduction

- 1.1 This Explanatory Memorandum has been prepared for the information of Shareholders in connection with the business to be conducted at the Annual General Meeting of AstiVita Limited to be held at 3:15pm Brisbane time on 15 October 2020 at 1821 Ipswich Road, Rocklea, Queensland. It forms part of the Notice of Meeting and must be read together with that Notice.
- 1.2 It is important that you either attend the meeting personally or complete and lodge the proxy form attached to the Notice of Meeting.
- 1.3 This Explanatory Memorandum is required pursuant to various regulatory and ASX requirements.
- 1.4 This Explanatory Memorandum includes information known to AstiVita and which the Directors consider material to AstiVita Shareholders in deciding how to vote on the resolutions.

2 Annual Report

- 2.1 The Corporations Act requires that the report of the Directors, the Independent Audit Report and the financial statements of the Company from the year ended 30 June 2020 be presented to the Annual General Meeting. In addition, the Company's constitution provides for such reports and statements to be received and considered at the meeting.
- 2.2 Apart from the matters involving remuneration which are required to be voted upon, neither the Corporations Act nor the Company's constitution requires a vote of Shareholders at the Annual General Meeting on such reports or statements. However, Shareholders will be given ample opportunity to raise questions with respect to these reports and statements at the meeting.
- 2.3 In addition to asking questions at the meeting, Shareholders may address written questions to the Chairman about the management of the Company, or to the Company's Auditor which are relevant to:
 - (a) the content of the Auditor's Report to be considered at the meeting; or
 - (b) the conduct of the audit of the annual financial report to be considered at the meeting.
- 2.4 Any written questions should be submitted to the Geoff Acton on or before 13 October 2020 by email, fax or post.

Email: geoffa@astivita.com.au

Fax: (07) 3274 0768

Mailing Address: PO Box 16 Sherwood, Qld 4075

Ordinary business

3 Resolution 1 - Remuneration Report

- 3.1 The Remuneration Report is set out on pages 5 to 9 of the AstiVita Limited 2019 Annual Report.
- 3.2 The Corporations Act requires that the section of the Directors' report dealing with the remuneration of Directors, the company secretary and up to five senior executives (**Remuneration Report**) be put to the vote of shareholders for adoption.
- 3.3 The resolution of shareholders is advisory only and **not binding** on the Company. However, the Board will take the discussion at the meeting into consideration when determining AstiVita's remuneration policy.
- 3.4 The Remuneration Report sets out the remuneration policy for the Company and its controlled entities and:
- (a) reports and explains the remuneration arrangements in place for executive Directors, senior management and non-executive Directors;
 - (b) explains Board policies in relation to the nature and value of remuneration paid to non-executive Directors, executives and senior managers; and
 - (c) discusses the relationship between the Board policies and the Company performance.
- 3.5 A reasonable opportunity will be provided for discussion of the Remuneration Report at the Annual General Meeting.
- 3.6 The Chairman will give Shareholders a reasonable opportunity to ask questions about, or to make comments on, the Remuneration Report.

Directors' Recommendation

- 3.7 The Directors make no recommendation, in the interests of corporate governance, in relation to this resolution.

4 Resolution 2 - Re-election of Mr Geoff Acton

- 4.1 Mr Geoff Acton retires by rotation in accordance with Rule 17.1 of the Company's constitution and is eligible for re-election at this annual general meeting.
- 4.2 Mr Geoff Acton offers himself for re-election as a Director at this Annual General Meeting.
- 4.3 Mr Acton brings to AstiVita a vast amount of capabilities in his 21 year history with the Tamawood Group including Chief Financial Officer and Company Secretary. Further, he has an in-depth knowledge of the renewable energy sector as head of the successful Renewable Energy Certificate trading business established in 2004. He has assisted AstiVita in his role as Company Secretary since 2009. He is also Managing Director of Advance NanoTek Limited since June 2016.

4.4 Skills Matrix Data

Experience	No. of years
Manufacturing	>40 years (L Mizikovsky / R Dudurovic)
Accounting	>50 years (R Dudurovic / G Acton)
Legal	>20 years (R Dudurovic)
Sales & Marketing	>50 years (L Mizikovsky/ R Dudurovic)
Corporate Communications	>60 years (L Mizikovsky / R Dudurovic / G Acton)

4.5 Number of years on the Board: 9

Directors' Recommendation

The Board of Astivita Ltd unanimously supports the re-election of Mr Geoff Acton.

Mr Geoff Acton is independent as per the Astivita Board Charter which specifies independence as follows:

- < \$200,000 in consulting services with the Company
- < 5% shareholding in Astivita Limited

Proxy form

Section 1: Name and address of member

Full name

Address

Section 2: Appointment of proxy

I, being a member of the Company and entitled to attend and vote appoint

☐

the Chairman of the meeting
(mark with an 'X' and
complete section 3)

OR

Write here the full name of the person or body corporate you are appointing if this person is **someone other than** the Chairman of the meeting.

or failing the person or body corporate named, or if no person or body corporate is named, the Chairman of the meeting, as my proxy to attend, to vote in accordance with the following directions in Section 3 (**the Chairman will vote in favour of all undirected proxies**), and to act generally on my behalf, at the annual general meeting of the Company to be held at:

Location	1821 Ipswich Road, Rocklea, Queensland
Date	15 October 2020
Time	3:15pm (Brisbane time)

and at any adjournment of that meeting.

#If you wish to appoint the Chairman of the Meeting as your proxy with a direction to vote against, or to abstain from voting on an item, you must provide a direction by marking the 'Against' or 'Abstain' box opposite that resolution.

Chairman authorised to exercise undirected proxies on remuneration related matters: If I/we have appointed the Chairman of the Meeting as my/our proxy or the Chairman of the Meeting becomes my/our proxy by default and I/we have not directed my/our proxy how to vote in respect of Resolution 1, I/we expressly authorise the Chairman of the Meeting to exercise my/our proxy in respect of this resolution even though Resolution 1 is connected with the remuneration of a member of key management personnel for the Company.

Section 3: Voting instructions

Voting directions to proxy – please mark ☒ to indicate your directions.

Resolution 1. Directors' remuneration report

Resolution 2. Re-election of Mr Geoff Acton as Director

For	Against	Abstain*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* If you mark the Abstain box for a particular item, you are directing your proxy **not** to vote on your behalf on a show of hands or on a poll and your votes will not be counted in computing the required majority on a poll.

Section 4: Signing by member

This section **must** be signed in accordance with the instructions overleaf to enable your directions to be implemented.

Individual or Member 1

Sole Director and Sole Secretary

Member 2 (if joint holding)

Director/Company Secretary
(delete one)

Member 3 (if joint holding)

Director

Please provide the information below in case we need to contact you.

Contact name

Contact daytime telephone

Date

Instructions for completion of proxy form

Section 1: Name and address of member

- 1 Insert your name and address. If it is a joint holding, insert details of all holders.

Section 2: Appointment of proxy

- 2 If you wish to appoint the Chairman of the meeting as your proxy, mark the box. If the person or body corporate you wish to appoint as your proxy is someone other than the Chairman of the meeting, write the full name of that person or body corporate in the space provided. A proxy may be an individual or a body corporate. If you leave this section blank or your named proxy does not attend the Meeting, the Chairman of the meeting will be your proxy. A proxy need not be a member of the Company.
- 3 **The Chairman strongly urges you to nominate a proxy other than himself or another Director unless you direct your proxy how to vote on each resolution. If you do not specify a person to act as proxy, or you appoint the Chairman, you are strongly advised to direct the proxy how to vote as the Chairman will vote in favour of each resolution. Therefore, in order to ensure your vote is not wasted, you are strongly urged to direct your proxy how to vote and if possible appoint a person who is not a Director or secretary of the Company.**
- 4 If you are entitled to cast two or more votes at the general meeting, you are entitled to appoint two persons as proxies to attend the meeting and vote on a poll. If you wish to appoint a second proxy, an additional proxy form may be obtained by telephoning the Company. Alternatively you may copy this form.
- 5 To appoint a second proxy:
 - (a) on each of the first proxy form and second proxy form state the percentage of your voting rights or number of shares applicable to that form (if the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise one half of your votes, and fractions of votes will be disregarded); and
 - (b) return both forms in the same envelope.

Section 3: Voting instructions

- 6 You may direct your proxy how to vote on an item of business by placing a mark in one of the three boxes opposite that item of business. All of your shares will be voted in accordance with your direction unless you indicate a proportion of voting rights 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 a given item, your proxy may decide whether or how to vote on that item.
- 7 If you mark more than one box on an item, your vote on that item will be invalid.

Section 4: Signing by member

8 You must sign this form as follows in the spaces provided:

Individual	Where the holding is in one name, the member must sign.
Joint holding	Where the holding is in more than one name, all of the members must sign.
Power of Attorney	To sign under power of attorney, either the power of attorney must have already been lodged with the Company's share registry for notation or the original (or a certified copy) of the power of attorney must accompany this document.
Companies	<p>In the following cases, subject to the Company's constitution, the following person must sign:</p> <p>Australian proprietary company with a sole director who is also the sole company secretary - that person must sign;</p> <p>Australian proprietary company with a sole director and no company secretary - that person must sign;</p> <p>other Australian companies - two directors, or one director and one company secretary must sign; and</p> <p>foreign company - in accordance with the laws of the jurisdiction of incorporation and constituent documents.</p>

Section 5: Lodging of proxy

9 This proxy form (and the original or a certified copy of any power of attorney under which it is signed) must be received by the Company not later than close of business on the date set out below, by mail, hand delivery, or facsimile.

Last time and date for lodgement*	4:00pm (Brisbane time) on 13 October 2020
By mail	PO Box 16, Sherwood, Queensland, 4075
By delivery	1821 Ipswich Road, Rocklea Queensland, 4106
By facsimile	(07) 3274 0768

* Any proxy form received after that time will not be valid.