# Notice of Annual General Meeting

# Total Brain Limited ACN 094 069 682

Notice is given that the Annual General Meeting of Total Brain Limited ACN 094 069 682 (**Company** or **Total Brain**) will be held at:

Location

Zoom Meeting Link
Voting Link
Voting Link
Date
Time

A virtual meeting to be conducted online and accessible via a live webcast at:
https://thecfosolution.zoom.us/j/99620872341
https://web.lumiagm.com/387729953
Thursday, 19 November 2020
11:00 am (Melbourne time)

# Important information for Shareholders

Given the current restriction on gatherings and travel imposed by governments as a consequence of the COVID-19 virus, the Federal Treasurer has made a determination modifying the operation of provisions of the *Corporations Act 2001* (Cth) and the *Corporations Regulations 2001* (Cth) under the *Corporations (Coronavirus Economic Response) Determination (No. 1) 2020* (**Determination**) to allow companies who are required or permitted to hold meetings to hold those meetings remotely as virtual meetings, instead of in person. No hard copy of the Notice of Annual General Meeting and Explanatory Memorandum will be circulated and shareholders will instead be notified of how to access the Notice of Annual General Meeting and Explanatory Memorandum. As a consequence of this Determination, the Company has adopted the approach for the Meeting set out below.

To avoid needing to attend the meeting, Shareholders are strongly encouraged to vote by lodging a directed proxy appointing the Chairman before 11:00 am (Melbourne time), Thursday, 19 November 2020. Instructions for lodging proxies are included on your personalised proxy form.

The Meeting will be held virtually (online) via an online platform. There will be no physical attendance at the Meeting. This is an important health and safety measure. Attending the meeting online enables shareholders to view the Annual General Meeting live and to also ask questions and cast direct votes at the appropriate times whilst the meeting is in progress. We recommend logging in to our online platform at least 15 minutes prior to the scheduled start time for the Meeting.

In accordance with the Determination, each resolution considered at the Meeting will be decided on a poll. As the situation regarding the management of COVID-19 is evolving, Shareholders are encouraged to monitor the Company's website and ASX announcements for any further updates in relation to the arrangements for the Meeting. The Company appreciates the understanding of Shareholders during this difficult time. We look forward to your virtual attendance and participation at the Meeting.

If you have any questions regarding attendance at, or submitting questions for, the Annual General Meeting, please contact the Company's share registry, Boardroom Pty Limited, by telephone on 1300 737 760 (from within Australia) or +61 2 9290 9600 (outside of Australia).

# Instructions on attending and voting at the Annual General Meeting

# 1. VOTE OR ASK QUESTIONS VIRTUALLY

- Join at <a href="https://web.lumiagm.com/387729953">https://web.lumiagm.com/387729953</a> using any web browser on a computer, laptop or tablet.
- On a smartphone, download the LumiApp onto your smartphone, which is available by downloading the app from the Apple App Store or Google Play Store.

If you choose to participate in the AGM online or via the LumiApp, you log in to the meeting by entering:

- 1. Your **username**, which is your **Voting Access Code (VAC)**, which can be located on the first page of your proxy form or Notice of Meeting email.
- 2. Your **password**, which is the **postcode** registered to your holding if you are an Australian shareholder. Overseas shareholders should refer to the user guide for their password details.
- 3. If you have been nominated as a third-party proxy, please contact Boardroom on 1300 737 760 or via enquiries@boardroomlimited.com.au.

Attending the meeting online enables shareholders to view the AGM live and to also ask questions and cast direct votes at the appropriate times whilst the meeting is in progress.

Please note the Lumi platform is only for voting and asking questions.

To watch and or listen to the AGM you must also open the Total Brain AGM Webinar.

### 2. WATCH AND OR LISTEN TO THE TOTAL BRAIN AGM WEBINAR

From 10.45 am (Melbourne time) on Thursday, 19 November 2020, the day of the AGM, the following webinar link will be active:

https://thecfosolution.zoom.us/j/99620872341

Option to vote early and watch the AGM

To vote, simply lodge your proxy prior to the proxy closing date. If you just want to watch or listen to the AGM, you can use the above zoom link.

However, please note that you will not be able to ask questions during the AGM. To ask questions and vote on the day you need to do this via the Lumi platform as shown above under point 1 'Vote or Ask Questions Virtually'.

# **Ordinary Business**

### **Financial statements and reports**

To consider and receive the Financial Report, the Directors' Report and the Auditor's Report for the year ended 30 June 2020.

## Resolution 1 - Directors' remuneration report

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

`That the Remuneration Report be adopted.'

Note: This resolution shall be determined under section 250R(2) of the Corporations Act. Votes must not be cast on this resolution by Key Management Personnel and closely related parties in contravention of section 250R or 250BD Corporations Act. Restrictions also apply to votes cast as proxy unless exceptions apply.

The Directors abstain, in the interests of corporate governance, from making a recommendation in relation to this resolution.

### Resolution 2 – Election of Mr David Daglio

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

'That Mr David Daglio who retires as a Director of the Company in accordance with Listing Rule 14.4 and clause 18.2(b) of the Constitution and being eligible, be elected as a Director.'

Note: Information about the candidate appears in the Explanatory Memorandum.

The Directors (with Mr David Daglio abstaining) recommend that you vote in favour of this resolution.

# **Special Business**

### Resolution 3 - Approval of additional 10% capacity to issue Shares under Listing Rule 7.1A

To consider and, if in favour, to pass the following resolution as a special resolution:

'That for the purposes of Listing Rule 7.1A, and for all other purposes, Shareholders approve the Company having the additional capacity to issue equity securities up to 10% of the issued capital of the Company (at the time of issue) calculated in accordance with the formula prescribed in Listing Rule 7.1A.2, until the earlier of:

- (a) the date that is 12 months from the date of this Meeting;
- (b) the time and date of the Company's next annual general meeting; and
- (c) the time and date of Shareholder approval of a transaction under Listing Rule 11.1.2 or 11.2.'

The Directors recommend that you vote in favour of this resolution

Dated: 19 October 2020

By order of the Board

Nathan Jong

Company Secretary

# Voting exclusion statement

# **Corporations Act**

### Resolution 1

In accordance with the Corporations Act the Company will disregard any votes cast in relation to this resolution by or on behalf of the Key Management Personnel (**KMP**) in any capacity whose remuneration is included in the Remuneration Report and the closely related parties (as defined in the Corporations Act) of a KMP (**Excluded Persons**). However, an Excluded Person may cast a vote on the resolution if:

- that person does so as a proxy appointed in writing that specifies how the proxy is to vote on the resolution and the vote is not cast on behalf of an Excluded Person; or
- the proxy is the Chairman and the appointment expressly authorises the Chairman to exercise the undirected proxy even if the resolution is connected directly or indirectly with the remuneration of a KMP.

## **Listing Rules**

In accordance with Listing Rule 14.11, the Company will disregard any votes cast in favour of the resolution by or on behalf of the following persons:

Resolution 3 – Approval of additional 10% placement capacity under Listing Rule 7.1A

A person who is expected to participate in, or who will receive a material benefit as a result of, the proposed issue of the securities, except a benefit solely by reason of being a holder of ordinary securities in the Company, and any associates of that person.

However, this does not apply to a vote cast in favour of the resolution by:

- a person as proxy or attorney for a person who is entitled to vote on the resolution, in accordance with directions given to the proxy or attorney to vote on the resolution in that way; or
- the chair of the meeting as proxy or attorney for a person who is entitled to vote on the resolution, in accordance with a direction given to the chair to vote on the resolution as the chair decides; or
- a holder acting solely in a nominee, trustee, custodial or other fiduciary capacity on behalf of a beneficiary provided the following conditions are met:
  - (a) the beneficiary provides written confirmation to the holder that the beneficiary is not excluded from voting, and is not an associate of a person excluded from voting, on the resolution; and
  - (b) the holder votes on the resolution in accordance with directions given by the beneficiary to the holder to vote in that way.

# **Notes**

- Subject to the Corporations Act, including sections 250R and 250BD, a Shareholder who is entitled to attend and cast a vote at the meeting is entitled to appoint not more than two proxies.
- 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.

- If you wish to appoint a proxy and are entitled to do so, then complete and return the **attached** proxy form. Proxy forms must be returned in accordance with the instructions set out in the proxy form by 48 hours prior to the Annual General Meeting, being by 11:00 am (Melbourne time) on Tuesday, 17 November 2020.
- The Chair of the Annual General Meeting intends to vote all undirected proxy votes in favour of all resolutions.
- A corporation may elect to appoint a representative in accordance with the Corporations Act in which case the Company will require written proof of the representative's appointment which must be lodged with the Company before the meeting.
- The Company has determined under regulation 7.11.37 of the *Corporations Regulations 2001* (Cth) that for the purpose of voting at the Meeting or adjourned meeting, Shares are taken to be held by those persons recorded in the Company's register of Shareholders as at 7.00 pm (Melbourne time) on Tuesday, 17 November 2020. Transactions registered after that time will be disregarded in determining ability to attend and vote.
- If you have any queries on how to cast your votes then call the Company Secretary on +61 3 9864 4810 during business hours.

# **Explanatory Memorandum**

# Total Brain Limited ACN 094 069 682

This Explanatory Memorandum accompanies the Notice of Annual General Meeting of the Company to be held virtually (online) at 11:00 am (Melbourne Time) on Thursday, 19 November 2020.

Please refer to the note on the front cover of this Notice of Meeting regarding Covid-19 related restrictions and lodging proxies and/or attending virtually.

The Explanatory Memorandum has been prepared to assist Shareholders in determining how to vote on the resolutions set out in the Notice of Meeting and is intended to be read in conjunction with the Notice of Meeting.

# **Financial statements and reports**

- The Corporations Act requires that the report of the Directors, the auditor's report and the financial report be laid before the Annual General Meeting.
- Apart from the matters involving remuneration which are required to be voted upon, neither the Corporations Act nor the Constitution requires a vote of Shareholders at the Annual General Meeting on the financial statements and reports.
- 3 Shareholders will be given reasonable opportunity at the meeting to raise questions and make comments on these reports via the online platform.
- 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, Grant Thornton, if the question is relevant to:
  - (a) the content of the auditor's report; or
  - (b) the conduct of its audit of the annual financial report to be considered at the meeting.

**Note**: Under section 250PA(1) of the Corporations Act, a Shareholder must submit the question to the Company no later than the fifth business day before the day on which the Annual General Meeting is held.

Please send any written questions for Grant Thornton via email to info@thecfo.com.au by 5.00pm (Melbourne time) on Thursday, 12 November 2020.

# **Resolution 1: Remuneration Report**

- The Remuneration Report is contained in the Annual Report, which is available on the Total Brain website at http://www.totalbrain.com/investors/.
- 7 The Corporations Act requires that the Remuneration Report be put to the vote of Shareholders for adoption.
- The resolution of Shareholders is advisory only and not binding on the Company. The Board will take the discussion at the meeting into consideration when determining Total Brain's remuneration policy and appropriately respond to any concerns Shareholders may raise in relation to remuneration issues.
- 9 The Remuneration Report:

- (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 nonexecutive Directors, executives and senior managers within Total Brain; and
- (c) discusses the relationship between the Board policies and Total Brain's performance.
- The Chairman will give Shareholders a reasonable opportunity to ask questions about, or to make comments on, the Remuneration Report.
- Shareholders should note, that, under the provisions of the Corporations Act known generally as the "two strikes rule", if 25% or more of the votes that are cast are voted against the adoption of the remuneration report at two consecutive annual general meetings, Shareholders will be required to vote at the second of those annual general meetings on a resolution (a "spill resolution") that another meeting be held within 90 days at which all of the Company's Directors (other than any managing director who may continue to hold office indefinitely without re-election under the Listing Rules) must stand for re-election. Shareholders should be aware that at the Company's 2019 annual general meeting, less than 25% of the votes that were cast voted against the adoption of the 2019 remuneration report. Accordingly, no spill resolution can result at this Meeting.

## **Resolution 2: Election of Director**

- In accordance with Listing Rule 14.4 and rule 18.2(b) of the Constitution, Mr David Daglio, having been appointed by the Directors to fill a casual vacancy on 13 January 2020, may hold office only until the conclusion of the Annual General Meeting unless he is elected by Shareholders. Accordingly, Mr Daglio, being eligible, offers himself for election as a Director.
- Mr Daglio is a Non-Executive Director of the Company and a member of the Remuneration Committee.
- Mr Daglio is an accomplished institutional investment manager with a career spanning 21 years with Mellon, a U.S. Asset Manager of \$500 billion in assets where Mr Daglio most recently served as Executive Vice President and Chief Investment Officer. He remains a Non-Executive Director of Mellon. Mr Daglio is a graduate of Rensselaer Polytechnic Institution with a Bachelor of Science in Mechanical Engineering and of New York University's Stern School of Business with a Master of Business Administration and is also a CFA charter holder.
- If Resolution 2 is approved by Shareholders, Mr Daglio will be elected as a Non-Executive Director of the Company. If Resolution 2 is not approved, Mr Daglio will not be elected as a Non-Executive Director.

### **Directors' Recommendation**

The Directors (with Mr Daglio abstaining), recommend Shareholders vote in favour of the election of Mr Daglio.

# Resolution 3: Approval of additional 10% capacity to issue Shares under Listing Rule 7.1A.

- Listing Rule 7.1 permits Total Brain to issue a maximum of 15% of its capital in any 12 month period without requiring shareholder approval. Under Listing Rule 7.1A, eligible entities (companies that are outside the S&P/ASX 300 index and have a market capitalisation of \$300 million or less) can, subject to the company obtaining shareholder approval, issue a further 10% of share capital in 12 months on a non-pro rata basis (**Additional Placement Capacity**) until the earlier of:
  - (a) the date that is 12 months from the date of this Meeting;

- (b) the time and date of the Company's next annual general meeting; and
- (c) the time and date of Shareholder approval of a transaction under Listing Rule 11.1.2 or 11.2.
- Total Brain is an eligible entity as at the date of this Notice of Meeting.
- If Resolution 3 is passed, the Company will be able to issue equity securities up to the combined 25% limit in Listing Rules 7.1 and 7.1A without any further shareholder approval.
- If Resolution 3 is not passed, the Company will not be able to access the additional 10% capacity to issue equity securities without Shareholder approval under Listing Rule 7.1A and will remain subject to the 15% limit on issuing equity securities without Shareholder approval set out in Listing Rule 7.1 (subject to the Class Waiver Decision Temporary Extra Placement Capacity waiver dated 9 July 2020 announced by ASX, which would allow the Company to issue Equity Securities up to the 25% limit if the Company was undertaking a follow-on pro rata entitlement offer or security purchase plan offer to Shareholders at the same or a lower price than the placement price).
- The number of Shares that may be issued (if Shareholder approval is obtained at the Annual General Meeting) will be determined in accordance with the following formula prescribed in Listing Rule 7.1A.2:

## $(A \times D) - E$

- **A** is the number of fully paid shares on issue at the commencement of the relevant period:
  - (A) plus the number of fully paid shares issued in the relevant period under an exception in Listing Rule 7.2, other than exception 9, 16 or 17;
  - (B) plus the number of fully paid shares issued in the relevant period on the conversion of convertible securities within Listing Rule ule 7.2 exception 9, where: (i) the convertible securities were issued or agreed to be issued before the commencement of the relevant period; or (ii) the issue of, or agreement to issue, the convertible securities was approved, or taken to be approved, under Listing Rule 7.1 or 7.4;
  - (C) plus the number of fully paid shares issued in the relevant period under an agreement to issue securities within rule 7.2 exception 16, where: (i) the agreement was entered into before the commencement of the relevant period; or (ii) the agreement or issue was approved, or taken to have been approved, under Listing Rule 7.1 or 7.4;
  - (D) plus the number of fully paid shares issued in the relevant period with approval of holders of shares under Listing Rule 7.1 or 7.4. This may include fully paid shares issued in the relevant period under an agreement to issue securities within Listing Rule 7.2 exception 17 where the issue is subsequently approved under Listing Rule 7.1;
  - (E) plus the number of partly paid shares that became fully paid in the relevant period; and
  - (F) less the number of fully paid shares cancelled in the relevant period.
- **D** is 10%.
- is the number of equity securities issued or agreed to be issued under Listing Rule 7.1A.2 in the 12 months before the date of the issue or agreement to issue that are not issued with the approval of Shareholders under Listing Rule 7.1 or 7.4.

# For the purposes of Listing Rule 7.3A, Total Brain provides the following information:

t or and purposes or accordance	<b>3</b>		
Shares	Shares issued under the additional 10% placement capacity must be in the same class as an existing quoted class of shares of the Company. Under Resolution 3, the Company is seeking approval to issue an additional 10% of its share capital pursuant to Listing Rule 7.1A. It retains the right to issue an annual 15% of its share capital pursuant to Listing Rule 7.1.		
Minimum price at which the equity securities may be issued	The issue price of each share must be no less than 75% of the volume weighted average price for the shares calculated over the 15 trading days on which trades in that class where recorded immediately before:  (a) the date on which the price, at which the securities are to be issued, is agreed; or  (b) if the securities are not issued within ten trading days of the date		
Risk of economic and	in paragraph (a), the date on which the securities are issued.  An issue of shares under Listing Rule 7.1A involves the risk of economic		
voting dilution	and voting dilution for existing ordinary security holders. The risks include:		
	(a) the market price for shares may be significantly lower on the issue date than on the date of the approval under Listing Rule 7.1A; and		
	(b) the equity securities may be issued at a price that is at a discount to the market price for the shares on the issue date.		
	Under Listing Rule 7.3A.2, a table describing the notional possible dilution, based upon various assumptions as stated, is set out below.		
Date by which the Company may issue the securities	The period commencing on the date of the Meeting at which approval is obtained and expiring on the first to occur of the following:		
	(a) the date that is 12 months after the date of this Meeting (if Resolution 3 is approved);		
	(b) the time and date of the Company's next annual general meeting; or		
	(c) the time and date of Shareholder approval of a transaction under Listing Rules 11.1.2 (a significant change to the nature or scale of activities) or 11.2 (disposal of main undertaking).		
Purposes for which the equity securities may be	It is the Board's current intention that any funds raised under an issue of equity securities will be applied as follows:		
issued, including whether the Company may issue them for non-cash consideration	<ul><li>(a) software and product development;</li><li>(b) sales and marketing initiatives for Total Brain products and service offerings; and</li></ul>		
	(c) working capital to meet the Company's growth objectives. Equity securities can only be issued under Listing Rule 7.1A for cash consideration.		
Details of Total Brain 's allocation policy for issues under approval	The Company's allocation policy is dependent on the prevailing market conditions at the time of any proposed issue pursuant to Listing Rule 7.1A. The identity of the allottees will be determined on a case-by-case basis having regard to factors including but not limited to the following:		
	<ul> <li>the methods of raising funds that are available to the Company including but not limited to, rights issue or other issue in which existing security holders can participate;</li> </ul>		
	<ul><li>(b) the effect of the issue of the Listing Rule 7.1A shares on the control of the Company;</li></ul>		

- (c) the financial situation and solvency of the Company; and
- (d) advice from corporate, financial and broking advisers (if applicable).

The allottees under the Listing Rule 7.1A facility have not been determined as at the date of this Notice of Meeting but may include existing substantial shareholders and new shareholders who are not related parties or associates of a related party of the Company. Further, if the Company is successful in acquiring new assets or investments, it is likely that the allottees under the Listing Rule 7.1A facility will be or include the vendors of the new assets or investments.

Previous approvals under Listing Rule 7.1A

Approval under Listing Rule 7.1A was last sought at the Company's 2019 Annual General Meeting.

### **Information under Listing Rule 7.3A.2**

- The table below shows the dilution of existing Shareholders on the basis of the closing price of Shares traded on ASX as at 29 September 2020 and the current number of ordinary securities for variable "A" calculated under the formula in Listing Rule 7.1A(2). In particular, it assumes that "A" is calculated upon Resolution 3 being approved at the Annual General Meeting.
- The table shows two examples where variable "A" has increased, by 50% and 100%. Variable "A" is based on the number of ordinary securities the Company has on issue. The number of ordinary securities on issue may increase as a result of issues of ordinary securities that do not require Shareholder approval (for example, a pro rata entitlements issue or scrip issued under a takeover offer) or future specific placements under Listing Rule 7.1 that are approved at a future shareholders' meeting.
- The table also shows two examples where the issue price of ordinary securities has decreased by 50% and increased by 100% as against the current market price.

		Dilution		
Variable 'A' in Listing Rule 7.1A.2		\$0.21 50% decrease in Issue Price	\$0.42 Issue Price	\$0.84 100% increase in Issue Price
Current Variable A* Shares	10% voting dilution	10,830,378	10,830,378	10,830,378
108,303,784	Funds raised	\$2,274,379	\$4,548,758	\$9,097,517
50% increase in current Variable A*	10% voting dilution	16,245,568	16,245,568	16,245,568
162,455,676 Shares	Funds raised	\$3,411,569	\$6,823,138	\$13,646,277
100% increase in current Variable A* 216,607,568 Shares	10% voting dilution	21,660,757	21,660,757	21,660,757
	Funds raised	\$4,548,758	\$9,097,517	\$18,195,035

<sup>\*</sup>Note: Current Variable A refers to the calculation required by Listing Rule 7.1A.2.

- The table has been prepared on the following assumptions:
  - (a) Numbers are shown in Australian dollars and have been rounded down to the nearest dollar.
  - (b) Total Brain issues the maximum number of Shares available under the 10% Listing Rule 7.1A approval.
  - (c) No Options are exercised to convert into Shares before the date of the issue of the Shares available under Listing Rule 7.1A.
  - (d) The 10% voting dilution reflects the maximum number of Shares allowed to be issued under Listing Rule 7.1A against the issued share capital at the time of issue. This is why the voting dilution is shown in each example as 10%.
  - (e) The Company's issued capital has been calculated in accordance with the formula in Listing Rule 7.1A(2) as at 29 September 2020.
  - (f) The table does not show an example of dilution that may be caused to a particular Shareholder by reason of Share issue under Listing Rule 7.1A, based on that Shareholder's holding at the date of the meeting.
  - (g) The table shows only the effect of issues of equity securities under Listing Rule 7.1A, not under the 15% placement capacity under Listing Rule 7.1.
  - (h) The issue of securities under Listing Rule 7.1A consists only of Shares.
  - (i) The issue price is \$0.042, being the closing price of the shares on ASX on 29 September 2020.
- As at the date of this Notice, the Company has 108,303,784 Shares on issue. Assuming this number is not changed, subject to Shareholder approval being obtained for Resolution 3, the Company will have the capacity to issue the following equity securities immediately following the Meeting:
  - (a) 16,245,568 Shares (under Listing Rule 7.1); and
  - (b) 10,830,378 Shares (under Listing Rule 7.1A).
- Listing Rule 7.1A requires Resolution 3 to be passed as a special resolution. A special resolution needs approval by at least 75% of the votes cast by members entitled to vote on the resolution.
- A voting exclusion statement is included in the Notice in relation to Resolution 3. As at the date of the Notice, the Company has not approached or invited any existing Shareholder to participate in an issue of securities in the Company under Listing Rule 7.1A. Therefore, no vote cast by, or on behalf of, an existing Shareholders in favour of Resolution 3 will be disregarded.

# Information under Listing Rule 7.3.A.6

For the purposes of Listing Rule 7.3A.6, the Company did not issue nor agree to issue any equity securities under Listing Rule 7.1A.2 in the 12 months preceding the date of the Meeting.

## **Directors' recommendation**

The Directors recommend that you vote in favour of Resolution 3.

# Glossary

# Total Brain Limited ACN 094 069 682

**Annual General Meeting** 

or **Meeting** 

means the Company's annual general meeting the subject of this

Notice of Meeting.

**Annual Report** means the 2020 Annual Report of the Company.

ASIC means the Australian Securities and Investments Commission.

MSX means ASX Limited ABN 98 008 624 691 or the securities market

which it operates, as the context requires.

**Board** means the board of directors of the Company. **Company** or **Total Brain** means Total Brain Limited ACN 094 069 682.

**Constitution** means the constitution of the Company from time to time.

**Corporations Act** means the *Corporations Act 2001* (Cth).

**Corporations Regulations** means the *Corporations Regulations 2001* (Cth).

**Directors** means the directors of the Company from time to time.

**Explanatory Memorandum** means the explanatory memorandum attached to the Notice of

Meeting.

**Key Management Personnel** means those persons having authority and responsibility for planning,

directing and controlling the activities of the Company, directly or

indirectly, including any Director.

**Listing Rules** means the listing rules of ASX.

**Notice of Meeting** or **Notice** means this notice of meeting and includes the Explanatory

Memorandum.

**Options** means unlisted options to acquire Shares in the Company.

**Remuneration Report** means the section of the Directors' report for the 2020 financial year

that is included under section 300A(1) Corporations Act.

**Shareholder** means a person who is the registered holder of Shares.

**Shares** means fully paid ordinary shares in the Company.



#### All Correspondence to:

By Mail Boardroom Pty Limited

GPO Box 3993

Sydney NSW 2001 Australia

**By Fax:** +61 2 9290 9655

Online: www.boardroomlimited.com.au

By Phone: (within Australia) 1300 737 760

(outside Australia) +61 2 9290 9600

### YOUR VOTE IS IMPORTANT

For your vote to be effective it must be recorded before 11:00am (Melbourne time) on Tuesday, 17 November 2020.

## ■ TO VOTE ONLINE

**BY SMARTPHONE** 

STEP 1: VISIT https://www.votingonline.com.au/ttbagm2020

STEP 2: Enter your Postcode OR Country of Residence (if outside Australia)

STEP 3: Enter your Voting Access Code (VAC):



Scan QR Code using smartphone QR Reader App

### TO VOTE BY COMPLETING THE PROXY FORM

### STEP 1 APPOINTMENT OF PROXY

Indicate who you want to appoint as your Proxy.

If you wish to appoint the Chair of the Meeting as your proxy, mark the box. If you wish to appoint someone other than the Chair of the Meeting as your proxy please write the full name of that individual or body corporate. If you leave this section blank, or your named proxy does not attend the meeting, the Chair of the Meeting will be your proxy. A proxy need not be a securityholder of the company. Do not write the name of the issuer company or the registered securityholder in the space.

#### Appointment of a Second Proxy

You are entitled to appoint up to two proxies to attend the meeting and vote. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by contacting the company's securities registry or you may copy this form.

To appoint a second proxy you must:

(a) complete two Proxy Forms. On each Proxy Form state the percentage of your voting rights or the number of securities 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 half your votes. Fractions of votes will be disregarded.

(b) return both forms together in the same envelope.

### STEP 2 VOTING DIRECTIONS TO YOUR PROXY

To direct your proxy how to vote, mark one of the boxes opposite each item of business. All your securities will be voted in accordance with such a direction unless you indicate only a portion of securities are to be voted on any item by inserting the percentage or number that 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 vote as he or she chooses. If you mark more than one box on an item for all your securities your vote on that item will be invalid.

## Proxy which is a Body Corporate

Where a body corporate is appointed as your proxy, the representative of that body corporate attending the meeting must have provided an "Appointment of Corporate Representative" prior to admission. An Appointment of Corporate Representative form can be obtained from the company's securities registry.

### STEP 3 SIGN THE FORM

The form **must** be signed as follows:

**Individual:** This form is to be signed by the securityholder.

**Joint Holding**: where the holding is in more than one name, all the securityholders should sign.

**Power of Attorney:** to sign under a Power of Attorney, you must have already lodged it with the registry. Alternatively, attach a certified photocopy of the Power of Attorney to this form when you return it.

**Companies:** this form must be signed by a Director jointly with either another Director or a Company Secretary. Where the company has a Sole Director who is also the Sole Company Secretary, this form should be signed by that person. **Please indicate the office held by signing in the appropriate place.** 

### STEP 4 LODGEMENT

Proxy forms (and any Power of Attorney under which it is signed) must be received no later than 48 hours before the commencement of the meeting, therefore by 11:00am (Melbourne time) on Tuesday, 17 November 2020. Any Proxy Form received after that time will not be valid for the scheduled meeting.

Proxy forms may be lodged using the enclosed Reply Paid Envelope or:

■ Online https://www.votingonline.com.au/ttbagm2020

**■ By Fax** + 61 2 9290 9655

Boardroom Pty Limited GPO Box 3993,

Sydney NSW 2001 Australia

In Person Boardroom Pty Limited Level 12, 225 George Street,

Sydney NSW 2000 Australia

# **Total Brain Limited**

ACN 094 069 682

			Your Address This is your address as it appears on the company's share register. If this is incorrect, please mark the box with an "X" and make the correction in the space to the left. Securityholders sponsored by a broker should advise their broker of any changes.  Please note, you cannot change ownership of your securities using this form.			
PROXY FORM						
STEP 1	APPOINT A PROXY					
I/We being a m	ember/s of <b>Total Brain Limited</b> (Company)	and entitled to attend and vote hereby appoint:				
	the Chair of the Meeting (mark box)					
	NOT appointing the Chair of the Meeting as your proxy below	s your proxy, please write the name of the person or	body corporate (excluding the registered securityholder) you are			
Company to be		er 2020 at 11:00am (Melbourne Time) and at any ac	ne Meeting as my/our proxy at the Annual General Meeting of the djournment of that meeting, to act on my/our behalf and to vote in			
the Meeting be	comes my/our proxy by default and I/we have	ve not directed my/our proxy how to vote in respect o	pointed the Chair of the Meeting as my/our proxy or the Chair of f Resolution 1, I/we expressly authorise the Chair of the Meeting attion of a member of the key management personnel for the			
The Chair of th with a direction	e Meeting will vote all undirected proxies in to vote against, or to abstain from voting or	favour of all Items of business (including Resolution n an item, you must provide a direction by marking the	If you wish to appoint the Chair of the Meeting as your proxy e 'Against' or 'Abstain' box opposite that resolution.			
STEP 2	VOTING DIRECTIONS  * If you mark the Abstain box for a particulating the required materials.		our behalf on a show of hands or on a poll and your vote will not			
			For Against Abstain*			
Resolution 1	That the Remuneration Report be adopte	d				
Resolution 2	Election of Mr David Daglio					
Resolution 3	Approval of additional 10% capacity to iss	sue Shares				
	Cal					
STEP 3	SIGNATURE OF SECURITYPE This form must be signed to enable your of					
Indi	vidual or Securityholder 1	Securityholder 2	Securityholder 3			
,,,,di		Security Honor 2	235dinynoldor 5			
Sole Direct	or and Sole Company Secretary	Director	Director / Company Secretary			
Contact Name		Contact Daytime Telephone	Date / / 2020			