



## ASX ANNOUNCEMENT

12 October 2021

### **Notice of 2021 Annual General Meeting / Proxy Form**

Helloworld Travel Limited (ASX: HLO) has today dispatched to shareholders the Notice of its 2021 Annual General Meeting which is to be held virtually at 10.00am (AEDT) on Wednesday, 10 November 2021. The Notice of Annual General Meeting (including the Explanatory Notes) and Proxy Form is attached.

The 'Virtual Meeting Registration and Voting' and 'Online Proxy Lodgment' guides are also attached to this release to provide you with further information and instruction on how to participate in the virtual meeting.

-ENDS-

Authorised for release by David Hall, Group Company Secretary

#### ***About Helloworld Travel Limited***

*Helloworld Travel Limited (ASX: HLO) is a leading Australian & New Zealand travel distribution company, comprising retail travel networks, corporate travel management services, destination management services (inbound), air ticket consolidation, wholesale travel services, and online operations.*

#### **INVESTOR CONTACT:**

**David Hall**  
**Chief Financial Officer**  
**Helloworld Travel Limited**  
**+ 61 3 9867 9600**  
**david.hall@helloworld.com.au**

helloworld  
TRAVEL LIMITED

# 2021

NOTICE OF ANNUAL  
GENERAL MEETING

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Helloworld Travel Limited 2021 Notice of Annual General Meeting  
Wednesday, 10 November 2021 - 10:00am (AEDT)







# HELLOWORLD TRAVEL LIMITED

## 2021 ANNUAL GENERAL MEETING



Dear Shareholder,

It is my pleasure to invite you to Helloworld Travel Limited's Annual General Meeting (AGM).

**Date:** Wednesday, 10 November 2021.

**Start time:** 10.00am (AEDT)

The meeting will be a virtual meeting (online only).

You may watch and participate in the meeting online via a Zoom webinar, with details on how to register below. There will not be a physical meeting where shareholders and proxies can attend.

**Registration and voting guide is available via the following link. [Click here](#)**

For those shareholders who have elected to receive a printed copy of our 2021 Annual Report it is included with this letter. The Annual Report is also available online on our website under the Annual Reports tab in the Investor Centre <https://www.helloworldlimited.com/annual-reports/>.

Our Chief Executive Officer, Andrew Burnes, and I will both speak at the AGM and our presentations will also be available to view just prior to the AGM.

An important purpose of the AGM is to allow you to vote on matters put to the meeting. Those attending will be able to vote at the meeting online through our Share Registry's investor portal <https://investor.automic.com.au/#/home>.

Those shareholders not able to attend the AGM, but who wish to vote on matters being put to the meeting, will need to appoint a Proxy. A Proxy form is enclosed with this letter. Proxy forms must be received by the Company's share registry, Automic, by 10:00am (AEDT) on **8 November 2021**.

Further information, including how to register, appointing a proxy and voting online, is detailed in the attached 'Virtual Meeting Registration and Voting' and 'Online Proxy Lodgement' guides from the Company's registry, Automic Pty Ltd.

As the AGM is the Board's opportunity to hear directly from you, should you be unable to attend the meeting but would like to submit questions on any matters related to the AGM, these can be submitted to us directly at [CompanySecretary@helloworld.com.au](mailto:CompanySecretary@helloworld.com.au) or through our share registry, by mail: Automic Pty Ltd GPO Box 5193, Sydney NSW 2001, no later than **3 November 2021**.

Details on how to appoint a Proxy and how to submit a question are included under the Important Information heading following the Notice of Meeting.

The Board and I look forward to your virtual attendance at the AGM and we thank you for your continued support.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Garry Hounsell'.

**Garry Hounsell**

Chairman  
Helloworld Travel Limited  
12 October 2021

# NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 2021 Annual General Meeting (AGM) of Helloworld Travel Limited (ABN 60 091 214 998 ('HLO' or the 'Company')) will be held at 10.00am (AEDT) on Wednesday, 10 November 2021.

Our AGM will this year be held as a virtual meeting. There will not be a physical meeting where shareholders and proxies can attend. A virtual meeting is permitted under amendments to the *Corporations Act 2001* (Cth) that took effect on 14 August 2021.

Registration is available in advance for this webinar at:

[https://us02web.zoom.us/webinar/register/WN\\_VuNSdNtrSyGX0kLrYurqyw](https://us02web.zoom.us/webinar/register/WN_VuNSdNtrSyGX0kLrYurqyw)

After registering, you will receive a confirmation email containing information about joining the webinar.

This Notice of Meeting should be read in conjunction with the Important Information on pages 5 to 6 and Explanatory Notes on pages 7 to 8 accompanying this Notice of Meeting.

All items of business at the AGM requiring a vote are resolutions. All resolutions require a simple majority of votes cast by shareholders present in person or by proxy and entitled to vote on the resolution. Due to the virtual nature of the meeting, all resolutions voted at the AGM will be decided by poll and not by a show of hands.

## ITEMS OF BUSINESS

### 1. Financial Statements and Reports

To receive and consider the financial statements and the reports of the Directors and of the auditors for the year ended 30 June 2021.

Note: There is no requirement for shareholders to approve the financial statements and reports.

### 2. Adoption of the Remuneration Report

To consider and, if thought fit, approve the Remuneration Report for the year ended 30 June 2021, as set out in the 2021 Annual Report.

Note: This resolution is advisory only and does not bind Helloworld Travel Limited or the Directors.

Voting exclusion statement

Helloworld Travel Limited will disregard any votes cast on Item 2:

- by or on behalf of a member of the key management personnel whose remuneration details are included in the Remuneration Report, or their closely related parties; and

- by a person who is a member of the key management personnel as at the date of the AGM or their closely related parties as a proxy, unless the vote is cast on behalf of a person entitled to vote on this resolution, and that vote has been cast as specified on the Voting Form; or where there is no specified voting direction, the vote is cast by the Chairman of the AGM as proxy and who has been expressly authorised to vote on this resolution, even though it is connected with the remuneration of key management personnel.

### 3. Election of Directors

To consider and, if thought fit, approve the re-election of two Directors:

- (1) Mr Mike Ferraro; and
- (2) Mr Andrew Finch.

who retire by rotation in accordance with Helloworld Travel Limited's Constitution and the ASX Listing Rules, and being eligible, offer themselves for re-election.

Note, a separate resolution is proposed for each Director standing for re-election.

It is important that you specify your voting directions on the proxy form.

### 4. Appointment of Auditor

To consider and, if thought fit, pass the following resolution.

This resolution is to seek member approval for the ongoing appointment of Ernst & Young (EY) as auditor for the purposes of section 327B (1) of the *Corporations Act 2001* (Cth).

It is important that you specify your voting directions on the Proxy form.

By order of the Board



**David Hall**

Group Company Secretary  
12 October 2021

# IMPORTANT INFORMATION

## RIGHT TO ATTEND, SPEAK AND VOTE AT THE ANNUAL GENERAL MEETING

Shareholders have the right to attend, speak and vote at the AGM. The right to vote is subject to the voting exclusions detailed in the Notice of Meeting.

Shareholders who plan to attend the AGM are asked to register in advance at:

[https://us02web.zoom.us/webinar/register/WN\\_VuNSdNtrSyGX0kLrYurqyw](https://us02web.zoom.us/webinar/register/WN_VuNSdNtrSyGX0kLrYurqyw)

so that their holding may be checked against the Company's register of members and attendances recorded.

As determined by the Board, for the purposes of the AGM, shareholders will be those persons who are registered as shareholders at 7.00pm (AEDT) on Monday, **8 November 2021**. Accordingly, transactions registered after that time will be disregarded in determining entitlements to attend and vote at the AGM.

## APPOINTING PROXY

All shareholders who are entitled to attend and vote at the AGM have the right to appoint up to two Proxies to attend the AGM on their behalf, and to vote in accordance with their instruction on the Proxy form.

A Proxy need not be a shareholder of Helloworld Travel Limited and may be an individual or body corporate. You can direct your Proxy how to vote (i.e. to vote 'for' or 'against' or to 'abstain' from voting on, each resolution) by following the instructions on the Voting form. If you appoint a Proxy, the Company encourages you to consider directing your Proxy how to vote.

Where two Proxies are appointed each Proxy can be appointed to represent a specified proportion or number of shareholder votes. If no number or proportion of votes is specified, each Proxy may exercise half of the shareholder's votes.

If a body corporate is appointed as a Proxy, it must appoint a Corporate Representative in accordance with section 250D of the *Corporations Act 2001* (Cth) to exercise its powers as Proxy at the meeting. (see Corporate Representatives on page 5).

If you wish to appoint a second Proxy, an additional Proxy form may be obtained by telephoning the Company's share registry (1300 288 664 (within Australia) or +61 2 9698 5414 (outside Australia)) or at [meetings@automic.com.au](mailto:meetings@automic.com.au) or you may copy the enclosed Proxy form.

## CHAIRMAN AS PROXY

If you appoint the Chairman of the AGM as your Proxy (or the Chairman of the AGM becomes your Proxy by default) and you do not direct your Proxy how to vote on a Resolution, you will be authorising the Chairman to vote as he decides on the relevant Resolution (even though the Resolution may be connected with the remuneration of one or more members of the KMP).

If you do not want the Chairman of the AGM to vote, as your Proxy, in favour of any Resolution, you need to direct your Proxy to vote against, or to abstain from voting on, the relevant Resolution by marking the appropriate box on the Proxy form.

## OTHER MEMBERS OF KMP AS PROXY

If you appoint a Director (other than the Chairman of the AGM) or another member of the KMP (or a Closely Related Party or any member of the KMP) as your Proxy, you should direct them how to vote on the relevant Resolution by marking the appropriate box on the Proxy form. If you do not do so, they will not be able to vote as your Proxy on that Resolution.

## ATTORNEY AS PROXY

A shareholder may appoint an attorney to attend and vote on their behalf. For an appointment to be effective for the meeting, the instrument effecting the appointment (or a certified copy of it) must be received by the Company, at its registered office or one of the addresses listed below for the receipt of Proxy appointments, at least 48 hours prior to the commencement of the AGM.

## CORPORATE REPRESENTATIVES

A body corporate, which is a shareholder, or which has been appointed as a Proxy, may appoint an individual to act as its Corporate Representative at the meeting in accordance with section 250D of the *Corporations Act*. The appropriate appointment document must be produced prior to admission. A form of appointment may be obtained by telephoning the Company's share registry (1300 288 664 (within Australia) or +61 2 9698 5414 (outside Australia)) or at [www.hello@automic.com.au](mailto:www.hello@automic.com.au) by downloading the form 'Appointment of Corporate Representative'.



### TIMING AND COMMUNICATION OF PROXY APPOINTMENT

To be effective for the scheduled meeting, a Proxy appointment (and any power of attorney or other authority under which it is signed or otherwise authenticated, or a certified copy of that authority) must be received at [meetings@automicgroup.com.au](mailto:meetings@automicgroup.com.au) or fax +61 2 8583 3040 no later than 10.00am (AEDT) on Monday, **8 November 2021** (being 48 hours before the commencement of the meeting). Any Proxy appointment received after that time will not be valid for the scheduled meeting.

**By email** [meetings@automicgroup.com.au](mailto:meetings@automicgroup.com.au)

**By mail** Share Registry – Automic Pty Ltd  
GPO Box 5193,  
Sydney NSW 2001  
Australia

**By fax** Share Registry – Automic Pty Ltd  
+61 2 8583 3040

Enquiries to Automic can also be made by:

**Webchat** <https://automicgroup.com.au/>

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

For more information concerning the appointment of Proxies and the ways in which Proxy appointments may be submitted, please refer to the enclosed Proxy form.

### UNDIRECTED PROXIES

On a poll, the Chairman of the AGM intends to vote, as your Proxy, in favour of each of the proposed Resolutions (where permissible).

### QUESTIONS FROM SHAREHOLDERS

The Chairman of the AGM will allow a reasonable opportunity for shareholders at the meeting to ask questions about and make comments on the management of the Company and on the Financial Report, the Directors' Report (including the Remuneration Report) and the Auditor's Report

('Reports'), as well as each of the Resolutions to be considered at the meeting.

Mr Brett Croft (or another representative) of the Company's auditor, EY, will attend the meeting. During the meeting's consideration of the Reports, the Chairman of the AGM will allow a reasonable opportunity for shareholders at the meeting to ask the auditor's representative questions relevant to the:

- conduct of the audit;
- preparation and content of the Auditor's Report for the financial year ended 30 June 2021;
- accounting policies adopted by the Company in relation to the preparation of the financial statements contained in the Financial Report for that year; and
- independence of the auditor in relation to the conduct of the audit.

Shareholders may also submit a written question to the Company's auditor if the question is relevant to the content of the Auditor's Report or the conduct of the audit.

If you wish to submit a question in advance of the meeting, you may do so by sending your question to one of the places below by no later than **3 November 2021**.

**By mail** Share Registry – Automic Pty Ltd  
GPO Box 5193, Sydney NSW 2001  
Australia

**By email** [CompanySecretary@helloworld.com.au](mailto:CompanySecretary@helloworld.com.au)

The Company and the auditor will attempt to respond to as many of the more frequently asked questions as possible. Due to the large number of questions that may be received, the Company and the auditor may not be able to reply on an individual basis.

# EXPLANATORY NOTES

## ITEM 1 - RECEIPT AND CONSIDERATION OF THE FINANCIAL REPORT, DIRECTORS' REPORT AND AUDITOR'S REPORT

The Corporations Act requires the Helloworld Travel Limited's financial statements and reports for the financial year ended 30 June 2021 to be presented to the 2021 Annual General Meeting.

The 2021 Annual Report of the Company contains the Financial Report, the Directors' Report (including the Remuneration Report) and the Auditor's Report for the year ended 30 June 2021, may be accessed from the Annual Reports tab in the Company's Investor Centre (<https://www.helloworldlimited.com/annual-reports/>).

A printed copy of the 2021 Annual Report has been sent to those shareholders who have elected to receive one.

During this item of business, shareholders will be provided with a reasonable opportunity to ask questions, and to make comments, in relation to these Reports and the management of the Company. No formal resolution to adopt the Reports will be put to shareholders at the meeting (save for Resolution 1 for adoption of the Remuneration Report).

Shareholders will also be given a reasonable opportunity during this item of business to ask a representative of the Company's auditor, EY, questions relevant to the matters outlined under the heading 'Questions from Shareholders' on page 6.

## ITEM 2 - ADOPTION OF THE REMUNERATION REPORT (RESOLUTION 1)

The Corporations Act requires that a resolution for adoption of the Remuneration Report be put to the vote at the Company's AGM. Details in relation to the Company's Key Management Personnel (KMP) are set out in the Remuneration Report on pages 44 to 53 of the 2021 Annual Report, which may be accessed by visiting the Company's Investor Centre (<https://www.helloworldlimited.com/annual-reports/>).

Key Management Personnel or KMP means those persons having authority and responsibility for planning, directing and controlling the activities of the Company and/or the Group, whether directly or indirectly.

The vote on this resolution is advisory only and does not bind the Directors or the Company.

However, the *Corporations Act 2001* provides for a 'two strikes rule' in relation to voting on the Remuneration Report. This rule would apply if, at two consecutive AGMs, the resolution for adoption of the Remuneration Report were to receive a 'no' vote of 25% or more of the votes cast on the resolution. In that case, a further

resolution (a 'spill resolution') would be required to be put to shareholders at the second of those Annual General Meetings. If passed, the spill resolution would require an extraordinary general meeting of the Company (a 'spill meeting') to be held within 90 days of the second AGM, for the purpose of considering the election of Directors.

At the spill meeting, the directors (other than the Managing Director) who were in office at the date of approval by the Board of the most recent Directors' Report would cease to hold office, unless re-elected at the meeting. For any spill resolution to be passed, more than 50% of the votes cast on the resolution must be in favour of it.

In addition, if comments are made on the Remuneration Report at the AGM and 25% or more of the votes cast on Resolution 1 are against the adoption of the Remuneration Report, the Company's Remuneration Report for the current financial year will be required to include an explanation of the Board's proposed action in response to those comments or, if no action is proposed, the Board's reasons for this.

The Corporations Act restricts KMP and their closely related parties from voting in certain circumstances on such resolutions.

A closely related party, in relation to a member of the KMP, means the member's spouse, child or dependant (or a child or dependant of the member's spouse), anyone else in the member's family who may be expected to influence, or be influenced by, the member in the member's dealings with the Company and/or the Group, and any company that the member controls.

At the Company's 2020 Annual General Meeting, 99.8% of the votes cast on the resolution for adoption of the Remuneration Report were in favour of the resolution and no comments were made on the Remuneration Report at that meeting.

During this item, shareholders will be provided with a reasonable opportunity to ask questions about and make comments on the Remuneration Report.

Please read the information under the heading 'Chairman as Proxy' on page 5, which deals with the Chairman's voting of undirected proxies on the resolution for adoption of the Remuneration Report (Resolution 1).

The Remuneration Report forms part of the Directors' Report which was made in accordance with a unanimous resolution of the Directors. Each of the Directors recommends the Remuneration Report to shareholders for adoption.



## EXPLANATORY NOTES

### ITEM 3 – ELECTION OF DIRECTORS (RESOLUTIONS 2.1 AND 2.2)

#### Background

As required by Helloworld's Travel Limited's Constitution and the ASX Listing Rules, two Directors, Mike Ferraro and Andrew Finch retire by rotation and, being eligible, offer themselves for re-election. The Board, with the assistance of the Nominations and Governance Committee, has reviewed the performance of the directors standing for re-election and has endorsed their nomination as candidates for re-election.

#### RESOLUTION 2.1 – RE-ELECTION OF MIKE FERRARO

**Term:** Non-Executive  
Director since  
1 January 2017



**Independent:** Yes

#### Skills and experience:

Mike is Chief Executive Officer and Managing Director of Alumina Limited, having been appointed 1 June 2017.

Mike was previously a non-executive director of Alumina Limited.

On 25 May 2017 Mike was appointed as a non-executive director of Alcoa of Australia Limited. Mike was previously a partner and member of the executive management team at global law firm Herbert Smith Freehills (HSF) and global head of the Corporate group at HSF. Prior to that he was Chief Legal Counsel at BHP Billiton Limited from 2008 to mid-2010.

#### Current directorships of listed entities:

Alumina Limited (5 February 2014 to 31 May 2017),  
CEO and Managing Director (from 1 June 2017).

**Directorships of listed entities (current and last three years):** Nil

#### Helloworld Travel Limited committee memberships:

- Member of the Board
- Chairman of Audit & Risk Committee
- Member of Remuneration Committee
- Member of Nominations & Governance Committee

The Board (other than Mike Ferraro because of his personal interest in the resolution) recommends that shareholders vote in favour of Mike Ferraro re-election as a Director.

### RESOLUTION 2.2 – RE-ELECTION OF ANDREW FINCH

**Term:** Non-Executive  
Director since  
1 January 2017.



**Independent:** No

#### Skills and experience:

Andrew is General Counsel and Group Executive, Office of the CEO and Group Company Secretary at Qantas Airways Limited and is a member of the Qantas Group Management Committee. He was previously a partner with Allens Linklaters where he specialized in mergers and acquisitions, equity capital markets and general corporate advice.

**Current directorships of listed entities:** Nil

**Directorships of listed entities (current and last three years):** Nil

#### Helloworld Travel Limited committee memberships:

- Member of the Board
- Member of Audit & Risk Committee
- Member of Remuneration Committee
- Member of Nominations & Governance Committee

The Board (other than Andrew Finch because of his personal interest in the resolution) recommends that shareholders vote in favour of Andrew Finch re-election as a Director.

### ITEM 4 – APPOINTMENT OF AUDITOR (RESOLUTION 3)

#### Appointment of Auditor

Pursuant to section 328B of the *Corporations Act*, the Company received a valid notice of nomination which nominated Ernst & Young (EY) to be appointed as the new auditor of the Company. A copy of the notice of nomination is set out Annexure A of this Notice of Meeting. This resolution is to seek member approval for the ongoing appointment of EY as auditor under section 327B(1) of the *Corporations Act*.

# ANNEXURE A - NOMINATION OF AUDITOR

12 October 2021

Helloworld Travel Limited  
179 Normanby Road  
South Melbourne VIC 3205

Dear Directors,

## Notice of Nomination of Ernst & Young as Auditor of Helloworld Travel Limited

I, David Hall, being a Member of Helloworld Travel Limited, give notice pursuant to section 328B of the *Corporations Act 2001* (Cth) that I nominate Ernst & Young of 8 Exhibition Street, Melbourne, VIC 3000 as Auditor of Helloworld Travel Limited.

Yours sincerely,



David Hall





Helloworld Travel Limited | ABN 60 091 214 998

# Proxy Voting Form

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

Holder Number:

Your proxy voting instruction must be received by 10.00am (AEDT) on Monday, 8 November 2021, being not later than 48 hours before the commencement of the Meeting. Any Proxy Voting instructions received after that time will not be valid for the scheduled Meeting.

## 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 KMP.

### 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://automic.com.au>.

### Lodging your Proxy Voting Form:

#### Online:

Use your computer or smartphone to appoint a proxy at <https://investor.automic.com.au/#/login>

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](mailto:meetings@automicgroup.com.au)

#### BY FACSIMILE:

+61 2 8583 3040

#### All enquiries to Automic:

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





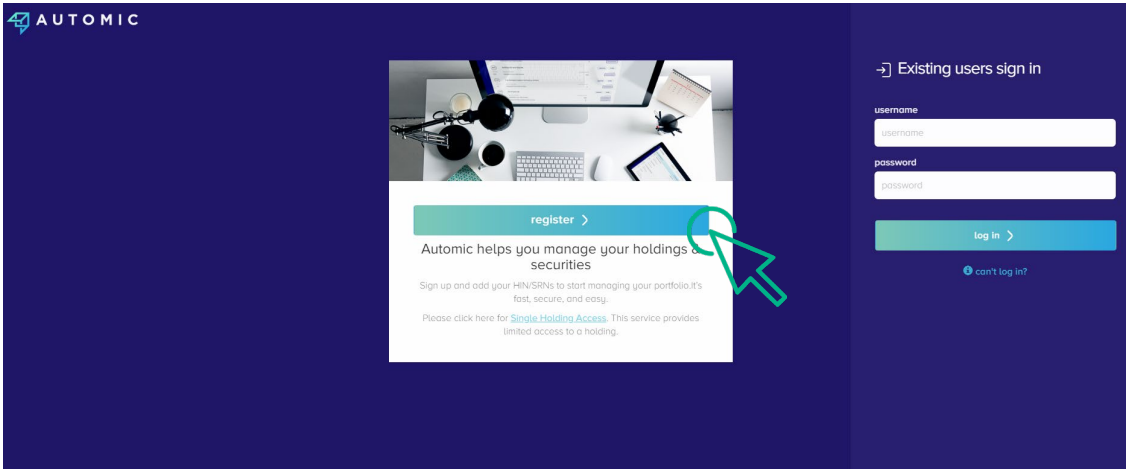


# Virtual Meeting Registration and Voting

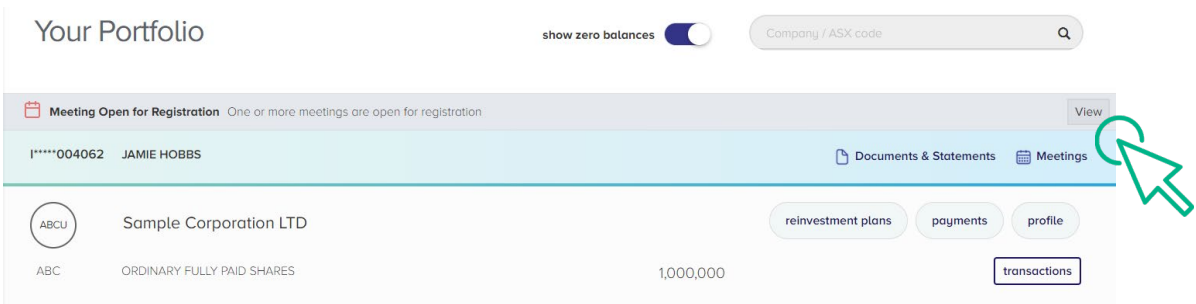


# REGISTRATION

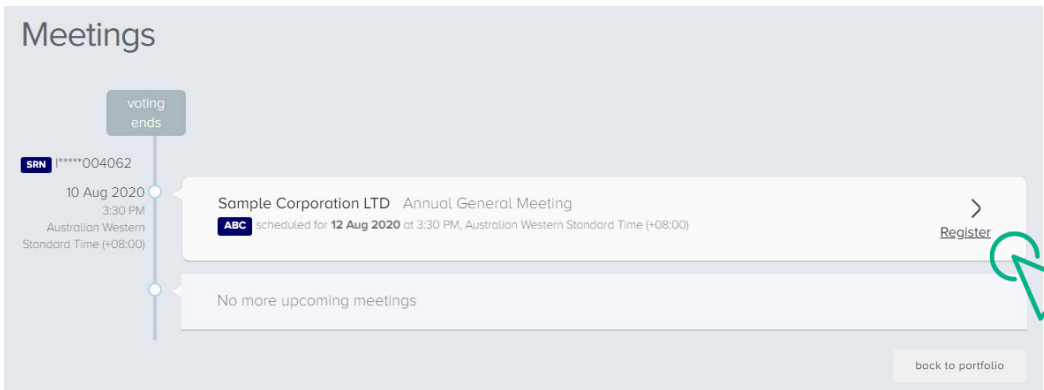
- Go to: <https://investor.automic.com.au/#/home>.
- Log in using your existing username and password or click on “register” and follow the on-screen prompts to create your login credentials.



- Once logged in you will see that the meeting is open for registration. Click on “view”.



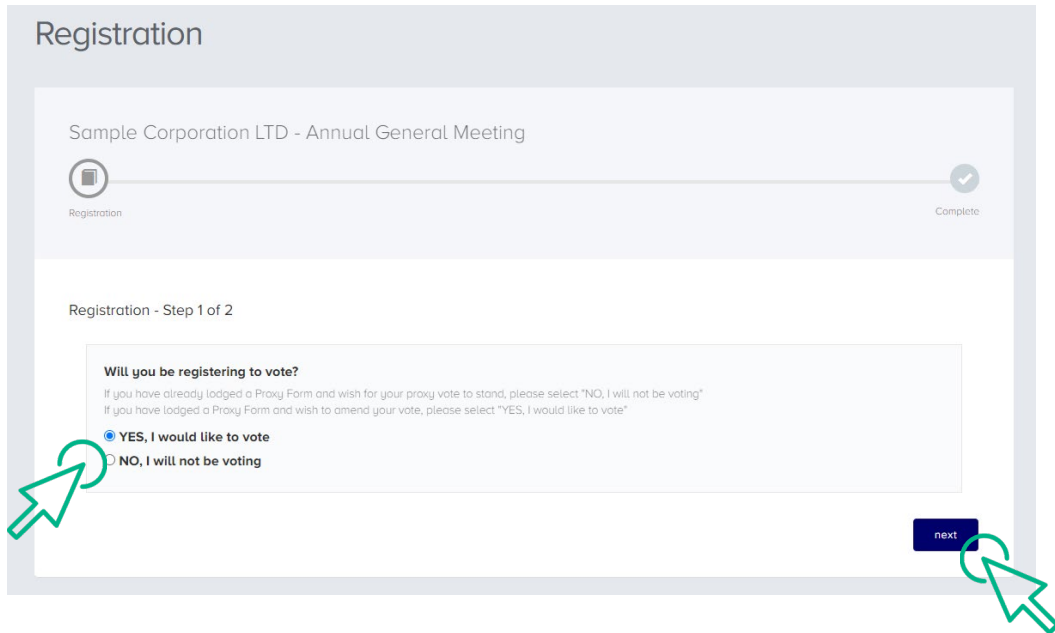
- Click on “register” to register your attendance for the meeting.





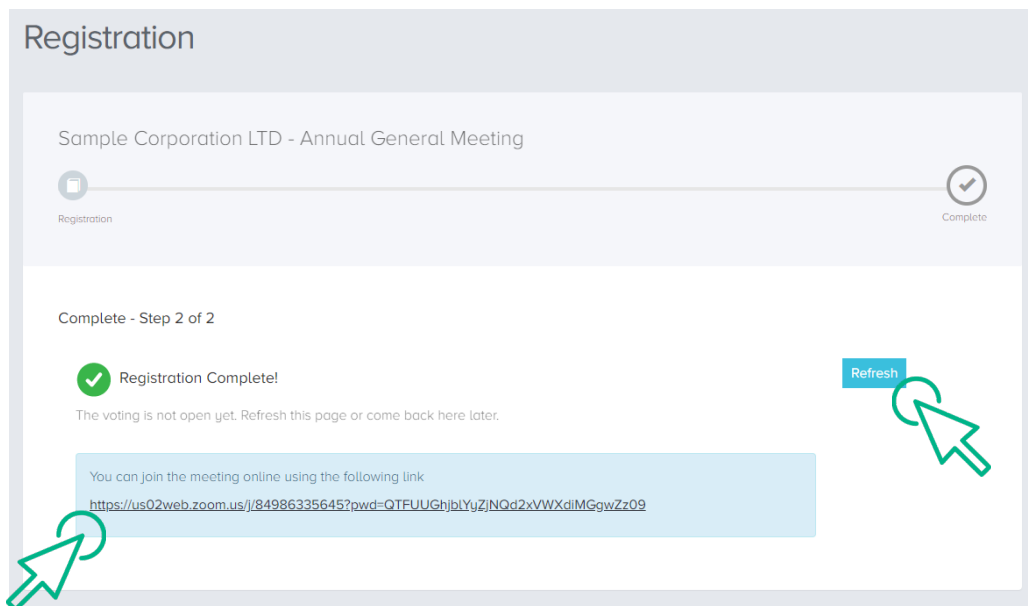
## REGISTRATION

- Select “yes, I would like to vote” and then click “next”.



The screenshot shows the 'Registration' page for 'Sample Corporation LTD - Annual General Meeting'. It features a progress bar with 'Registration' and 'Complete' markers. The main content area is titled 'Registration - Step 1 of 2' and contains a question: 'Will you be registering to vote?'. Below the question, there is explanatory text and two radio button options: 'YES, I would like to vote' (which is selected) and 'NO, I will not be voting'. A green arrow points to the 'YES' option, and another green arrow points to a 'next' button at the bottom right.

- You will be placed on a holding page until voting opens for the meeting. From here you can access the meeting video/audio by selecting the meeting URL.
- Once the Chair of the Meeting declares voting open, you should select “refresh”.



The screenshot shows the 'Registration' page for 'Sample Corporation LTD - Annual General Meeting' at 'Complete - Step 2 of 2'. It features a progress bar with 'Registration' and 'Complete' markers. The main content area displays a green checkmark icon and the text 'Registration Complete!'. Below this, it says 'The voting is not open yet. Refresh this page or come back here later.' and provides a Zoom link: 'https://us02web.zoom.us/j/84986335645?pwd=QTFUUGhjb1YyZlNkd2xVWXdlMGgwZz09'. A green arrow points to the 'Refresh' button at the top right, and another green arrow points to the Zoom link at the bottom left.

## VOTING

- The next screen will display the resolutions to be put to the meeting.
- The Chair of the meeting will provide instructions on when to mark your vote.
- You record your vote by selecting either “for”, “against” or “abstain” next to the appropriate resolution.
- Once voting has been declared closed you must select “next” to submit your vote.

**Voting**

Sample Corporation LTD - Annual General Meeting

Registration Poll Review Complete

**Poll - Step 2 of 4**

You can join the meeting online using the following link  
<https://us02web.zoom.us/j/84986335645?pwd=QTFUUGhjbUyZlNQd2xVWXdlMGgwZz09>

**Resolutions**  
You must vote on all resolutions, except for those marked as withdrawn.

<b>1</b>	Remuneration Report	for	against	abstain
<b>2</b>	Re-Election of Mr Robert Smith as Director	for	against	abstain

prev next

- On the next screen, check your vote is correct and select the box next to “declaration” – you cannot confirm your vote unless you select this box.
- Select “confirm” to confirm your vote – you CANNOT amend your vote after pressing the “confirm” button.

**Review - Step 3 of 4**

**Confirmation**  
Please review and confirm.

<b>1</b>	Remuneration Report	for	against	abstain
<b>2</b>	Re-Election of Mr Robert Smith as Director	for	against	abstain

☒ **Declaration** PLEASE NOTE: You will not be able to change your votes after pressing the **confirm** button.  
By pressing **confirm** you agree that this online voting form has been signed, authorised and submitted by you, in your capacity as a registered holder (or legally authorised representative) of the Company, in accordance with the requirements under the Company's Constitution, the Corporations Act 2001 (Cth) and Automic's terms and conditions.

prev confirm



# VOTING COMPLETE

- Your vote is now lodged and is final.

## Voting

Sample Corporation LTD - Annual General Meeting

Poll

Review

Complete

Complete - Step 3 of 3

Complete

You have successfully submitted your vote.

You can join the meeting online using the following link

<https://us02web.zoom.us/j/85784417406?pwd=TFF0TTdGTEhGSENlbUN5NzF3bUUQT09;>

# Online Proxy Lodgment

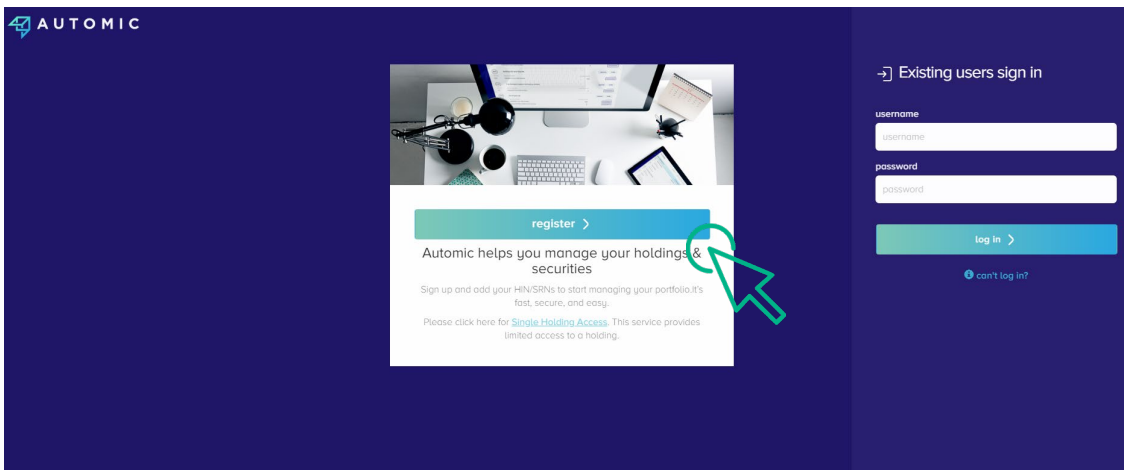




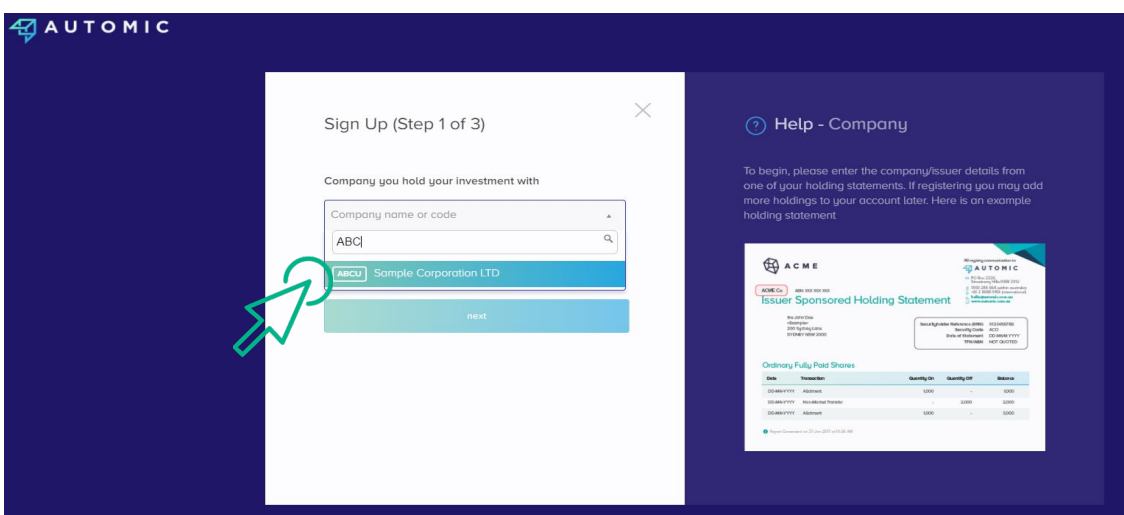
# REGISTER

## Step 1

- Go to: <https://investor.automic.com.au/#/home>.
- If you are a new user, select “register”.
- If you are an existing user, simply sign in under the “Existing users sign in” and follow the instructions in **Step 2** of this guide.



- Start typing the company name or company code that you hold shares in and select the relevant company from the dropdown.



## REGISTER

- Enter your unique Holder Number which can be found on your proxy form. This number starts with a capital letter “I” or “X”.
- Enter the postcode recorded on the proxy form or select “[change the country](#)” if your holding is registered to an overseas address (then type and select the applicable country your holding is registered to).
- Tick the box “[I’m not a robot](#)” and select “[next](#)”.

**AUTOMIC**

Sign Up (Step 1 of 3)

Company you hold your investment with  
Sample Corporation LTD

Holder Number (HIN/SRN)  
11000000 ✓

Country  
Australia ✓ [change country](#)

Postcode  
6000 ✓

✓ I'm not a robot

next

**Help - Recaptcha**

Click the checkbox to prove you are a human for security purposes. If you have accessed this page multiple times recently you may be asked to solve a few puzzles before you will be approved. Click next

reCAPTCHA

- Next, complete all information on the screen.
- Once each field is completed correctly you will see a green tick appear at the end of the field. Where you have entered incorrect information, you will see a red star.
- Your password must contain: at least 8 characters, at least 1 number, at least 1 capital and lowercase letter and at least one special symbol (#, %, ! etc)
- Click “[sign up](#)”.

Sign Up (Step 2 of 3)

Email  
sample@email.com.au ✓

Confirm Email  
sample@email.com.au ✓

Username  
Sample Username ✓

password  
..... ✓

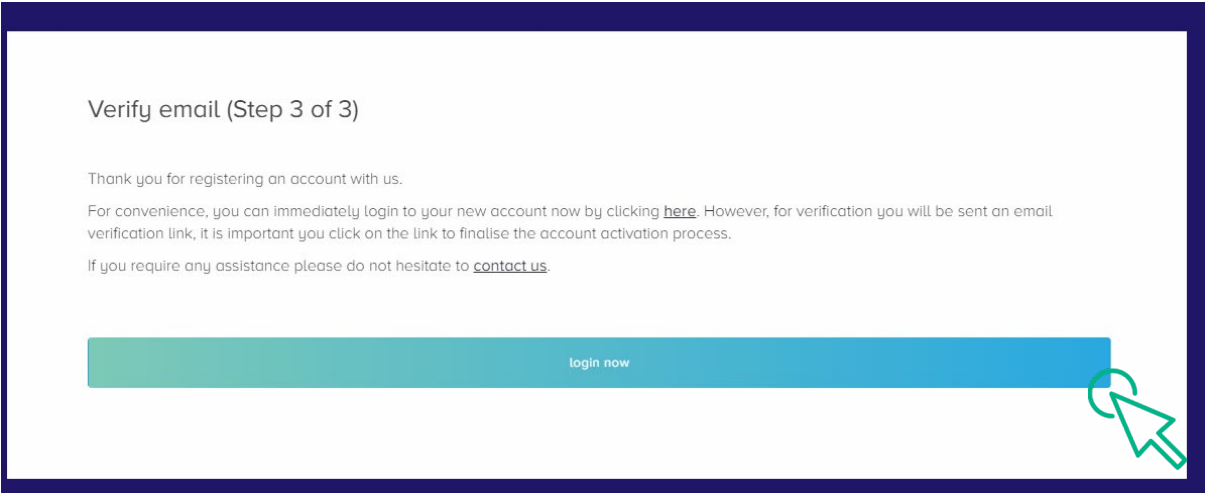
confirm password  
confirm password ✖  
Passwords do not match!

sign up

Please confirm your password

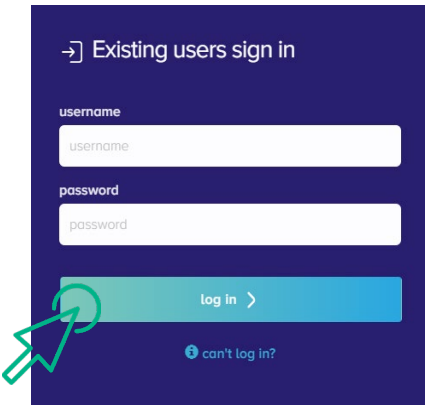
# LOG IN

- On the next screen simply select “login now”.

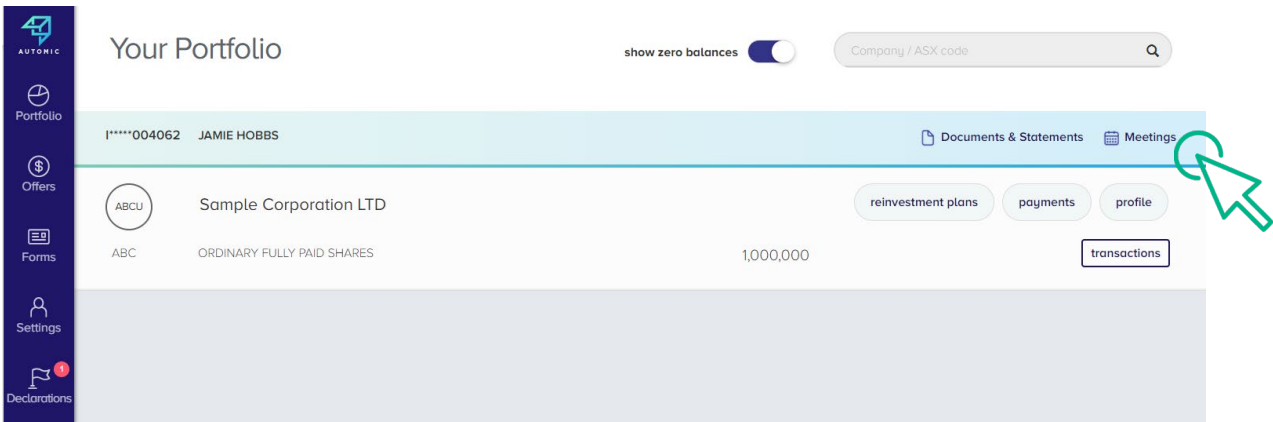


## Step 2

- Under “existing users” enter the username and password you created in the previous steps and select “log in”.



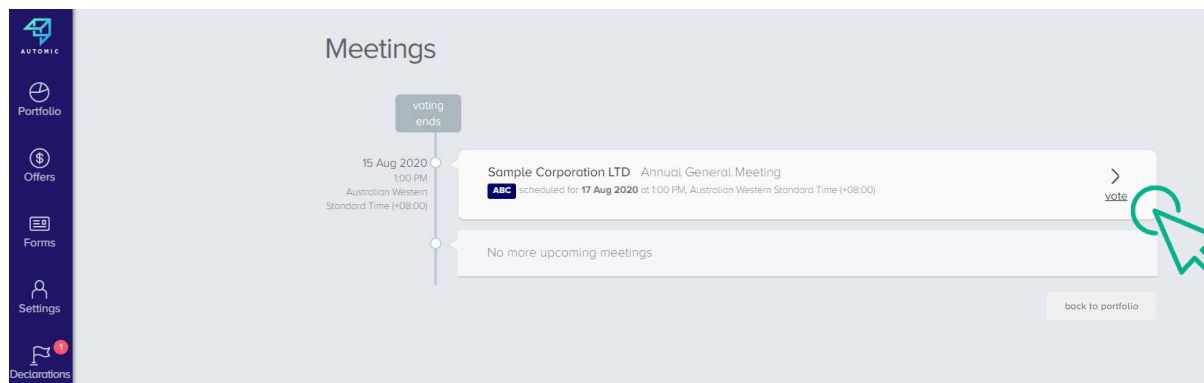
- Select “Meetings”.



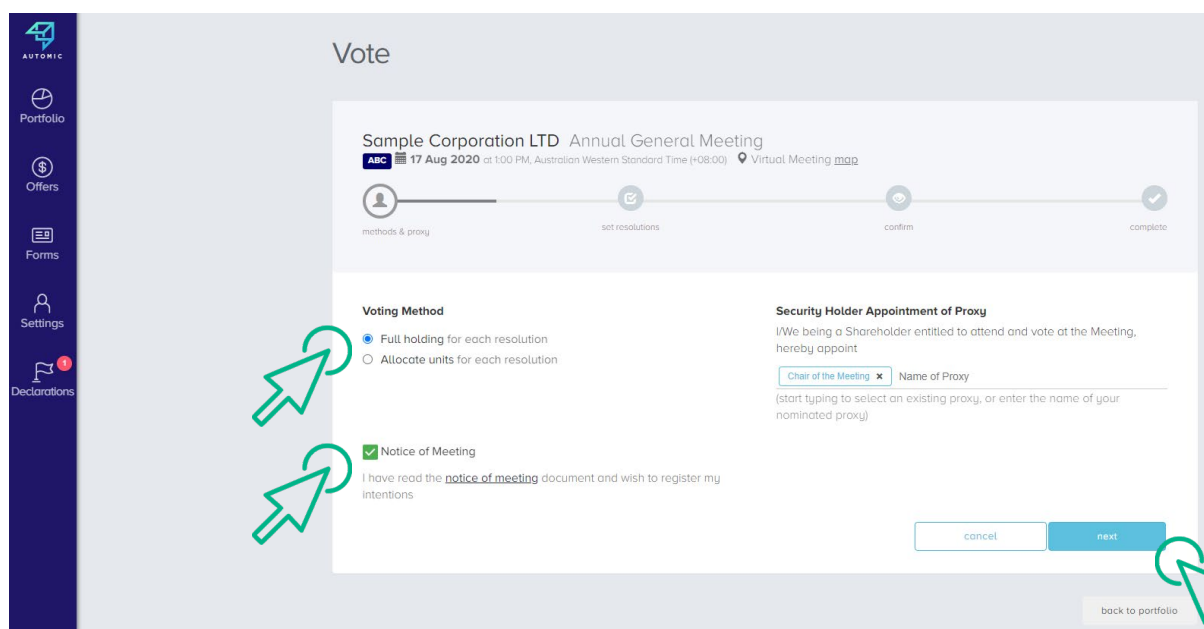


# VOTING

- Select “Vote”.



- Select “Full holding” and select the box next to “Notice of Meeting”.
- If you wish to nominate the Chair of the Meeting as your proxyholder simply select “next”.
- If you wish to appoint a different proxyholder, place your cursor on “name of proxy” and type the name of your appointed proxyholder. Once you’ve typed the name in full press enter on your keyboard. This will replace “Chair of the meeting” with your chosen proxyholder.
- Select “next”.



# VOTING

- Mark your voting instruction next to each resolution. You must select a vote for each resolution before you can continue. Select “next”.

**Vote**

Sample Corporation LTD Annual General Meeting  
ABC 17 Aug 2020 at 1:00 PM, Australian Western Standard Time (+08:00) Virtual Meeting [map](#)

Progress bar: methods & proxy, set resolutions, confirm, complete

Please note that you must make an election for each Resolution. If you wish to leave open votes to your Proxy, you must select "Discretionary".  
The Chair intends to vote undirected proxies in favour of all Resolutions in which the Chair is entitled to vote.  
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.

Please note You must make an election for each Resolution. If you wish to leave open votes to your Proxy, you must select "Discretionary"

Resolutions

- 1 Remuneration Report
- 2 Re-Election of Mr Robert Smith as Director

Buttons: for, against, abstain, discretionary

prev next

back to portfolio

- Check your vote is as you intended.
- If you are registered as a Corporation you must select the box next to “declaration”.
- Then select “save” to save your proxy vote.

**Vote**

Sample Corporation LTD Annual General Meeting  
ABC 17 Aug 2020 at 1:00 PM, Australian Western Standard Time (+08:00) Virtual Meeting [map](#)

Progress bar: methods & proxy, set resolutions, confirm, complete

Confirmation of Resolutions

- 1 Remuneration Report
- 2 Re-Election of Mr Robert Smith as Director

Buttons: for

prev save

back to portfolio

# VOTING COMPLETE

- Your voting is complete.

Vote

Sample Corporation LTD Annual General Meeting

ABC

17 Aug 2020 at 1:00 PM, Australian Western Standard Time (+08:00)

Virtual Meeting [map](#)

methods & proxy

set resolutions

confirm

complete

Voting Complete!

prev

done

back to portfolio







