

Dear Shareholder,

#### **2022 ANNUAL GENERAL MEETING**

Terragen Holdings Limited ("the Company") advises that the 2022 Annual General Meeting of the shareholders of the Company is scheduled to be held on Wednesday, 16 November 2022 at 12.00pm AEDT (Melbourne time) at Spaces One MQ, One Melbourne Quarter, Level 8, 699 Collins Street, Docklands, Melbourne 3088, Victoria, Australia.

The Notice of the 2022 Annual General Meeting can be viewed and downloaded at <a href="https://www.terragen.com.au">www.terragen.com.au</a> and through the Company's announcement page on ASX by searching the code "TGH".

Shareholders are strongly encouraged to vote. Guidance on how to vote is included in the Notice of Meeting. If you choose to vote by lodging a directed proxy appointing the Chairman as your proxy, this must be done before 12.00pm (AEDT) on 14 November 2022. Your personalised Proxy Form is enclosed for your convenience. Please complete and return the attached Proxy Form to the Company's share registry in accordance with the instructions set out in the Proxy Form.

The Notice of Meeting is important and should be read in its entirety. If you are in doubt as to the course of action you should follow, you should consult your financial adviser, lawyer, accountant, or other professional advisor. If you have any difficulties obtaining a copy of the Notice of Meeting, please contact the Company's share registry Link Market Services Limited on 1300 554 474.

Authorised by the Board of Terragen Holdings Limited.

# For further information please contact:

Jim Cooper
Managing Director and CEO
+ 61 417 321 145
jimc@terragen.com.au



# Terragen Holdings Limited ACN 073 892 636

# Notice of Annual General Meeting & Explanatory Statement

**To be held at:** Spaces One MQ, One Melbourne Quarter

Level 8 - 699 Collins Street Docklands Victoria

3008 Australia

**To be held on**: Wednesday, 16 November 2022

**Commencing:** 12.00 p.m. AEDT (Melbourne time)

More information regarding participation at the Annual General Meeting (including how to vote and ask questions during the Annual General Meeting) is available in Section C of this Notice of Annual General Meeting.

# **Important Information**

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

# Important dates

Deadline for lodgement of Proxy Forms for the Annual General Meeting	12.00 p.m. AEDT (Melbourne time) Monday, 14 November 2022
Annual General Meeting	12.00 p.m. AEDT (Melbourne time) Wednesday, 16 November 2022

# Letter from the Chair

Dear Shareholders,

We are pleased to invite you to the Annual General Meeting of Terragen Holdings Limited ACN 073 892 636 (**Company**) to be held at 12.00pm AEDT (Melbourne time) on Wednesday, 16 November 2022 at Spaces One MQ, One Melbourne Quarter Level 8 - 699 Collins Street Docklands Victoria 3008 Australia (**Annual General Meeting**).

Votes may be submitted during the Annual General Meeting only by those Shareholders physically in attendance at the Annual General Meeting either in person or through a validly appointed corporate representative. Votes via validly submitted proxy forms will also be accepted.

Questions from Shareholders who plan not to attend the Annual General Meeting must be submitted in advance of the Annual General Meeting. It may not be possible to respond to all questions. It is encouraged that Shareholders lodge questions prior to the meeting by submitting your question to the Company Secretary by email at milesb@terragen.com.au.

# **Background to the Resolutions**

In addition to customary resolutions, this Annual General Meeting seeks the approval of Shareholders for:

- the re-election of Non-Executive Director, Ms Ingrid van Dijken; and
- the approval of the new Terragen Employee Incentive Plan.

All of the Directors entitled to make a recommendation in respect of a particular Resolution recommend that you vote in favour of adopting that Resolution.

With respect to the Annual General Meeting, this booklet contains the following:

- the Notice of Meeting for the Annual General Meeting which contains information about the business to be conducted at the Annual General Meeting, including the Resolutions to be put to the Annual General Meeting (see Section B);
- information explaining the business to be conducted at the Annual General Meeting (see the Explanatory Statement at Section D); and
- information on how to vote, how to attend the Annual General Meeting and appoint a proxy to vote on the Resolutions to be passed at the Annual General Meeting (see Section C).

Please read the whole of this booklet carefully as it provides important information on the Annual General Meeting, items of business and the Resolutions that you, as a Shareholder, are being asked to vote on. Should you wish to discuss the matters in this Notice of Annual General Meeting please do not hesitate to contact the Company Secretary, Mr Miles Brennan, by email at milesb@terragen.com.au.

By order of the Board

Dated 17 October 2022

Travis Dillon – Chair Terragen Holdings Limited

# Section A – Glossary

\$	Australian dollars.	
AEDT	Australian Eastern Daylight Savings Time.	
Annual General Meeting	The Annual General Meeting of Shareholders.	
ASIC	The Australian Securities & Investments Commission.	
ASX	The Australian Securities Exchange operated by ASX Limited.	
ASX Listing Rules	The listing rules of the ASX.	
Board	The board of directors of the Company.	
Closely Related Party	<ul><li>a spouse or child of the Shareholder; or</li><li>has the meaning given in section 9 of the Corporations Act.</li></ul>	
Company	Terragen Holdings Limited ACN 073 892 636.	
Constitution	The constitution of the Company.	
Corporations Act	The Corporations Act 2001 (Cth).	
Corporations Regulations	The Corporations Regulations 2001 (Cth).	
Directors	The directors of the Company.	
Equity Securities	Any type of security in the Company, including a Share, option, unit, convertible security, and as otherwise defined in the ASX Listing Rules.	
Explanatory Statement	The explanatory statement accompanying the Notice of Annual General Meeting and contained in <b>Section D</b> to this booklet.	
Glossary	The glossary contained in Section A to this booklet.	
Key Management Personnel	Has the meaning given in the accounting standards as those persons having authority and responsibility for planning, directing and controlling the activities of the Company, directly or indirectly, including any Director (whether executive or otherwise) of the Company.	
Listing Rules or ASX Listing Rules	The listing rules of ASX, as amended from time to time.	
New Incentive Plan	The New Incentive Plan of the Company summarised in Schedule 1.	
Notice of Annual General Meeting	The notice of the Annual General Meeting accompanying the Explanatory Statement for the Annual General Meeting and contained in Section B to this booklet.	
Proxy Form	The Proxy Form accompanying this Notice of Annual General Meeting. Refer to <b>Section C</b> for details.	
Resolution(s)	The resolution(s) contained in the Notice of Annual General Meeting.	
Section	A section of this booklet.	
Shareholders	The holders of all shares issued in the Company and <b>Shareholder</b> means any one of them.	
Shares	All of the shares on issue in the share capital of the Company and <b>Share</b> means any one of them.	

# Section B - Notice of Annual General Meeting

# Time and place

Notice is hereby given that the Annual General Meeting will be held as follows:

Held: Spaces One MQ, One Melbourne Quarter, Level 8 - 699 Collins Street,

Docklands Victoria 3008 Australia

Commencing at: 12.00 p.m. AEDT (Melbourne time) on Wednesday, 16 November 2022.

### **Explanatory Statement**

The Explanatory Statement which accompanies and forms part of this Notice of Annual General Meeting describes the matters to be considered at the Annual General Meeting.

#### Defined terms

Terms used in this Notice of Annual General Meeting have the meaning given to them in the Glossary in **Section A** of this Notice of Annual General Meeting.

# **ORDINARY BUSINESS**

# 1. Financial statements and reports

To receive and consider the Company's 2022 Annual Report, which comprises the Directors' Report, the Auditor's Report and the Financial Report for the financial year ended 30 June 2022.

# 2. Resolution 1: Adoption of Remuneration Report

To consider and, if thought fit, pass the following resolution as an **ordinary resolution**:

"That, for the purposes of section 250R(2) of the Corporations Act, and for all other purposes, Shareholders adopt the Remuneration Report for the financial year ended 30 June 2022 as disclosed in the Directors' Report for the year ended 30 June 2022."

Please note that the vote on this resolution is advisory only, and does not bind the Directors or the Company.

**Short Explanation:** This Resolution is required as a result of section 250R(2) of the Corporations Act, which requires that a resolution that the Remuneration Report of the Company be adopted must be put to a vote. The vote on this Resolution is advisory only and does not bind the Company.

**Voting exclusion statement:** In accordance with section 250R of the Corporations Act, a vote on this Resolution must not be cast (in any capacity) by or on behalf of either of the following persons:

- a member of the Key Management Personnel whose remuneration details are included in the Remuneration Report; or
- a Closely Related Party of such member.

However, the above persons may cast a vote on this Resolution if:

- the person does so as a proxy; and
- the vote is not cast on behalf of a member of the Key Management Personnel whose remuneration details are included in the remuneration report or a Closely Related Party of such a member; and
- either:
  - the voter is appointed as a proxy by writing that specifies the way the proxy is to vote on this Resolution; or
  - o the voter is the Chair of the Annual General Meeting and the appointment of the Chair as proxy does not specify the way the proxy is to vote on this Resolution and expressly authorises the Chair to vote as the proxy even if this Resolution is connected directly or

indirectly with the remuneration of a member of the Key Management Personnel of the Company or, if the Company is part of a consolidated entity, for the entity.

# 3. Resolution 2: Re-election of Ms Ingrid van Dijken

To consider and, if thought fit, pass the following resolution as an **ordinary resolution**:

"That Ms Ingrid van Dijken who retires by rotation as a Director of Terragen Holdings Limited in accordance with ASX Listing Rule 14.5 and rule 17.5 of the Company's Constitution and, being eligible and offering herself for re-election, be re-elected as a Director of the Company."

**Short Explanation:** This Resolution is required as rule 17.5 of the Company's Constitution provides that at each annual general meeting one-third of the Directors (except for the managing director), or if their number is not three or a multiple of three, then the number nearest but not exceeding one-third, must retire from office by rotation. Each retiring Director is eligible for re-election.

Further, ASX Listing Rule 14.5 provides that an election of directors must be held at each annual general meeting.

#### SPECIAL BUSINESS

# 4. Resolution 3: Approval of Terragen Employee Incentive Plan

To consider and, if thought fit, to pass, with or without amendment, the following resolution as an **ordinary resolution**:

"That, for the purposes of ASX Listing Rule 7.2 Exception 13 and for all other purposes, the issue of securities under the Terragen Employee Incentive Plan (**New Incentive Plan**) be approved on the terms and conditions set out in the Explanatory Statement."

**Short Explanation**: Under ASX Listing Rule 7.2 Exception 13(b), an issue of securities under an incentive scheme will not reduce the 15% placement capacity in ASX Listing Rule 7.1 if within 3 years before the issue date of those securities the Shareholders have approved the issue of Equity Securities under the incentive scheme as an exception to ASX Listing Rule 7.1 and the notice of meeting includes all required information.

**ASX Voting exclusion statement:** The Company will disregard any votes cast in favour of this Resolution by or on behalf of any person who is eligible to participate in the New Incentive Plan or an associate of that person.

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

- a person or 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:
  - 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
  - the holder votes on the resolution in accordance with directions given by the beneficiary to the holder to vote in that way.

**Corporations Act voting prohibition statements:** In accordance with section 250R of the Corporations Act, a vote on this Resolution must not be cast (in any capacity) by or on behalf of either of the following persons:

- a member of the Key Management Personnel whose remuneration details are included in the remuneration report; or
- a Closely Related Party of such member.

However, the above persons may cast a vote on this Resolution if:

- the person does so as a proxy; and
- the vote is not cast on behalf of a member of the Key Management Personnel whose remuneration details are included in the remuneration report or a Closely Related Party of such a member; and
- either:
  - the voter is appointed as a proxy by writing that specifies the way the proxy is to vote on this Resolution; or
  - the voter is the Chair of the Annual General Meeting and the appointment of the Chair as proxy does not specify the way the proxy is to vote on this Resolution and expressly authorises the Chair to vote as the proxy even if this Resolution is connected directly or indirectly with the remuneration of a member of the Key Management Personnel of the Company or, if the Company is part of a consolidated entity, for the entity.

# **OTHER BUSINESS**

To transact any other business which may be brought forward in accordance with the Constitution.

# Section C - How to vote

If you are entitled to vote at the Annual General Meeting, you may vote by attending the meeting in person or by proxy or, in the case of corporate shareholders, by corporate representative.

## 1. How to vote

If you are entitled to vote at the Annual General Meeting, you may vote by attending the Annual General Meeting in person or by attending the meeting by proxy.

Please note that if you intend to attend the Annual General Meeting, you will need your shareholder number (which can be found on your Proxy Form) for verification purposes.

# 2. Corporations

To vote at the Annual General Meeting, a Shareholder that is a corporation must appoint an individual to act as its representative. The appointment must comply with section 250D of the Corporations Act. Alternatively, a corporation may appoint a proxy.

# 3. Voting in person

To vote in person, attend the meeting on the date and at the time and place set out above.

# 4. Voting by proxy

All Shareholders who are entitled to participate in and vote at the Annual General Meeting have the right to appoint a proxy to participate in the Annual General Meeting and vote in their place. A proxy need not be a Shareholder and can be an individual or a body corporate.

A Shareholder who is entitled to cast two or more votes may appoint two proxies and may specify the proportion, or number, of votes which each proxy is entitled to exercise. If no proportion or number is specified, each proxy may exercise up to half of the Shareholder's votes.

Shareholders and their proxies should be aware that:

- (a) if a proxy votes, they must cast all directed proxies as directed; and
- (b) any directed proxies which are not voted will automatically default to the Chair, which must vote the proxies as directed.

To vote by proxy, you must complete and lodge the Proxy Form using one of the following methods:

Online	Lodge the Proxy Form online at https://investorcentre.linkgroup.com by following the instructions: Login to the Link Market Services website using the holding details as shown on the Proxy Form. Click on 'View Meetings' > 'Vote'. To use the online lodgement facility, Shareholders will need their holder number (Securityholder Reference Number (SRN) or Holder Identification Number (HIN)) as shown on the front of the Proxy Form.
By post	Terragen Holdings Limited C/- Link Market Services Limited Locked Bag A14 Sydney South NSW 1235 Australia
By hand	Link Market Services Limited Parramatta Square, Level 22, Tower 6 10 Darcy Street, Parramatta NSW 2150

By fax	+61 2 9287 0309
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For details on how to complete and lodge the Proxy Form, please refer to the instructions on the Proxy Form.

For your proxy appointment to be effective, it must be received by the Company not less than 48 hours before the Meeting (i.e. by 12.00 pm AEDT (Melbourne time) on Monday, 14 November 2022). Proxy Forms received later than this time will be invalid.

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 either online or on the Voting Form. A proxy may decide whether to vote on an item of business, except where the proxy is required by law or the Constitution to vote, or abstain from voting in his or her capacity as proxy. If a proxy is directed how to vote on an item of business, the proxy may only vote on the item as directed. If a proxy is not directed how to vote on an item of business, the proxy may vote as he or she thinks fit.

If you are entitled to cast two or more votes, you may appoint two proxies and you may specify the proportion or number of votes that each proxy is appointed to exercise. If your appointment does not specify the proportion or number of your voting rights, each proxy may exercise half your votes (disregarding fractions).

If you appoint the Chair as your proxy but do not direct the Chair on how to vote, then by completing and submitting your voting instructions you are expressly authorising the Chair to vote in favour of each item of business, even where an item of business is directly or indirectly connected to the remuneration of a member of the key management personnel of the Company. The Chair intends to vote all available (including undirected) proxies in favour of all Resolutions, subject to the applicable voting exclusions and prohibitions.

You cannot lodge a direct vote and appoint a proxy for the same voting rights. The appointment of one or more duly appointed proxies will not preclude a Shareholder from attending the Meeting and voting personally. If the Shareholder votes on a Resolution, the proxy must not vote as the Shareholder's proxy on that Resolution.

# 5. Eligibility to vote

The Directors have determined pursuant to Regulation 7.11.37 of the Corporations Regulations that the persons eligible to vote at the Annual General Meeting are those that are registered Shareholders at 7:00 p.m. AEDT (Melbourne time) on Monday, 14 November 2022. If you are not the registered holder of a relevant Share at that time you will not be entitled to vote in respect of that Share.

# 6. Voting procedure – on a poll

All Resolutions at this Annual General Meeting will be decided on a poll. Upon a poll, every person entitled to vote who is present in person, or by proxy, will have one vote for each voting share held by that person.

# 7. Enquiries

For all enquiries, please contact the Company Secretary, Mr Miles Brennan, by email at milesb@terragen.com.au.

# Section D - Explanatory Statement

This Explanatory Statement forms part of the Notice of Annual General Meeting convening the Annual General Meeting of Shareholders of the Company to be held commencing at 12.00 p.m. AEDT (Melbourne time) on Wednesday, 16 November 2022.

Refer to Section C for details on how to attend and vote at the Annual General Meeting.

This Explanatory Statement is to be read in conjunction with the Notice of Annual General Meeting.

#### **Purpose**

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

The Directors recommend Shareholders read the Notice of Annual General Meeting and this Explanatory Statement in full before making any decisions relating to the Resolutions contained in the Notice of Annual General Meeting.

#### **Defined terms**

Terms used in this Explanatory Statement have the meaning given to them in the Glossary in **Section A** of this Notice of Annual General Meeting in which this Explanatory Statement is contained.

#### GENERAL INFORMATION

# Agenda Item 1 – Financial statements and reports

# 1.1 Purpose

The Corporations Act requires that the report of the directors (**Directors' Report**), the auditor's report (**Auditor's Report**) and the financial report (**Financial Report**) be laid before the Annual General Meeting.

The 2022 Annual Report for the year ended 30 June 2022 includes the Directors' Reports, the Auditor's Report and the Financial Report (which includes the financial statements and directors' declaration).

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 2022 Annual Report.

#### 1.2 Questions to the Chair

Shareholders will be given reasonable opportunity at the meeting to raise questions and make comments on the 2022 Annual Report.

In addition to asking questions at the meeting, Shareholders may address written questions to the Chair about the management of the Company or to the Company's auditor, Mr Peter Glynn of Deloitte, if the question is relevant to:

- the content of the Auditor's Report; or
- the conduct of its audit of the Financial Report to be considered at the Annual General 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.

Written questions for the Company's auditor must be delivered by 5:00 p.m. AEDT (Melbourne time) on Wednesday 9 November 2022 to:

Terragen Holdings Limited Attn: The Company Secretary Unit 6, 39 Access Crescent Coolum Beach QLD 4573

Or via email to: milesb@terragen.com.au

# 2. Resolution 1: Adoption of Remuneration Report

#### 2.1 Purpose of Resolution

The Remuneration Report of the Company for the financial year ended 30 June 2022 is set out in the Directors' Report contained in the 2022 Annual Report.

The Remuneration Report sets out the Company's remuneration arrangements for the executive and non-executive Directors and executive employees of the Company.

The Corporations Act at section 250R(2) requires that a resolution that the Remuneration Report of the Company be adopted must be put to a vote.

A reasonable opportunity will be given for the discussion of the Remuneration Report at the meeting.

This Resolution is an ordinary resolution.

# 2.2 Voting consequences

In accordance with the Corporations Act, the vote on this Resolution is advisory only and does not bind the Company.

However, Part 2G.2, Division 9 of the Corporations Act provides that if at least 25% of the votes cast on this Resolution are voted against the adoption of the Remuneration Report at the Annual General Meeting, then:

- (a) if comments are made on the Remuneration Report at the Annual General Meeting, the Company's Remuneration Report for the next financial year will be required to include an explanation of the Board's proposed action in response or, if no action is proposed, the Board's reason for this; and
- (b) if at the next Annual General Meeting, at least 25% of the votes cast on the resolution for adoption of the Remuneration Report are against such adoption, the Company will be required to put to Shareholders a resolution proposing that a general meeting be called to consider the election of Directors of the Company (**Spill Resolution**). If a Spill Resolution is passed, all of the Directors, other than the managing director, will cease to hold office at the subsequent general meeting, unless re-elected at that meeting.

# 2.3 Voting exclusion and Directors' recommendations

As set out in the notes to Resolution 1, a voting exclusion statement applies with respect to the voting on this Resolution by certain persons connected to the Company.

As the resolution relates to matters including the remuneration of the Directors, the Board, as a matter of corporate governance and in accordance with section 250R(2) of the Corporations Act, makes no recommendations regarding this Resolution.

The Chair of the Annual General Meeting intends to vote undirected proxies in favour of Resolution 1, subject to compliance with the Corporations Act.

# 3. Resolution 2: Re-election of Ms Ingrid van Dijken

# 3.1 Purpose of Resolution

Ms Ingrid van Dijken has served as a director since 11 December 2019.

Ms Ingrid van Dijken retires from office under ASX Listing Rule 14.5 and rule 17.5 of the Constitution and stands for re-election.

This Resolution is an ordinary resolution.

#### 3.2 The law

This Resolution is required as rule 17.5 of the Company's Constitution provides that where required by the Corporations Act or the ASX Listing Rules, the Company must hold an election of directors each year. If there would not otherwise not be a vacancy on the board, and no director is required to retire, then the director who has been longest in office since last elected must retire.

Further ASX Listing Rule 14.5 provides that an election of directors must be held at each annual general meeting.

Under rule 17.5(b) of the Company's Constitution, where directors were elected on the same day, the director to retire is (in default of agreement) determined by ballot.

#### 3.3 Director resume

Ms van Dijken has more than 25 years' experience in private banking and funds management both in Australia and Switzerland. In this time, Ingrid has held multiple senior management positions in private banking and funds management, including Chief Operating Officer & Head of Investor Relations at the Impact Investment Group, and head of the ultra high-net-worth segment of NAB Private Wealth in Victoria.

Ms van Dijken is a Trustee of the St Peters Eastern Hill Melbourne Charitable Foundation. She has been a non-executive board member of Escala Partners, a Melbourne based wealth management firm from 2015 until March 2019.

Ms van Dijken holds a Masters' degree in International Relations from the Graduate Institute in Geneva and an undergraduate degree from the Universiteit Utrecht, in the Netherlands.

# 3.4 Director independence

The Board considers that Ms Ingrid van Dijken is free from any business or any other relationship that could materially interfere with, or reasonably be perceived to interfere with, the exercise of her unfettered and independent judgement and is able to fulfil the role of independent Director for the purpose of the ASX Recommendations.

## 3.5 Voting exclusion and Directors' recommendations

The Board (with Ms Ingrid van Dijken abstaining) recommends that Shareholders vote in favour of Resolution 2.

The Chair of the Annual General Meeting intends to vote undirected proxies in favour of Resolution 2.

# 4. Resolution 3 – Approval of Terragen Employee Incentive Plan

# 4.1 Purpose of Resolution

A key component of remuneration provided to senior employees and executives is long-term incentives. Long-term incentives ensure employees have part of their remuneration align with Shareholder success.

One of the key foundations of the Company's equity incentive program is the Company's employee incentive plan. The employee incentive plan is designed to:

- (a) align employee incentives with Shareholders' interests;
- (b) assist employee attraction; and
- (c) encourage share ownership by employees.

The current former incentive plan (**Former Incentive Plan**) was detailed in the prospectus for the initial public offering of Terragen on the ASX.

Resolution 3 seeks Shareholder approval for the issue of securities under the new Terragen Employee Incentive Plan (**New Incentive Plan**) for the purposes of ASX Listing Rule 7.2 (Exception 13).

The key differences between the Former Incentive Plan and the New Incentive Plan are as follows:

- (a) The New Incentive Plan has been updated to include the form of the invitation and acceptances as schedules;
- (b) The New Incentive Plan contains a structure for cashless exercise of options;
- (c) The New Incentive Plan references the new applicable provisions of the Corporations Act, being Division 1A of Part 7.12 of the Corporations Act.

#### 4.2 ASX Listing Rule 7.2 (Exception 13)

Broadly speaking, and subject to a number of exceptions, ASX Listing Rule 7.1 limits the amount of Equity Securities that a listed company can issue without the approval of its shareholders over any 12-month period to 15% of the fully paid ordinary securities it had on issue at the start of that period.

ASX Listing Rule 7.2 sets out a number of exceptions to ASX Listing Rule 7.1, one of which (Exception 13) is an issue of securities under an employee incentive scheme if, within three years before the date of issue the Shareholders approved the issue of securities under the scheme.

The Company wishes to retain as much flexibility as possible to issue additional Equity Securities into the future without having to obtain Shareholder approval for such issues under ASX Listing Rule 7.1.

To this end, Resolution 3 seeks Shareholder approval for the Terragen Employee Incentive Plan under and for the purposes of ASX Listing Rule 7.2 (Exception 13).

# 4.3 Listing Rule 14.1A

If Resolution 3 is passed, any Equity Securities issued under the New Incentive Plan that do not exceed the maximum number set out in this Notice will be excluded in calculating the Company's 15% limit in ASX Listing Rule 7.1, effectively increasing the number of Equity Securities it can issue without Shareholder approval over the 12 month period following the date of such issue.

If Resolution 3 is not passed, any Equity Securities issued under the New Incentive Plan will be included in calculating the Company's 15% limit in Listing Rule 7.1, effectively decreasing the number of Equity Securities it can issue without Shareholder approval over the 12 month period following the date of such issue. Accordingly, the Board may need to consider alternative remuneration arrangements to incentivise its employees, which are consistent with the Company's remuneration principles, including providing an equivalent cash payment or long-term incentive subject to the risk of forfeiture, performance conditions and performance period.

# 4.4 Listing Rule 7.2 (Exception 13)

Pursuant to and in accordance with ASX Listing Rule 7.2 (Exception 13), the following information is provided in compliance with ASX Listing Rule 7.2, Exception 13.

A summary of the terms of the scheme:	Please refer to Schedule 1 for a summary of the Terragen Employee New Incentive Plan.	
The number of securities issued under the scheme since the entity was listed or the date of the last approval under this rule:	The New Incentive Plan is a new plan. As at the date of this Notice of Meeting, no securities have been issued under the New Incentive Plan.  Under the New Incentive Plan included in the Prospectus for the 2019 IPO of the Company, the following securities have been issued:  Security  Number	
under this rule.	Shares Options Performance Rights	nil 8,000,000 nil
The maximum number of Equity Securities proposed to be issued under the scheme following the approval:	The maximum number of equity securities to be issued under the New Incentive Plan for the three years following Shareholder approval is 9,700,962 equity securities, representing 5% of 194,019,235, being the issued share capital at the date of this Notice of Annual General Meeting.	
A voting exclusion statement:	A voting exclusion statement is contained in Resolution 3.	

# 4.5 Directors' recommendations

The Directors unanimously recommend that Shareholders vote in favour of Resolution 3.

The Chairman of the Annual General Meeting intends to vote undirected proxies in favour of Resolution 3.

# Schedule 1 - New Incentive Plan Terms

Terms	Description
Purpose	The purpose of the Employee New Incentive Plan ( <b>Plan</b> ) is to reward, motivate and retain 'Eligible Employees' for creating value for the shareholders of the Company ( <b>Shareholders</b> ) by providing Eligible Employees with an opportunity to gain an equity interest in Terragen Holdings Limited ( <b>Company</b> ).
Eligibility	An offer under the Plan may be made to any eligible employee, being a director, employee or consultant of the Company or related body corporate of the Company who is declared by the board to be eligible or any other person who is declared to be eligible by the board ( <b>Eligible Employee</b> ).
Form of equity	The following incentives may be issued under the Plan:
	Options or Performance Rights;
	<ul> <li>Share(s) in the Company (Shares) issued pursuant to the exercise of an Option or conversion of a Performance Rights; or</li> </ul>
	Incentive Shares,
	(each an <b>Incentive</b> ).
Maximum allocation	An Offer of Options, Performance Rights or Incentive Shares may only be made under the Plan if the aggregation of the following:
	<ul> <li>number of Shares that may be issued if each outstanding Option and Performance Right were exercised; plus</li> </ul>
	the number of Incentive Shares issued,
	pursuant to the Plan or any other group employee incentive scheme during the previous 3 years does not exceed 5% of the total number of Shares on issue at the time of the proposed issue.
Offer	The Board may make an offer to the determined Eligible Employee (Offer).
	The Board must give each Eligible Employee who is invited to apply for the Incentives under the Plan an offer letter which may specify the following information in relation to the Offer:
	the number of Options, Performance Rights or Incentive Shares;
	<ul> <li>the conditions on the Offer (Offer Conditions);</li> </ul>
	<ul> <li>the date on which the Incentives are granted to a Participant (Grant Date);</li> </ul>
	<ul> <li>the fee payable by a Participant on the grant of the Incentives (Fee) (if any);</li> </ul>
	<ul> <li>the performance requirements (as specified in the offer letter) which must be met prior to the vesting of an Incentive (Performance Criteria) (if any);</li> </ul>
	<ul> <li>the time-based requirements or conditions (as specified in the Offer) which must be met prior to Incentives (as applicable) vesting in a Participant (Vesting Conditions) (if any);</li> </ul>
	<ul> <li>the exercise price payable (if any) by a Participant to acquire a Share upon the exercise of an Option as specified in the Offer (Exercise Price);</li> </ul>
	<ul> <li>the date when the Offer lapses (Expiry Date) and the period commencing on the Grant Date and ending on the Expiry Date (Term) (if applicable);</li> </ul>
	<ul> <li>the period up to the Expiry Date during which a vested Option may be exercised (Exercise Period) (if applicable); and</li> </ul>
	<ul> <li>the period in which the Performance Criteria must be satisfied in respect of an Incentive (Performance Period) (if applicable).</li> </ul>
	An Offer must be accompanied by an application by an Eligible Employee to participate in the Plan ( <b>Application</b> ), the terms and conditions of the relevant Incentive and a copy of the Plan. Once the Application has been returned to the Company, the Eligible Employee becomes a participant in the Plan ( <b>Participant</b> ).
	A person to whom an Offer is made may accept the Offer by completing the Application.
Rights attaching to Shares	Any Shares allotted, issued or transferred by the Company to a Participant under the Plan will rank equally with all existing Shares on and from the date of allotment, issue or transfer in respect of all rights, bonus issues and dividends which have a record date for determining entitlements on or after the date of allotment, issue, or transfer of those Shares.

# Lapse and forfeiture

An Employee's Options or Performance Rights will automatically lapse and be cancelled for no consideration at the earliest of the following to occur:

- Subject to the good and bad leaver provisions, 10 business days after the cessation
  of employment, contractual engagement or office of a Participant with the Company
  or any member of the group such that the Participant is no longer an employee,
  contractor or officer of any member of the group or the Company;
- where fraudulent or dishonest actions have occurred or where the board has
  determined that the Participant has, by any act or omission, brought the group into
  disrepute or acted contrary to the interests of the Company or the group;
- if applicable Performance Criteria and/or Vesting Conditions are not achieved by the relevant time;
- the expiry date specified in the offer letter;
- where the board has determined that the Participant has, by any act or omission, brought the group into disrepute or acted contrary to the interests of the Company or the group;
- the receipt by the Company of notice from the Participant, after a death or total and permanent disablement of the Participant, that the Participant has elected to surrender the Incentives; or
- any other circumstances specified in any offer letter pursuant to which the Incentives were issued.

An Offer of Options, Performance Rights and/or Incentive Shares can lapse before any of the securities detailed in such Offers are issued in the absolute discretion of the Board.

The Board retains the discretion to determine the treatment of Options in the event that the Vesting Conditions or Performance Criteria have not been satisfied and the treatment of Performance Rights in the event that the Performance Period has expired or the Participant has failed to satisfy the Performance Criteria or Vesting Conditions.

# Good Leaver and Bad Leaver

#### **Good Leaver**

Where a Participant who holds Incentives becomes a 'Good Leaver' (determined at the discretion of the board):

- all vested Options which have not been exercised in accordance with the Rules will
  continue in force and remain exercisable for 90 days after the date the Participant
  becomes a Good Leaver, unless the board determines otherwise in its sole and
  absolute discretion, after which the Options will lapse; and
- the board may at any time, in its sole and absolute discretion (subject to the Corporations Act and ASX Listing Rules), do one or more of the following:
  - permit unvested Incentives held by the Good Leaver to vest;
  - permit such unvested Incentives held by the Good Leaver or his or her nominee(s) to continue to be held by the applicable holder, with the board having the discretion to amend the vesting criteria (including any offer conditions, Performance Criteria or Vesting Conditions) or reduce the exercise period of such unvested Incentives; or
  - determine that the unvested Incentives will lapse.

# **Bad Leaver**

Where a Participant who holds Incentives becomes a Bad Leaver (determined at the discretion of the board and includes fraudulent or dishonest actions) unless the board determines otherwise, in its sole and absolute discretion, all vested and unvested Incentives will lapse and the board may determine to buy back any Shares issued upon exercise of an Option or conversion of a Performance Rights in accordance with the terms of the Plan.

## **Buy-back**

Incentives issued pursuant to the Plan will be subject to the Company's right to buy-back and may at any time be immediately bought-back by the Company:

- if the Participant holding the Incentives ceases employment or office where the Offer Conditions, Performance Criteria and/or Vesting Conditions attaching to the Incentives have not been met by the time of cessation;
- the bad leaver provisions set out in the Plan apply;
- the fraudulent or dishonest actions provisions set out in the Plan apply; or
- the Options, Performance Rights or offer of Incentive Shares have lapsed.

Assignment	Unless otherwise determined by the Board or required by law, Options and Performance Rights held under the Plan may not be transferred or assigned.
Amendment, Termination and suspension	The Board may at any time amend the Rules or the terms and conditions upon which any Incentives have been issued under the Plan. Other than to comply with any law or the ASX Listing Rules, no amendment to the Rules may be made if the amendment, in the opinion of the board, materially reduces the rights of any Participant in respect of Incentives granted to them prior to the date of the amendment.  The Board may at any time terminate or suspend the operation of the Plan for such period
	or periods as it thinks fit.
Terms and conditions of Options	(Entitlement) Each vested Option entitles the Participant holding the Option to subscribe for, or to be transferred, one Share on payment of the Exercise Price.
Options	(Exercise Period) The Exercise Period will be determined by the board.
	(Conditions for Vesting and Exercise) The Board will determine prior to an Offer being made and specify in the Offer any Performance Criteria and/or Vesting Conditions attaching to the Options. Upon receiving a vesting notification from the Company that the Participant's Incentives have vested and are exercisable, the Participant may exercise the Options within the Exercise Period by delivering a signed notice of exercise and the applicable payment to the Company, subject to the cashless exercise of the Options.
	(Cashless settlement) The Participant may elect to set off the exercise price for the Options against the number of Shares they are entitled to receive upon exercise, in which case the holder would receive Shares to the value of the surplus after the Exercise Price has been set off (Cashless Exercise Facility). For the avoidance of doubt, if the Cashless Exercise Facility is elected, the Participant will only be issued the number of Shares equal in value to the difference between the total Exercise Price otherwise payable on the Options being exercised and the then market value of the Shares. If the difference is zero or negative, then a Participant will not be entitled to use the Cashless Exercise Facility.
	(Adjustments) –
	Reorganisation – In the event of any variation in the share capital (such as a consolidation, subdivision, reduction or capital return), the number of Incentives held will be adjusted in accordance with the applicable ASX Listing Rules so that the Participant does not suffer any material detriment following any variation in the share capital as allowed under the ASX Listing Rules.
	Rights Issue – If there is a pro-rata issue of new Shares to Shareholders, the Exercise Price or number of underlying Shares into which one Option is exercisable will, in the case of a pro-rate issue, be adjusted in accordance with the ASX Listing Rules.
	Bonus Issue – If the Company makes a bonus issue of Shares or other securities to existing Shareholders, the number of Shares which must be issued on the exercise of a Participant's Options will be increased to the number of Shares which the Participant would have received if the Participant had exercised those Options before the record date for the bonus issue.
	(new issue and other rights) A participant who holds Options is not entitled to:
	notice of, or to vote or attend at, a meeting of the Shareholders;
	<ul> <li>receive any dividends declared by the Company;</li> <li>participate in any new issues of securities offered to Shareholders during the term of the Options; or</li> </ul>
	cash for the Options or any right to participate in surplus assets of profits of the Company on winding up,
	unless and until the Options are exercised and the Participant holds Shares.
	(Change of Control) Where the Company announces a change of control event (i.e. approval of a scheme of arrangement, a takeover bid, a person acquiring more than 50.1% of the issued Shares or the sale of the business (Change of Control Event)) has occurred or is likely to occur:
	a Participant may exercise their Options regardless of the Vesting Conditions having been satisfied; and
	<ul> <li>where an offer has been made to the Participants on like terms to the terms proposed in relation to issued Shares under the Change in Control Event and this offer has not</li> </ul>

been accepted by the end of the offer period, the Options will lapse within 10 days of the end of that offer period.

# Terms and conditions of Performance Rights

(**Entitlement**) The Board may offer Performance Rights to any Participant in its sole discretion. Each Performance Right confers an entitlement to be provided with one Share.

(Performance Criteria/Vesting Conditions and satisfaction and variation to Performance Criteria/Vesting Conditions) The board will determine prior to an Offer being made and specify in the Offer any Performance Criteria, Vesting Conditions, Performance Period or Expiry Date attaching to the Performance Rights. The board will determine at its sole discretion whether the Performance Criteria and/or Vesting Conditions have been satisfied.

(Lapse of Performance Rights) Where Performance Rights have not satisfied the Performance Criteria by the end of the Performance Period or the Expiry Date (whichever occurs earlier), those Performance Rights will automatically lapse.

(**Adjustment for reorganisation**) If there is any reorganisation of the issued share capital of the Company, the terms of Performance Rights and the rights of the Participant who holds such Performance Rights will be varied, including an adjustment to the number of Performance Rights, in accordance with the Listing Rules that apply to the reorganisation as allowed under the ASX Listing Rules.

(**Bonus Issue**) If, during the term of any Performance Rights, Shares are issued pro rata to Shareholders generally by way of bonus issue, the number of Performance Rights to which the Participant is then entitled, shall be increased to a number equal to the number of Shares which the Participant would have been entitled to receive if the Performance Rights then held by the Participant had vested immediately prior to the record date for the bonus issue.

(new issue and other rights) A Participant who holds Performance Rights is not entitled by virtue of holding those Performance Rights to:

- notice of, or to vote or attend at, a meeting of the Shareholders; or
- · receive any dividends declared by the Company; or
- participate in any new issues of securities offered to Shareholders during the term of the Performance Rights; or
- cash for the Performance Rights or any right to participate in surplus assets of profits of the Company on winding up,

unless and until the Performance/ Vesting Conditions are satisfied and the Participant holds Shares.

(**Change of Control**) Where the Company announces a Change of Control Event has occurred or is likely to occur, all granted Performance Rights which have not yet vested or lapsed shall automatically and immediately vest, regardless of whether any Performance Criteria or Vesting Conditions have been satisfied.



ACN 073 892 636

# **LODGE YOUR VOTE**

ONLINE

https://investorcentre.linkgroup.com



BY MAIL

Terragen Holdings Limited C/- Link Market Services Limited Locked Bag A14 Sydney South NSW 1235 Australia



BY FAX

+61 2 9287 0309



**BY HAND** 

Link Market Services Limited Parramatta Square, Level 22, Tower 6, 10 Darcy Street, Parramatta NSW 2150



**ALL ENQUIRIES TO** 

Telephone: +61 1300 554 474



X9999999999

# PROXY FORM

I/We being a member(s) of Terragen Holdings Limited (the Company) and entitled to attend and vote hereby appoint:

#### APPOINT A PROXY

the Chairman of the Meeting (mark box)

**OR** if you are **NOT** appointing the Chairman of the Meeting as your proxy, please write the name of the person or body corporate you are appointing as your proxy

or failing the person or body corporate named, or if no person or body corporate is named, the Chairman of the Meeting, as my/our proxy to act on my/our behalf (including to vote in accordance with the following directions or, if no directions have been given and to the extent permitted by the law, as the proxy sees fit) at the Annual General Meeting of the Company to be held at 12:00pm (AEDT) on Wednesday, 16 November 2022 at Spaces One MQ, One Melbourne Quarter Level 8 - 699 Collins Street Docklands Victoria 3008 Australia (the Meeting) and at any postponement or adjournment of the Meeting.

**Important for Resolution 1:** If the Chairman of the Meeting is your proxy, either by appointment or by default, and you have not indicated your voting intention below, you expressly authorise the Chairman of the Meeting to exercise the proxy in respect of Resolution 1, even though the Resolution is connected directly or indirectly with the remuneration of a member of the Company's Key Management Personnel (**KMP**).

The Chairman of the Meeting intends to vote undirected proxies in favour of each item of business.

For Against Abstain\*

# **VOTING DIRECTIONS**

Proxies will only be valid and accepted by the Company if they are signed and received no later than 48 hours before the Meeting. Please read the voting instructions overleaf before marking any boxes with an  $\boxtimes$ 

# Resolutions

- 1 Adoption of Remuneration Report
- 2 Re-election of Ms Ingrid van Dijken
- 3 Approval of Terragen Employee Incentive Plan



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

## SIGNATURE OF SHAREHOLDERS – THIS MUST BE COMPLETED

Shareholder 1 (Individual)

Joint Shareholder 2 (Individual)

Joint Shareholder 3 (Individual)

Sol

Sole Director and Sole Company Secretary

Director/Company Secretary (Delete one)

Director

This form should be signed by the shareholder. If a joint holding, either shareholder may sign. If signed by the shareholder's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the company's constitution and the *Corporations Act 2001* (Cth).



# **HOW TO COMPLETE THIS SHAREHOLDER PROXY FORM**

#### YOUR NAME AND ADDRESS

This is your name and address as it appears on the Company's share register. If this information is incorrect, please make the correction on the form. Shareholders sponsored by a broker should advise their broker of any changes. Please note: you cannot change ownership of your shares using this form.

#### APPOINTMENT OF PROXY

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box in Step 1. If you wish to appoint someone other than the Chairman of the Meeting as your proxy, please write the name of that individual or body corporate in Step 1. A proxy need not be a shareholder of the Company.

#### **DEFAULT TO CHAIRMAN OF THE MEETING**

Any directed proxies that are not voted on a poll at the Meeting will default to the Chairman of the Meeting, who is required to vote those proxies as directed. Any undirected proxies that default to the Chairman of the Meeting will be voted according to the instructions set out in this Proxy Form, including where the Resolution is connected directly or indirectly with the remuneration of KMP.

#### **VOTES ON ITEMS OF BUSINESS - PROXY APPOINTMENT**

You may direct your proxy how to vote by placing a mark in 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 A SECOND PROXY

You are entitled to appoint up to 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's share registry or you may copy this form and return them both together.

To appoint a second proxy you must:

- (a) on each of the first Proxy Form and the 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 half your votes. Fractions of votes will be disregarded; and
- (b) return both forms together.

# SIGNING INSTRUCTIONS

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

Individual: where the holding is in one name, the holder must sign.

**Joint Holding:** where the holding is in more than one name, either shareholder may sign.

**Power of Attorney:** to sign under Power of Attorney, you must lodge the Power of Attorney with the registry. If you have not previously lodged this document for notation, please attach a certified photocopy of the Power of Attorney to this form when you return it.

**Companies:** where the company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the company (pursuant to section 204A of the *Corporations Act 2001*) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please indicate the office held by signing in the appropriate place.

#### **CORPORATE REPRESENTATIVES**

If a representative of the corporation is to participate in the Meeting the appropriate "Certificate of Appointment of Corporate Representative" must be produced prior to admission in accordance with the Notice of Meeting. A form of the certificate may be obtained from the Company's share registry or online at www.linkmarketservices.com.au.

#### **LODGEMENT OF A PROXY FORM**

This Proxy Form (and any Power of Attorney under which it is signed) must be received at an address given below by **12:00pm (AEDT) on Monday, 14 November 2022,** being not later than 48 hours before the commencement of the Meeting. Any Proxy Form received after that time will not be valid for the scheduled Meeting.

Proxy Forms may be lodged using the reply paid envelope or:



## **ONLINE**

#### https://investorcentre.linkgroup.com

Login to the Link website using the holding details as shown on the Proxy Form. Select 'Voting' and follow the prompts to lodge your vote. To use the online lodgement facility, shareholders will need their "Holder Identifier" - Securityholder Reference Number (SRN) or Holder Identification Number (HIN).



# BY MOBILE DEVICE

Our voting website is designed specifically for voting online. You can now lodge your proxy by scanning the QR code adjacent or enter the voting link https://investorcentre.linkgroup.com into your mobile device. Log in using the Holder Identifier and postcode for your shareholding.



To scan the code you will need a QR code reader application which can be downloaded for free on your mobile device.



## **BY MAIL**

Terragen Holdings Limited C/- Link Market Services Limited Locked Bag A14 Sydney South NSW 1235 Australia



#### **BY FAX**

+61 2 9287 0309



#### **BY HAND**

delivering it to Link Market Services Limited\*
Parramatta Square
Level 22, Tower 6
10 Darcy Street
Parramatta NSW 2150

\*During business hours Monday to Friday (9:00am - 5:00pm)