

VIVA Energy REIT Notice of Annual General Meeting

Tuesday 15 May 2018
10.00am (AEST)

Investor Registration:
9.30am (AEST)

Collins Square Events Centre
727 Collins Street
Melbourne VIC 3008



Investors are encouraged to read the 2017 Annual Report prior to the Annual General Meeting; please visit www.vivaenergyreit.com.au to download your copy.

Image: Shell Coles Express, Laverton North, VIC

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A message from our chairman



Dear Securityholders,

I am pleased to invite you to attend the Annual General Meeting (AGM) of Viva Energy REIT comprising the AGM of Shareholders in Viva Energy REIT Limited (Company) and the General Meeting of Unitholders in Viva Energy REIT Trust (Trust).

The AGM will be held at the Collins Square Events Centre at 727 Collins Street, Melbourne on Tuesday 15 May 2018 at 10.00am (AEST). Please find enclosed the Voting Notes and Explanatory Notes outlining the formal business of the AGM and a personalised voting and proxy form.

In conjunction with this Notice of Meeting, Viva Energy REIT will also publish its 2017 Annual Report, including the Financial Report, Directors' Report and the Auditor's Report for the year ended 31 December 2017.

If you have elected to receive the 2017 Annual Report by post, a copy will be posted to you. The Annual Report is also available on the Viva Energy REIT website and we encourage you to review it ahead of the AGM (www.vivaenergyreit.com.au).

The AGM will commence with an introduction from myself, followed by a presentation on Viva Energy REIT's operational performance for the year from Margaret Kennedy, Managing Director of VER Manager Pty Ltd (manager of Viva Energy REIT).

This will be followed by the formal items of business and securityholders will have an opportunity to ask questions at the end of each item of business.

The formal part of the meeting is to present the Financial Report, Directors' Report and Auditor's Report for the year ended 31 December 2017 (as detailed in the 2017 Annual Report) and to vote on the Remuneration Report and the re-election of Mr Stephen Newton as Director.

The Directors unanimously recommend that you vote in favour of all resolutions; voting results of the AGM will be announced to ASX following the AGM.

I look forward to seeing those securityholders who are able to attend the AGM on 15 May 2018. The Board and Senior Management will be available to meet with you over refreshments at the conclusion of the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L Brindle', written in a cursive style.

Laurence Brindle

Notice of meeting

Annual General Meeting of Shareholders of Viva Energy REIT Limited and meeting of Unitholders of Viva Energy REIT Trust.

Notice is hereby given by Viva Energy REIT Limited (ABN 35 612 986 517) (Company) that the 2018 Annual General Meeting of Shareholders of the Company will be held on Tuesday 15 May 2018 at 10.00am (AEST).

Notice is hereby given by VER Limited (ACN 609 868 000) (VER) in its capacity as the responsible entity of Viva Energy REIT Trust (ARSN 613 146 464) (Trust) that a meeting of Unitholders of the Trust will be held on Tuesday 15 May 2018 at 10.00am (AEST).

The Annual General Meeting of Shareholders of the Company and meeting of Unitholders of the Trust are being held concurrently, and together constitute the Annual General Meeting (AGM/Meeting) of Viva Energy REIT to be held at the following address:

Collins Square Events Centre
727 Collins Street
Melbourne Vic 3008

Additional information regarding the proposed resolutions to be considered at the AGM is contained in the voting notes and the explanatory notes which accompany and form part of this Notice of Meeting.

Investors are encouraged to submit questions prior to the meeting via email to Samantha.Rist@vivaenergy.com.au.

In this notice of meeting, the term "Securityholder" means a holder of stapled securities comprising one ordinary share in the Company and one unit in the Trust. Unless otherwise stated, references to Board means the Board of Directors of the Company and the Board of Directors of the Trust.

Business of the meeting

The business to be considered at the AGM is as follows:

Ordinary business

Financial Reports

As required by section 317 of the Corporations Act, the combined Annual Financial Report of the Company and the Trust including the Directors' Report and Financial Statements for the year ended 31 December 2017, together with the independent Auditor's Report will be laid before the AGM.

No resolution is required for this item of business.

Resolution 1 – Non-binding ordinary resolution on the Remuneration Report

To consider and, if thought fit, to pass the following resolution as a non-binding ordinary resolution of the Company:

"That the Company's Remuneration Report for the year ended 31 December 2017, in accordance with section 250R(2) of the Corporations Act 2001 (Cth), be approved."

Note – the vote on this resolution is advisory only and does not bind the Directors of the Company. This item of business is subject to voting exclusions - please read the Voting Exclusion Statement contained within the Voting Notes.

The Directors unanimously recommend that Securityholders vote in favour of this resolution.

Resolution 2 – Re-election of Stephen Newton as Director

To consider and, if thought fit, to pass the following resolution as an ordinary resolution of the Company:

"That Mr Stephen Newton, who retires by rotation in accordance with rule 8.1(f) of the Company's Constitution and, being eligible and having offered himself for re-election, is re-elected as a Director of the Company."

The re-election of Mr Newton is unanimously recommended by the Board (other than Mr Newton, because of his interest in this resolution).

Other business

To consider any other business that may lawfully be brought forward in accordance with the Constitution of the Company or the law.

By order of the board

Kate Goland
Secretary

6 April 2018



Shell Coles Express, Pennant Hills, NSW

Voting notes

Quorum and Voting

The Constitution of the Company provides that a quorum consists of:

1. if the number of members entitled to vote is two or more – two of those members are present at the meeting; or
2. if only one member is entitled to vote – that member is present at the meeting.

The Constitution of the Trust provides that a quorum consists of two members entitled to vote at the meeting, unless there is only one member entitled to vote at the meeting, in which case the quorum is one. The quorum must be present at all times during the meetings.

If a quorum is not present within 30 minutes after the scheduled time for the meetings, the meetings will be adjourned. The Directors of the Company and of VER, as Responsible Entity of the Trust, have decided that the adjourned meetings will be held immediately after the adjournment. Members present (being at least two) in person or by proxy 30 minutes after the commencement of the adjourned meetings will constitute a quorum.

On a show of hands each Securityholder present in person or by proxy has one vote. On a poll: (a) in the case of a resolution of the Company, each shareholder has one vote for each share held in the Company; and (b) in the case of a resolution of the Trust, each unit holder has one vote for each \$1.00 of the value of the Units held in the Trust. All of the resolutions to be put to the meetings are ordinary resolutions which must be passed by more than 50% of the total votes cast on the resolution by Securityholders present in person or by proxy and entitled to vote.

Stapled Securities

The Company and the Trust only have Viva Energy REIT Stapled Securities on issue. A Stapled Security consists of a share in the Company and a unit in the Trust. These securities are “stapled” together and quoted jointly on the ASX under the ASX code VVR.

Individuals

If you plan to attend the meetings, we ask that you arrive at the meeting venue at least 30 minutes prior to the designated time so we may validate the number of votes you hold, record your attendance and provide you with your voting cards.

Corporations

In order to attend and vote on a show of hands at the meetings, a Securityholder which is a corporation must appoint a person to act as its representative or appoint a proxy. The appointment of a corporate representative must comply with Sections 250D and 253B of the Corporations Act. The representative should bring to the meetings evidence of his or her appointment including any authority under which it is signed.

Power of attorney

If a Securityholder has appointed an attorney to attend and vote at the AGM, or if the proxy form is signed by an attorney, the power of attorney (or a certified copy) must be received by Link Market Services Limited by the proxy deadline, unless the document has been previously lodged with Link Market Services Limited for notation. Powers of attorney may be submitted by post or by hand delivery to the registry address set out in the Additional Information section.

Voting entitlements

Pursuant to Corporations Regulations 7.11.37 and 7.11.38, and the ASTC operating rules, the Directors of the Company and of VER have determined that subject to the voting exclusion set out below, the holding of each Securityholder for the purposes of ascertaining the voting entitlements for the Annual General Meeting and the meeting of unit holders will be as it appears in the Security Register at 7.00pm (AEST) on Sunday 13 May 2018.

VER, as responsible entity, and its associates are not entitled to vote on a resolution if they have an interest in the resolution or matter other than as a Securityholder in accordance with section 253E of the Corporations Act.

Proxies

If you are unable or do not wish to attend the meetings, you may appoint a proxy to attend and vote on your behalf.

A proxy need not be a Securityholder. If a Securityholder is entitled to two or more votes they may appoint two proxies and may specify the number or percentage of votes each proxy is appointed to exercise. If no such number or percentage is specified, each proxy may exercise half the Securityholder's votes. If you appoint a body corporate as your proxy, the body corporate will need to appoint an individual as its corporate representative to exercise its powers at the meetings and provide satisfactory evidence of the appointment of its corporate representative prior to the commencement of the meetings. If a Securityholder appoints the Chairman of the Meeting as their proxy, or the Chairman of the Meeting is appointed as the Securityholder's proxy by default, and the Securityholder does not mark a voting box for any Resolution then by signing and returning the Proxy Form the Securityholder will be expressly authorising the Chairman of the Meeting to exercise the proxy in respect of the relevant resolution.

The Chairman of the Meeting intends to vote all undirected proxies in favour of all Resolutions.

Proxies must be:

- lodged at the Company's share registry, Link Market Services; or
- faxed to the fax number specified below

no later than 10:00am (AEST) on Sunday 13 May 2018.

Address (hand deliveries): Link Market Services:

1A Homebush Bay Drive, Rhodes, NSW, 2138 or Level 12, 680 George Street, Sydney, NSW, 2000

Address (postal deliveries):

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

Fax number for lodgement:

+61 2 9287 0309

Voting exclusion statement

The Company will disregard any votes cast on Resolution 1 for adoption of the Remuneration Report by or on behalf of:

- by or on behalf of a member of the Company's Key Management Personnel (KMP) whose remuneration details are disclosed in the remuneration report for the year ended 31 December 2017 or their closely related parties, in any capacity; or
- as a proxy by a person who is a member of the Company's KMP at the date of the meeting or their closely related parties.

However votes will not be disregarded if they are cast as proxy for a person who is entitled to vote on Resolution 1:

- in accordance with the directions on the proxy form; or
- by the person chairing the Meeting, in accordance with an express authorisation to exercise the proxy even though Resolution 1 is connected with the remuneration of KMP.

If you are a KMP or a Closely Related Party of a KMP (or are acting on behalf of any such person) and purport to cast a vote that will be disregarded by the Company (as indicated above), you may be liable for an offence for breach of voting restrictions that apply to you under the Corporations Act. Further details of this resolution are set out in the Explanatory Memorandum.

Questions and comments by shareholders at the meeting

In accordance with the Corporations Act, a reasonable opportunity will be given to Shareholders - as a whole - to ask questions or make comments on the management of the Company at the Annual General Meeting. Similarly, a reasonable opportunity will be given to Shareholders - as a whole - to ask questions to the Company's external Auditor, PricewaterhouseCoopers, relevant to:

- the conduct of the audit;
- the preparation and contents of the audit;
- the accounting policies adopted by the Company in relation to the preparation of its financial statements; and
- the independence of the Auditor in relation to the conduct of the audit.

Shareholders may also submit a written question to PricewaterhouseCoopers if the question is relevant to the content of PricewaterhouseCoopers' audit report or the conduct of its audit of the Company's financial report for the year ended 31 December 2017. Relevant written questions to PricewaterhouseCoopers must be submitted no later than 5:00pm (AEST) on Monday 7 May 2018. A list of those questions will be made available to Shareholders attending the meeting.

PricewaterhouseCoopers will either answer questions at the meeting or table written answers to them at the meeting. If written answers are tabled at the meeting, they will be made available to Shareholders as soon as practicable after the meeting.

Please send written questions for PricewaterhouseCoopers to:

By facsimile +61 3 8603 1999;

Post to C/Viva Energy REIT, Level 16, 720 Bourke Street, Docklands, VIC, 3008

by no later than 5:00pm (AEST) on Monday 7 May 2018.

Explanatory notes

These Explanatory Notes contains further information in relation to the resolutions that will be considered at the AGM on Tuesday 15 May 2018. The AGM is important, you should read these Explanatory Notes and the enclosed Notice of Meeting carefully and, if necessary, seek your own independent advice on any aspect about which you are not certain.

Ordinary business of the company

Financial Reports

Under section 317 of the Corporations Act, the Annual Financial Report, including the Directors' Report and Financial Statements for the year ended 31 December 2017, together with the independent Auditor's Report will be laid before the AGM. The combined reports of the Company and the Trust for the year ended 31 December 2017 will also be laid before the AGM for discussion at the Annual General Meeting as required. Meeting attendees are invited to direct questions to the Chairman in respect of any aspect of the report they wish to discuss. There is no requirement, either in the Corporations Act or the Company's Constitution, for Securityholders to approve the reports.

Representatives of the Company's Auditor, PricewaterhouseCoopers, will be present for discussion purposes on matters of relevance to the audit.

Resolution 1 – Non-binding ordinary resolution on the Remuneration Report

The Company is required by the Corporations Act to submit its Remuneration Report to Securityholders for consideration and adoption by way of a non-binding resolution at the AGM. This resolution is advisory only and does not bind the Directors of the Company. Viva Energy REIT's Remuneration Report can be found on pages 28-31 of the 2017 Annual Report via the Viva Energy REIT website. If 25% or more of the votes that are cast are voted against the adoption of the remuneration report at two consecutive Annual General Meetings, Securityholders will be required to vote at the second of those Annual General Meetings on a resolution (a "spill resolution") that another meeting be held within 90 days at which all of the Company's Directors must be offered up for election.

The Company does not currently have employees, and the Senior Executives of the Manager are remunerated by Viva Energy Australia Pty Limited.

During this financial year there were no significant changes to Viva Energy REIT's remuneration policies and practices. The Chairman of the Meeting will give Securityholders the opportunity to ask questions about or make comments on the Remuneration Report. Although this vote does not bind the Company, the Board intends to take into account Securityholder feedback and the outcome of the vote when considering Viva Energy REIT's future Remuneration Policy.

The Board unanimously recommends that Securityholders vote in FAVOUR of this resolution.



Shell Coles Express, West Ryde, NSW

Resolution 2– Re-election of Stephen Newton as Director

Pursuant to Clause 8.1(f) of the Company's Constitution and ASX Listing Rule 14.4 a Director must not hold office (without re-election) past the third Annual General Meeting following the Director's appointment. Mr Newton was last elected in 2016. Resolution 2 provides for the re-election of Stephen Newton as a Director of the Company in accordance with the Company's Constitution.

Stephen Newton was appointed to the Board on 10 July 2016. Mr Newton has extensive industry experience spanning in excess of 35 years across real estate investment and funds management, development and property management, as well as in infrastructure investment and management. Mr Newton has been a Principal of Arcadia Funds Management for more than 15 years, prior to that he held various senior executive positions at Lend Lease over 22 years. Mr Newton is currently a Non-Executive Director of Stockland Property Group, Gateway Lifestyle Group, and BAI Communications Group (formerly Broadcast Australia Group) and a former Non-Executive Director of Australand Property Group.

He is a member of both the Institute of Chartered Accountants Australia and New Zealand and the Australian Institute of Company Directors. He holds a Bachelor of Arts (Economics and Accounting) degree from Macquarie University and a Master of Commerce post graduate degree from the University of New South Wales. Mr Newton is Chair of the Audit and Risk Management Committee of Viva Energy REIT.

Mr Newton has chosen to abstain from providing a recommendation on this resolution concerning his re-election and the remaining members of the Board unanimously recommend that Securityholders vote in FAVOUR of this resolution.

Details of meeting

Date:

15 May 2018

Time:

10:00am (AEST)

Venue:

**Collins Square
Events Centre**

**727 Collins Street,
Melbourne, Victoria
3008, Australia**

**[collinssquare.com.au/
about/location](http://collinssquare.com.au/about/location)**

Information about Viva Energy REIT

Please refer to Viva Energy REIT website for additional information vivanenergyreit.com.au or contact us as below.

Viva Energy REIT registry contact

+61 1300 554 474

registrars@linkmarketservices.com.au

Link Market Services Limited
Tower 4, 727 Collins Street
Melbourne Victoria 3000

Viva Energy REIT contact details

Samantha Rist

Investor Relations

Samantha.Rist@vivaenergy.com.au

(03) 8823 4863

Viva Energy REIT Limited

ACN 612 986 517

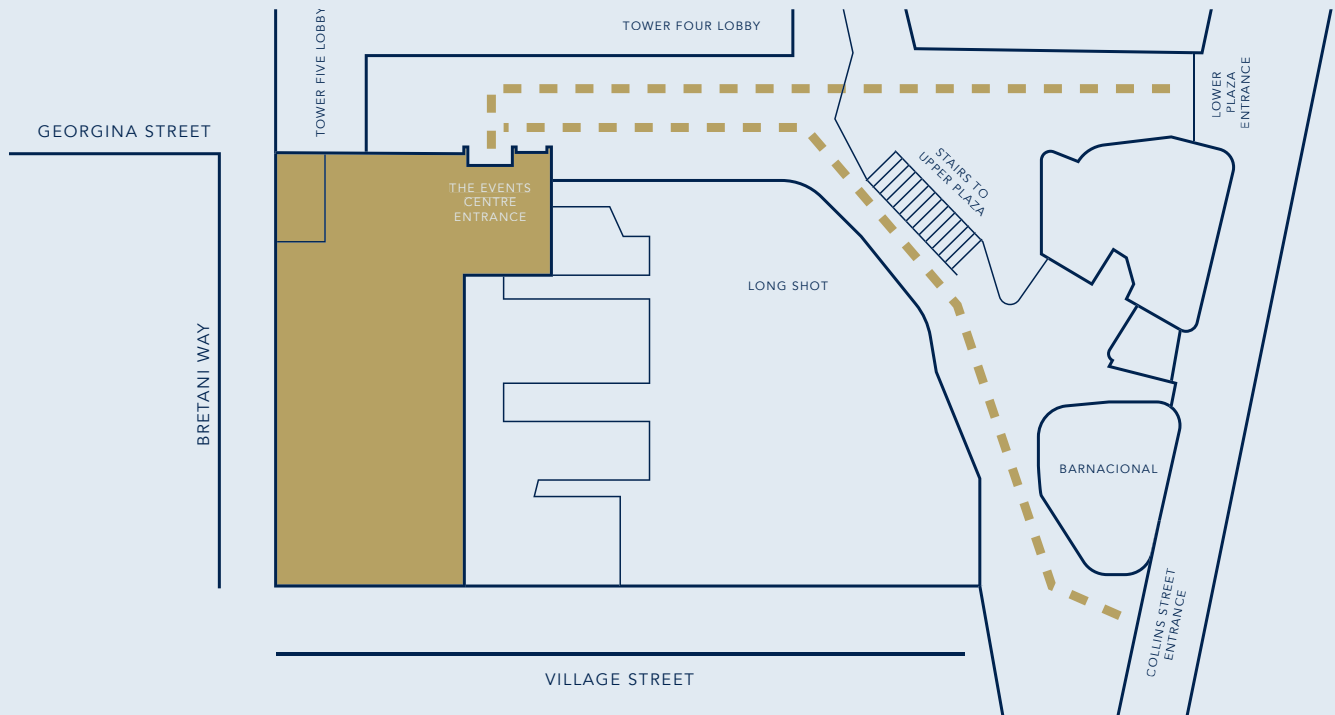
Registered Office

Level 16, 720 Bourke Street

Dockland Victoria 3008

VER Limited (ACN 609 868 000 AFSL 483795) as responsible entity of the Viva Energy REIT Trust (ARSN 613 146 464)

The Events Centre



Access via Collins street

Directions

1. Walk under the bright yellow DionHorstmanns sculpture at the entry to Collins Square
2. Walk straight ahead and through the doors marked as "To Tower Four and Five"
3. Walk across the upper level of the plaza, to the left
4. Continue pass Long Shot Cafe and the revolving doors to your left
5. Enter The Events Centre lobby through the sliding doors to you left.

LODGE YOUR VOTE



ONLINE

www.linkmarketservices.com.au



BY MAIL

Viva Energy REIT
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
1A Homebush Bay Drive, Rhodes NSW 2138; or
Level 12, 680 George Street, Sydney NSW 2000



ALL ENQUIRIES TO

Telephone: +61 1300 554 474



X99999999999

PROXY FORM

I/We being a member(s) of Viva Energy REIT 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 **10:00am (AEST) on Tuesday, 15 May 2018 at Collins Square Events Centre, 727 Collins Street Melbourne VIC 3008** (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.

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 ☒

Resolutions

For Against Abstain*

1 Non-binding ordinary resolution on
the Remuneration Report

| | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

2 Re-election of Stephen Newton as
Director

| | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|



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

SIGNATURE OF SECURITYHOLDERS – THIS MUST BE COMPLETED

Securityholder 1 (Individual)



Joint Securityholder 2 (Individual)



Joint Securityholder 3 (Individual)



Sole Director and Sole Company Secretary

Director/Company Secretary (Delete one)

Director

This form should be signed by the securityholder. If a joint holding, either securityholder may sign. If signed by the securityholder'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 SECURITYHOLDER PROXY FORM

YOUR NAME AND ADDRESS

This is your name and address as it appears on the Company's security register. If this information is incorrect, please make the correction on the form. Securityholders sponsored by a broker should advise their broker of any changes. **Please note: you cannot change ownership of your securities 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 securityholder 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 securities 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 securities 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 security 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 securities applicable to that form. If the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise half your votes. Fractions of votes will be disregarded; 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 securityholder 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 attend the Meeting the appropriate "Certificate of Appointment of Corporate Representative" should be produced prior to admission in accordance with the Notice of Meeting. A form of the certificate may be obtained from the Company's security 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 **10:00am (AEST) on Sunday, 13 May 2018**, 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

www.linkmarketservices.com.au

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, securityholders will need their "Holder Identifier" (Securityholder Reference Number (SRN) or Holder Identification Number (HIN) as shown on the front of the Proxy Form).



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 www.linkmarketservices.com.au into your mobile device. Log in using the Holder Identifier and postcode for your securityholding.

QR Code



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



BY MAIL

Viva Energy REIT
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*
1A Homebush Bay Drive
Rhodes NSW 2138

or

Level 12
680 George Street
Sydney NSW 2000

* During business hours (Monday to Friday, 9:00am–5:00pm)

**IF YOU WOULD LIKE TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING, PLEASE BRING THIS FORM WITH YOU.
THIS WILL ASSIST IN REGISTERING YOUR ATTENDANCE.**