

5 November 2021

## Knosys 2021 Annual General Meeting

**On behalf of the Board of Directors, I am pleased to invite you to the 2021 Annual General Meeting (“AGM”) of Knosys Limited (ASX: KNO) (the “Company”).** The AGM will be held electronically through a virtual meeting at **10:00am** (Melbourne time) **on Wednesday, 8 December 2021**.

Due to the significant health concerns attributed to the COVID-19 pandemic, in addition to guidelines and restrictions issued by Australian state and federal governments, the Company has decided to hold the AGM as a virtual meeting in a manner that is consistent with the *Corporations Act 2001* (Cth).

Shareholders can attend and participate in the AGM online and relevant details, including how to participate, are set out below and in the Notice of 2021 AGM. There will not be a physical venue for shareholders to attend the AGM.

In accordance with section 253RA of the *Corporations Act 2001* (Cth), the Company’s Notice of 2021 AGM (“**Notice**”) is being made available to shareholders electronically and can be viewed and downloaded online at the following link:

<https://www.knosys.co/investor-centre/>

Hard copies of the Notice will only be sent by post ahead of the AGM to shareholders who have made an election to receive meeting documents in hard copy only in accordance with the *Corporations Act 2001* (Cth).

The Notice explains the items of business to be considered at this year’s AGM. Shareholders are encouraged to read the Notice and the accompanying Explanatory Statement before deciding on how to vote on each resolution to be considered at the AGM. This year’s AGM is being held later than usual in reliance on an ASIC legislative instrument which allows companies greater flexibility in relation to the holding of annual general meetings during the COVID-19 pandemic.

Given the uncertainty surrounding the COVID-19 pandemic, by the time this Notice is received by shareholders, circumstances may have changed but this Notice is given based on circumstances as at the above date. Accordingly, should circumstances change and the Company determines to make changes to its AGM arrangements, the Company will communicate these changes to shareholders by making an announcement on the ASX market announcements platform and on the Company’s website at <https://knosys.it>. Shareholders are encouraged to monitor the ASX announcements platform and the Company’s website for any changes or updates relating to the AGM.

All resolutions to be considered at the AGM will be decided by way of a poll. The poll will be conducted based on votes submitted by proxy and at the AGM by shareholders who have indicated that they intend to vote at the AGM in accordance with the instructions set out below. However, shareholders are encouraged to vote by proxy prior to the AGM.

### **Venue – Virtual Meeting**

To virtually attend the AGM (which will be broadcast as a live webinar), you must **pre-register** in advance for the virtual meeting here:

[https://us02web.zoom.us/webinar/register/WN\\_5cdXeRrTG2LFqiKmsvKwA](https://us02web.zoom.us/webinar/register/WN_5cdXeRrTG2LFqiKmsvKwA) After registering, you will receive a confirmation email containing information on how to attend the AGM virtually.

Shareholders will be able to participate, vote and ask questions at the virtual AGM. Shareholders are also encouraged to submit questions in advance of the AGM to the Company. Questions must be submitted in writing to Stephen Kerr, Company Secretary, at [cosec@knosys.it](mailto:cosec@knosys.it) at least 2 business days before the AGM (by no later than 10:00 am (Melbourne time) on Monday, 6 December 2021).

### **Voting virtually on the day of the AGM**

Shareholders who wish to vote virtually on the day of the AGM will need to log into the Automic website (<https://investor.automic.com.au/#/home>) with their *username* and *password*.

Shareholders who do not have an account with Automic are strongly encouraged to register for an account **as soon as possible and well in advance of the AGM** to avoid any delays on the day of the AGM.

## How do I create an account with Automic?

To create an account with Automic, please go to the Automic website(<https://investor.automic.com.au/#/home>), click on 'register' and follow the steps. Shareholders will require their holder number (Securityholder Reference Number (SRN) or Holder Identification Number (HIN)) to create an account with Automic.

### ***I have an account with Automic, what are the next steps?***

Shareholders who have an existing account with Automic (Note: with a username and password) are advised to take the following steps to attend and vote virtually on the day of the AGM:

1. Log into the Automic website (<https://investor.automic.com.au/#/home>) using your username and password.
2. **(Registration on the day)** If registration for the virtual meeting is open, click on 'Meeting open for registration' and follow the prompts.
3. **(Live voting on the day)** If live voting for the virtual meeting is open, click on 'Meeting open for voting' and follow the prompts.

### **Voting by proxy**

Shareholders who wish to participate and vote at the AGM are strongly encouraged to complete and submit their proxies as early as possible.

To vote by proxy, please use one of the following methods:

<b>Online</b>	You can scan the QR code on the proxy form with your smart phone and follow the prompts  OR  Lodge the proxy form online at <a href="https://investor.automic.com.au/#/loginsah">https://investor.automic.com.au/#/loginsah</a> by following the instructions: <ol style="list-style-type: none"><li>1. Log into the Automic website using the holding details as shown on the proxy form.</li><li>2. Click on 'View Meetings' – 'Vote'.</li><li>3. 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.</li></ol>
<b>By post</b>	Automic, GPO Box 5193, Sydney NSW 2001
<b>By hand</b>	Automic, Level 5, 126 Phillip Street, Sydney NSW 2000

Your proxy instruction must be received not later than 48 hours before the commencement of the AGM (by no later than 10:00am (Melbourne time) on Monday, 6 December 2021). **Proxy forms received later than this time will not be valid.**

**The Chair intends to vote all undirected proxies in favour of all resolutions to be considered at the AGM, where permitted.**

This letter will be sent to shareholders and released to the ASX. The release of this letter to the ASX has been approved by the Board.

**Stephen Kerr**  
**Company Secretary**  
**Knosys Limited**

**For further information please contact:**

Stephen Kerr  
Company Secretary  
[cosec@knosys.it](mailto:cosec@knosys.it)