



## AGM VIRTUAL MEETING GUIDE

### IMPORTANT INFORMATION IN REGARD TO AGM VOTING

In light of the current global outbreak of the Coronavirus (COVID 19) and the Australian Government's response in restricting gatherings and implementing social distancing requirements, the Company has decided that special arrangements will apply to our upcoming Annual General Meeting (AGM) on 18 November 2021 at 8:00am AWST.

#### **IN THE INTERESTS OF PUBLIC HEALTH AND SAFETY, THE COMPANY HAS DECIDED NOT TO ALLOW SHAREHOLDERS TO PHYSICALLY ATTEND THE AGM**

The Board considers that the health, safety and welfare of the Company's staff, its Shareholders and other stakeholders is of paramount importance. The AGM will be accessible to all Shareholders virtually via a live webinar, further details of which are set out below.

All resolutions at the AGM will be voted on by poll and Shareholders who are entitled to vote may vote either prior to the AGM by appointing a proxy or by poll during the AGM (such poll to be taken electronically). Further details of the voting methods open to Shareholders are set out in detail below.

**Shareholders are strongly encouraged to either vote prior to the AGM or to appoint the Chair of the AGM as their proxy.**

#### **How Shareholders Can Participate:**

##### **Voting by Proxy**

Shareholders are strongly urged to **appoint the Chair of the AGM** as their proxy. Shareholders can complete the proxy form to provide specific instructions on how a Shareholder's vote is to be exercised on each item of business, and the Chair of the AGM must follow your instructions. Lodgment instructions (which include the ability to lodge proxies electronically) are set out in the Proxy Form attached to the Notice of Meeting.

Proxy votes must be received by 8.00am (AWST) Tuesday 16 November 2021.

##### **Voting by Poll**

Shareholders who wish to vote by poll during the virtual meeting must first notify the Company Secretary of their intention by emailing [reception@sipa.com.au](mailto:reception@sipa.com.au) by no later than 8.00am (WST) on Wednesday 17 November 2021, the day prior to the meeting and provide their registered Shareholding details to allow the Company Secretary to verify their Shareholding. Shareholders will then be able to submit their email poll votes immediately after the Chair calls for a vote on each Resolution and up to a period of one hour after the AGM ends. This means that the outcome of each Resolution will not be able to be determined until after the conclusion of the AGM to allow the Company Secretary sufficient time to count such poll votes submitted by email. Results will be released to the ASX and Company website as soon as they are completed.

##### **Questions**

Shareholders are encouraged to submit questions in advance of the AGM to the Company Secretary. Questions must be submitted by email to the Company Secretary at [reception@sipa.com.au](mailto:reception@sipa.com.au).

Shareholders will also have the opportunity to submit questions during the AGM in respect of the formal items of business as well as general questions in respect of the Company and its operations.



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### **Webinar**

To facilitate an orderly and secure meeting, Shareholders must register their attendance with the Company by 5.00pm (Perth time) the day prior to the AGM by emailing the Company Secretary at [reception@sipa.com.au](mailto:reception@sipa.com.au) including their Holder Name, Address and HIN or SRN. The Company will then provide via return email the access details and password to participate in the meeting via the live webinar facility.

The situation regarding COVID-19 continues to evolve and the Company is following the health advice of the Australian Government. Shareholders are encouraged to monitor the Company's ASX announcements and website for any further updates in relation to arrangements for the meeting.

### **Enquiries**

Shareholders are encouraged to contact the Company Secretary on +61 8 9388 1551 or by email at [reception@sipa.com.au](mailto:reception@sipa.com.au) if they have any queries in respect of the special arrangements applying to the AGM.

Authorised by Ben Donovan, Company Secretary.

For further information:

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Company Secretary  
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Email – [reception@sipa.com.au](mailto:reception@sipa.com.au)  
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