# RESOURCE DEVELOPMENT GROUP LIMITED

### ABN 33 149 028 142



# NOTICE OF ANNUAL GENERAL MEETING EXPLANATORY MEMORANDUM PROXY FORM

# **Date of Meeting**

Thursday, 28 November 2019

# **Time of Meeting**

9.00a.m (WST)

# **Place of Meeting**

Level 1, 46 Edward Street Osborne Park WA 6017

# **ANNUAL REPORT**

The 2019 Annual Report is available from the Company's website via the following link: <a href="http://www.resdevgroup.com.au">http://www.resdevgroup.com.au</a>

#### **NOTICE OF ANNUAL GENERAL MEETING**

The Annual General Meeting of Resource Development Group Ltd (Company, Resource Development Group or RDG) is to be held on Thursday, 28 November 2019, at the Company's offices located at Level 1, 46 Edward Street, Osborne Park WA, 6017, commencing at 9.00am (WST).

The Explanatory Memorandum that accompanies and forms part of this Notice describes the matters to be considered at this meeting.

#### **BUSINESS**

#### **Financial Report**

To receive and consider the financial report for the year ended 30 June 2019 together with the Directors' report and auditor's report.

#### Resolution 1 – Adoption of Remuneration Report

To consider and, if thought fit, to pass with or without amendment, the following resolution as a **non-binding resolution**:

"That, for the purposes of section 250R(2) of the Corporations Act and for all other purposes, approval is given to adopt the Remuneration Report for the year ended 30 June 2019."

Note: the vote on this Resolution is advisory only and does not bind the Directors or the Company.

# **Voting Prohibition Statement:**

A vote on this Resolution must not be cast (in any capacity) by or on behalf of either of the following persons:

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

However, a person (the **voter**) described above may cast a vote on this Resolution as a proxy if the vote is not cast on behalf of a person described above and either:

- (a) the voter is appointed as a proxy by writing that specifies the way the proxy is to vote on this Resolution; or
- (b) the voter is the Chairman and the appointment of the Chairman as proxy:
  - (i) does not specify the way the proxy is to vote on this Resolution; and
  - (ii) expressly authorises the Chairman to exercise the proxy even though this Resolution is connected directly or indirectly with the remuneration of a member of the Key Management Personnel.

### Resolution 2 - Election of Director - Mr. Ivan Ruefli

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

"That Mr. Ivan Ruefli, being a Director of the Company who, retires in accordance with Clause 16.3(b) of the Company's Constitution and ASX listing rule 14.4, and being eligible and offering himself for election, be elected as a Director of the Company."

Information about Mr. Ruefli is included in the Explanatory Memorandum.

# Resolution 3 - Re- Election of Director - Mr Gary Reid

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

"That Mr. Gary Reid, being a Director of the Company who, retires in accordance with Clause 16.4 of the Company's Constitution and ASX listing rule 14.5, and being eligible and offering himself for re-election, be re-elected as a Director of the Company."

Information about Mr. Reid is included in the Explanatory Memorandum.

# Resolution 4 – Replacement of Constitution

To consider and, if thought fit, to pass the following resolution as a special resolution:

"That, for the purposes of section 136(2) of the Corporations Act and for all other purposes, approval is given for the Company to repeal its existing Constitution and adopt a new constitution in its place in the form as signed by the chairman of the Meeting for identification purposes."

DATED THIS 28<sup>TH</sup> OF OCTOBER 2019 BY ORDER OF THE BOARD

Michael Kenyon

Company Secretary

#### **IMPORTANT NOTES:**

- A shareholder entitled to attend and vote is entitled to appoint not more than two proxies to attend and vote on behalf of the shareholder. A proxy need not be a shareholder of the Company, but must be a natural person (not a corporation). A proxy may also be appointed by reference to an office held by the proxy (eg the Company Secretary).
- Where more than one proxy is appointed, each proxy may be appointed to represent a specified proportion of the shareholder's voting rights. If no such proportion is specified, each proxy may exercise half of the member's votes.
- A proxy form is attached. A separate form must be used for each proxy. An additional form can be obtained by writing to Security Transfer Australia Pty Ltd at PO Box 52, Collins Street West, VIC 8007, Australia, by fax to (61 8) 9315 2233 or by email to registrar@securitytransfer.com.au. Alternatively, you may photocopy the attached form.
- A duly completed proxy form and (where applicable) any power of attorney or a certified copy of the power of attorney must be received by the Company at its registered office or the address or fax number set out below, not less than 48 hours before the time for commencement of the meeting. Please send by post to Security Transfer Australia Pty Ltd at PO Box 52, Collins Street West, VIC 8007, Australia, by fax to (61 8) 9315 2233 or deliver to to Suite 913, Exchange Tower, 530 Little Collins Street, Melbourne, Victoria 3000. A proxy vote can also be lodged online at <a href="https://www.securitytransfer.com.au">www.securitytransfer.com.au</a>.
- Any corporate member who has appointed a person to act as its corporate representative at the meeting should provide that person appropriate written documentation executed in accordance with the Corporations Act 2001 evidencing that the person is authorised to act as that company's representative. Please contact the Company Secretary if you require an appointment of corporate representative form. The authority may be sent to the Company in advance of the meeting or handed in at the meeting when registering as a corporate representative.
- For the purposes of Section 1074E(2)(g) of the Corporations Act and Regulation 7.11.37 of the *Corporations Regulations 2001*, the Company determines that members holding ordinary shares at 5pm (WST) on Tuesday, 26 November 2019 will be entitled to attend and vote at the Annual General Meeting.
- 7 The Explanatory Memorandum attached to this Notice forms part of this Notice.

#### **EXPLANATORY MEMORANDUM**

This Explanatory Memorandum has been prepared to provide Shareholders with material information to enable them to make an informed decision on the business to be conducted at the Annual General Meeting of Resource Development Group Limited (Company or Resource Development Group).

The Directors recommend shareholders read this Explanatory Memorandum in full before making any decision in relation to the resolutions.

# **Financial Statements and Report**

Under the Corporations Act, the Directors of the Company must table the financial report, the Directors' report and the auditor's report for Resource Development Group for the year ended 30 June 2019 at the meeting.

These reports are set out in the 2019 Annual Report. Shareholders who elected to receive a printed copy of annual reports should have received the 2019 Annual Report with this Notice of Annual General Meeting. In accordance with section 314 (1AA)(c) of the Corporations Act 2001, the Company advises the 2019 Annual Report is available from the Company's website (<a href="http://www.resdevgroup.com.au">http://www.resdevgroup.com.au</a>).

Shareholders will be given reasonable opportunity at the meeting to ask questions and make comments on the financial report, the Directors' report and the auditor's report.

## Resolution 1 – Adoption of Remuneration Report

Under the Corporations Act, the Company is required to include, in the Directors' report, a detailed Remuneration Report setting out the prescribed information in relation to the remuneration of Directors and executives of Resource Development Group and the Company's remuneration practices.

Shareholders will be given reasonable opportunity at the meeting to ask questions and make comments on the Remuneration Report.

The Remuneration Report is required to be submitted for adoption by a resolution of Shareholders at the meeting. The vote on this resolution is advisory only and does not bind the Directors or the Company. However, the Board will take the outcome of the vote into consideration when reviewing remuneration practices and policies.

Shareholders need to be aware that a "two strikes" process will apply to the results of voting in relation to Resolution 1. This means that if the resolution proposing adoption of the Remuneration Report receives a "no" vote of over 25% of votes cast by those attending in person or by proxy and permitted to vote at two successive annual general meetings, then at the second annual general meeting, an extra resolution must be put to the meeting proposing that another general meeting should be held within 90 days of the second AGM. A simple majority of over 50% of the votes cast at the second AGM is required to pass this extra resolution. If the resolution is passed, within 90 days another general meeting must be held at which all the Directors, except the Managing Director and any new Directors appointed since the date of the second AGM, will be required to resign and offer themselves for re-election. These provisions are colloquially referred to as the "two strikes rule" and the "spill resolution" to be put to the "spill meeting".

If at the spill meeting, the resolutions are all passed against re-electing the relevant Directors, the legislation includes a mechanism to ensure the Board continues with the statutory required minimum of 3 Directors. After the managing director, the remaining two positions will be filled by the Directors whose re-election resolutions at the spill meeting received the highest percentage of votes in favour of re-election. If the number of votes is the same for two Directors, the Managing Director and any other Director whose re-election has been confirmed at this spill meeting can choose who is to become the third Director, with such appointment to be confirmed by shareholders at the next occurring AGM.

At the Company's 2018 AGM there were no votes cast against the 2018 Remuneration Report resolution and therefore the "two strikes" process was not invoked at the 2018 AGM.

### Board recommendation

The Board recommends shareholders vote in favour of the Resolution.

#### **Voting** intention

The Chairman of the meeting intends to vote undirected proxies in favour of Resolution 1.

#### Voting exclusion statement

The Company will disregard any votes cast on Resolution 1 by, or on behalf of:

- (a) a member of the key management personnel as disclosed in the Remuneration Report;
- (b) a closely related party (such as close family members and any controlled companies) of those persons,

unless the vote is cast by a person as proxy for a person entitled to vote in accordance with a direction on the Proxy Form. Also, the Company need not disregard a vote on Resolution 1 if it is cast by the Chairman of the Meeting (as proxy appointed in writing for a person who is entitled to vote) where the proxy form expressly authorises the Chairman of the Meeting to exercise an undirected proxy, even if the Resolution is connected directly or indirectly with the remuneration of a member of the Key Management Personnel of the Company or their Closely Related Parties.

#### Resolution 2 - Election of Director - Mr. Ivan Ruefli

Under Clause 16.3(b) of the Constitution, and Listing Rule 14.4, every Director appointed to fill a casual vacancy or as an additional Director, holds office until the conclusion of the next AGM and is eligible for re-election at that meeting. Under this clause, such a Director must not be taken into account in determining the number of Directors who are to retire by rotation at such meeting and must not be regarded as a Director retiring by rotation at such meeting.

Accordingly, Mr Ruefli, having been appointed by other Directors on 12 August 2019 retires as Director and being eligible, offers himself for election as a Director.

Mr Ruefli was one of the founders of Central Systems Pty Ltd and has been integral to the company's growth since 2003. He has more than 20 years' experience in the civil, marine, residential, and commercial construction industries, founded on US military training in Civil Earthworks. He holds a Bachelor's Degree in Science and a Master's Degree in Project Management, and has successfully managed major projects both in Australia and internationally.

Mr Ruefli has not served as a director of any other listed companies in the 3 years immediately before the end of the 2019 financial year.

#### **Board Recommendation**

The Board (other than Mr. Ruefli) recommends Shareholders vote in favour of the Resolution.

### **Voting Intention**

The Chairman of the meeting intends to vote undirected proxies in favour of Resolution 2.

# Resolution 3 - Election of Director - Mr. Gary Reid

Under Clause 16.4 of the Constitution, and Listing Rule 14.4, at every Annual General Meeting, one third of the directors must retire, but are eligible for re-election at that Annual General Meeting.

The Directors to retire are those who have been in office for 3 years since their appointment or last re-appointment or have been longest in office since their appointment or last re-appointment, or, if the Directors have been in office for an equal length of time, by agreement.

The requirements for a Director to retire do not apply to a Managing Director (but if there is more than one Managing Director, only one is exempt from retirement).

The Company currently has three Directors and accordingly one must retire.

Accordingly, Mr Reid retires by rotation at the Annual General Meeting and, being eligible, he offers himself for re-election as a Director.

Mr Reid has over 30 years' experience in Civil, Concrete and SMP projects for the infrastructure, commercial building, mining, oil & gas and commercial building sectors in Queensland, Northern Territory & Western Australia. Having worked his way up from the tools, he is intimately experienced in every aspect of large scale construction projects predominately in the Mining and Oil & Gas Sectors, which underpins more than 20 years of experience as a Project Manager / Project Director on packages up to A\$320M. Mr Reid was appointed to the Board of the Company in April 2015 and has held the position of Director, Construction of the Company's wholly-owned subsidiary, Central Systems Pty Ltd since 2010. Mr Reid has not served as a director of any other listed companies in the 3 years immediately before the end of this financial year.

#### **Board Recommendation**

The Board (other than Mr. Reid) recommends Shareholders vote in favour of the Resolution.

# **Voting Intention**

The Chairman of the meeting intends to vote undirected proxies in favour of this Resolution.

# Resolution 4 - Replacement of Constitution

# <u>General</u>

A company may modify or repeal its constitution or a provision of its constitution by special

resolution of its Shareholders.

This Resolution is a special resolution which will enable the Company to repeal its existing Constitution and adopt a new constitution (Proposed Constitution) which is of the type required for a listed public company limited by shares updated to ensure it reflects the current provisions of the Corporations Act and ASX Listing Rules.

This will incorporate amendments to the Corporations Act and ASX Listing Rules since the current Constitution was adopted in May 2011.

The Directors believe that it is preferable in the circumstances to replace the existing Constitution with the Proposed Constitution rather than to amend a multitude of specific provisions.

The Proposed Constitution is broadly consistent with the provisions of the existing Constitution. Many of the proposed changes are administrative or minor in nature including but not limited to:

- (a) updating references to bodies or legislation which have been renamed (e.g. references to the Australian Settlement and Transfer Corporation Pty Ltd, ASTC Settlement Rules and ASTC Transfer); and
- (b) expressly providing for statutory rights by mirroring these rights in provisions of the Proposed Constitution.

The Directors believe these amendments are not material nor will they have any significant impact on Shareholders. It is not practicable to list all of the changes to the Constitution in detail in this Explanatory Statement, however, a summary of the proposed material changes is set out below.

A copy of the Proposed Constitution is available for review by Shareholders at the Company's website <a href="www.resdevgroup.com.au">www.resdevgroup.com.au</a> and at the office of the Company. A copy of the Proposed Constitution can also be sent to Shareholders upon request to the Company Secretary (+61 8 9443 2928). Shareholders are invited to contact the Company if they have any queries or concerns.

# Summary of the material proposed changes

# Restricted Securities (clause 2.12)

The Proposed Constitution complies with the proposed changes to ASX Listing Rule 15.12 which is due to be finalised and released in December 2019. Under this change, ASX will require certain more significant holders of restricted securities and their controllers (such as related parties, promoters, substantial holders, service providers and their associates) to execute a formal escrow agreement in the form Appendix 9A, as is currently the case. However, for less significant holdings (such as non-related parties and non-promoters), ASX will instead permit the Company to issue restriction notices to holders of restricted securities in the form of a new Appendix 9C advising them of the restriction rather than requiring signed restriction agreements.

# Minimum Shareholding (clause 3)

Clause 3 of the Constitution outlines how the Company can manage shareholdings which represent an "unmarketable parcel" of shares, being a shareholding that is less than \$500 based on the closing price of the Company's Shares on ASX as at the relevant time.

The Proposed Constitution is in line with the requirements for dealing with "unmarketable parcels"

outlined in the Corporations Act such that where the Company elects to undertake a sale of unmarketable parcels, the Company is only required to give one notice to holders of an unmarketable parcel to elect to retain their shareholding before the unmarketable parcel can be dealt with by the Company, saving time and administrative costs incurred by otherwise having to send out additional notices.

Clause 3 of the Proposed Constitution continues to outline in detail the process that the Company must follow for dealing with unmarketable parcels.

# Direct Voting (clause 13, specifically clauses 13.35 – 13.40)

The Proposed Constitution includes a new provision which allows Shareholders to exercise their voting rights through direct voting (in addition to exercising their existing rights to appoint a proxy). Direct voting is a mechanism by which Shareholders can vote directly on resolutions which are to be determined by poll. Votes cast by direct vote by a Shareholder are taken to have been cast on the poll as if the Shareholder had cast the votes on the poll at the meeting. In order for direct voting to be available, Directors must elect that votes can be cast via direct vote for all or any resolutions and determine the manner appropriate for the casting of direct votes. If such a determination is made by the Directors, the notice of meeting will include information on the application of direct voting.

## Remuneration of Non-Executive Directors (clause 14.7)

The Proposed Constitution amends the provision relating to the amounts that may be paid to Non-Executive Directors to clarify what may be paid to Non-Executive Directors and what may be included in those amounts.

The amendment also sets a new initial limit in the Constitution of \$350,000 as a total amount payable to Non-Executive Directors. While the Board has no present intention to pay its Non-Executive Directors this amount, the Board believes it provides the Company with adequate coverage under the Constitution if the circumstances of the Company change and more Non-Executive Directors are appointed or their roles change such that additional fees are deemed appropriate.

#### Dividends (clause 22)

Section 254T of the Corporations Act was amended effective 28 June 2010.

There is now a three-tiered test that a company will need to satisfy before paying a dividend replacing the previous test that dividends may only be paid out of profits.

The amended requirements provide that a company must not a pay a dividend unless;

- (a) the company's assets exceed its liabilities immediately before the dividend is declared and the excess is sufficient for the payment of the dividend;
- (b) the payment of the dividend is fair and reasonable to the company's shareholders as a whole; and
- (c) the payment of the dividend does not materially prejudice the company's ability to pay its creditors.

The existing Constitution reflects the former profits test and restricts the dividends to be paid only out of the profits of the Company. The Proposed Constitution is updated to reflect the new

requirements of the Corporations Act. The Directors consider it appropriate to update the Constitution for this amendment to allow more flexibility in the payment of dividends in the future should the Company be in a position to pay dividends.

## Partial (proportional) takeover provisions (new clause 36)

A proportional takeover bid is a takeover bid where the offer made to each shareholder is only for a proportion of that shareholder's shares.

Pursuant to section 648G of the Corporations Act, the Company has included in the Proposed Constitution a provision whereby a proportional takeover bid for Shares may only proceed after the bid has been approved by a meeting of Shareholders held in accordance with the terms set out in the Corporations Act.

This clause of the Proposed Constitution will cease to have effect on the third anniversary of the date of the adoption of last renewal of the clause.

# Information required by section 648G of the Corporations Act

#### Effect of proposed proportional takeover provisions

Where offers have been made under a proportional off-market bid in respect of a class of securities in a company, the registration of a transfer giving effect to a contract resulting from the acceptance of an offer made under such a proportional off-market bid is prohibited unless and until a resolution to approve the proportional off-market bid is passed.

### Reasons for proportional takeover provisions

A proportional takeover bid may result in control of the Company changing without Shareholders having the opportunity to dispose of all their Shares. By making a partial bid, a bidder can obtain practical control of the Company by acquiring less than a majority interest. Shareholders are exposed to the risk of being left as a minority in the Company and the risk of the bidder being able to acquire control of the Company without payment of an adequate control premium. These amended provisions allow Shareholders to decide whether a proportional takeover bid is acceptable in principle, and assist in ensuring that any partial bid is appropriately priced.

# Knowledge of any acquisition proposals

As at the date of this Notice of Meeting, no Director is aware of any proposal by any person to acquire, or to increase the extent of, a substantial interest in the Company.

# Potential advantages and disadvantages of proportional takeover provisions

The Directors consider that the proportional takeover provisions have no potential advantages or disadvantages for them and that they remain free to make a recommendation on whether an offer under a proportional takeover bid should be accepted.

The potential advantages of the proportional takeover provisions for Shareholders include:

(a) the right to decide by majority vote whether an offer under a proportional takeover bid should proceed;

- (b) assisting in preventing Shareholders from being locked in as a minority;
- (c) increasing the bargaining power of Shareholders which may assist in ensuring that any proportional takeover bid is adequately priced; and
- (d) each individual Shareholder may better assess the likely outcome of the proportional takeover bid by knowing the view of the majority of Shareholders which may assist in deciding whether to accept or reject an offer under the takeover bid.

The potential disadvantages of the proportional takeover provisions for Shareholders include:

- (a) proportional takeover bids may be discouraged;
- (b) lost opportunity to sell a portion of their Shares at a premium; and
- (c) the likelihood of a proportional takeover bid succeeding may be reduced.

### Recommendation of the Board

The Directors do not believe the potential disadvantages outweigh the potential advantages of adopting the proportional takeover provisions and as a result consider that the proportional takeover provision in the Proposed Constitution is in the interest of Shareholders and unanimously recommend that Shareholders vote in favour of this Resolution.

#### **DEFINITIONS**

**ASX** means ASX Limited (ACN 008 624 691) and where the context permits the Australian Securities Exchange operated by ASX Limited.

**Annual General Meeting** or **Meeting** means the meeting convened by the Notice.

ASX Listing Rules and Listing Rules mean the official listing rules of ASX.

**Board** means the board of Directors of the Company.

Chairman means the chair of the Meeting.

Closely Related Party of a member of the Key Management Personnel means:

- (a) a spouse or child of the member;
- (b) a child of the member's spouse;
- (c) a dependent of the member or the member's spouse;
- (d) anyone else who is one of the member's family and may be expected to influence the member, or be influenced by the member, in the member's dealing with the entity;
- (e) a company the member controls; or
- (f) a person prescribed by the Corporations Regulations 2001 (Cth) for the purposes of the definition of 'closely related party' in the Corporations Act.

**Company** or **Resource Development Group** or **RDG** means Resource Development Group Ltd (ACN149 028 142).

**Constitution** means the Company's constitution.

Corporations Act means the Corporations Act 2001 (Cth).

**Director** means a Director of the Company and **Directors** means the Directors of the Company.

**Explanatory Memorandum** means this explanatory memorandum accompanying the Notice of Annual General Meeting.

**Key Management Personnel** has the same meaning as in the accounting standards issued by the Australian Accounting Standards Board and means those persons having authority and responsibility for planning, directing and controlling the activities of the Company, or if the Company is part of a consolidated entity, of the consolidated entity, directly or indirectly, including any director (whether executive or otherwise) of the Company, or if the Company is part of a consolidated entity, of an entity within the consolidated group.

Meeting means the meeting of Shareholders convened by the Notice of Annual General Meeting.

**Notice** means this Notice of Annual General Meeting.

**Remuneration Report** means the remuneration report as contained in the Company's annual financial report for the financial year ended 30 June 2019.

**Share** means a fully paid ordinary share in the capital of the Company.

**Shareholder** means a shareholder of the Company.

**WST** means Western Standard Time as observed in Perth, Western Australia.

+	RESOURCE D LIMITED	EVELOPMENT GROUP	REGISTERED OFFI LEVEL 1 46 EDWARD STRE OSBORNE PARK V	ET .		
T_REFERENCE_NUMBER»	«Holder_name»  «Address_line_1»  «Address_line_2»  «Address_line_3»	«Company_code» «Sequence_number»	SHARE REGISTRY Security Transfer AL All Correspondenc PO BOX 52 Collins Street West Suite 913, Exchange 530 Little Collins Str Melbourne VIC 3000 T: 1300 992 916 E: registrar@securit W: www.securitytrar	ustralia Pty Ltd  te to:  VIC 8007 e Tower teet  ytransfer.com.au		
«EFT_	«Address_line_4» «Address_line_5»		Code:	RDG		
	<i>แ</i> กนนเธออ_แแ <u>ต</u> _ง <i>ท</i>		Holder Number:	«HOLDER_NUM		
PROXY FORM  THIS DOCUMENT IS IMPORTANT. IF YOU ARE IN DOUBT AS TO HOW TO DEAL WITH IT, PLEASE CONTACT YOUR STOCK BROKER OR LICENSED PROFESSIONAL ADVISOR.						
	Lodge your proxy vote securely at www.s  1. Log into the Investor Centr  2. Click on "Proxy Voting" and			«ONLINE		
SECTI	ON A: Appointment of Proxy					
I/We, the	above named, being registered holders of the Company and	d entitled to attend and vote hereby appoint:				
	The meeting chairperson <u>OR</u>					
or failing the person named, or if no person is named, the Chairperson of the meeting, as my/our Proxy to act generally at the meeting on my/our behalf and to vote in accordance with the following directions (or if no directions have been given, as the Proxy sees fit) at the Annual General Meeting of the Company to be held at 9:00am WST on Thursday 28 November 2019 at Level 1, 46 Edward Street, Osborne Park WA 6017 and at any adjournment of that meeting.						
SECTI	ON B: Voting Directions					
	onal circumstances, the Chairperson of the Meeting may ch	roxy. The Chairperson of the Meeting intends to vote undirect ange his/her voting intention on any resolution, in which case	e an ASX announcement w			
1. Adop	otion of Remuneration Report					
2. Elec	tion of Director - Mr. Ivan Ruefli					
3. Re-E	Election of Director - Mr Gary Reid					
4. Repl	acement of Constitution					

Director Proxies must be received by Security Transfer Australia Pty Ltd no later than 9:00am WST on Tuesday 26 November 2019.

Security Holder 2

Security Holder 3

Director/Company Secretary

If no directions are given my proxy may vote as the proxy thinks fit or may abstain. \* 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.

This section must be signed in accordance with the instructions overleaf to enable your directions to be implemented.

**SECTION C: Signature of Security Holder(s)** 

Individual or Security Holder

Sole Director & Sole Company Secretary



My/Our contact details in case of enquiries are:

Name:	Number:	
	( )	

#### 1. NAME AND ADDRESS

This is the name and address on the Share Register of the Company. If this information is incorrect, please make corrections on this form. Shareholders sponsored by a broker should advise their broker of any changes. Please note that you cannot change ownership of your shares using this form.

#### 2. APPOINTMENT OF A PROXY

If the person you wish to appoint as your Proxy is someone other than the Chairperson of the Meeting please write the name of that person in Section A. If you leave this section blank, or your named Proxy does not attend the meeting, the Chairperson of the Meeting will be your Proxy. A Proxy need not be a shareholder of the Company.

#### 3. DIRECTING YOUR PROXY HOW TO VOTE

To direct the Proxy how to vote place an "X" in the appropriate box against each item in Section B. Where more than one Proxy is to be appointed and the proxies are to vote differently, then two separate forms must be used to indicate voting intentions.

#### 4. APPOINTMENT OF A SECOND PROXY

You are entitled to appoint up to two (2) 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 contacting the Company's share registry or you may photocopy this form.

To appoint a second Proxy you must:

- a) On each of the Proxy forms, 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 of your votes; and
- b) Return both forms in the same envelope.

#### 5. SIGNING INSTRUCTIONS

**Individual:** where the holding is in one name, the Shareholder must sign. **Joint Holding:** where the holding is in more than one name, all of the Shareholders must sign.

**Power of Attorney:** to sign under Power of Attorney you must have already lodged this document with the Company's share 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 may sign alone. Otherwise this form must be signed by a Director jointly with either another Director or Company Secretary. Please indicate the office held in the appropriate place.

If a representative of the corporation is to attend the meeting the appropriate "Certificate of Appointment of Corporate Representative" should be lodged with the Company before the meeting or at the registration desk on the day of the meeting. A form of the certificate may be obtained from the Company's share registry.

#### 6. LODGEMENT OF PROXY

Proxy forms (and any Power of Attorney under which it is signed) must be received by Security Transfer Australia Pty Ltd no later than the date and time stated on the form overleaf. Any Proxy form received after that time will not be valid for the scheduled meeting.

The proxy form does not need to be returned to the share registry if the votes have been lodged online.

# Security Transfer Australia Pty Ltd

Online www.securitytransfer.com.au

Postal Address PO BOX 52

Collins Street West VIC 8007

Street Address Suite 913, Exchange Tower

530 Little Collins Street Melbourne VIC 3000

**Telephone** 1300 992 916

Facsimile +61 8 9315 2233

Email registrar@securitytransfer.com.au

#### PRIVACY STATEMENT

Personal information is collected on this form by Security Transfer Australia Pty Ltd as the registrar for securities issuers for the purpose of maintaining registers of security holders, facilitating distribution payments and other corporate actions and communications. Your personal details may be disclosed to related bodies corporate, to external service providers such as mail and print providers, or as otherwise required or permitted by law. If you would like details of your personal information held by Security Transfer Australia Pty Ltd or you would like to correct information that is inaccurate please contact them on the address on this form.