



MOQ LIMITED
ACN 050 240 330
NOTICE OF 2016 ANNUAL GENERAL MEETING
EXPLANATORY STATEMENT
PROXY FORM

TIME: 10:30am (AEDT)
DATE: 21 November 2016
PLACE: Monash Private Capital
Level 18, 167 Macquarie Street
Sydney NSW 2000

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 advisers prior to voting. Should you wish to discuss the matters in this Notice of Meeting please do not hesitate to contact the Company Secretary on +61(2)8039 5015.

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TIME AND PLACE OF MEETING AND HOW TO VOTE

VENUE

The Annual General Meeting of the Shareholders to which this Notice of Meeting relates will be held at 10:30am on 21 November 2016 at:

Monash Private Capital
Level 18, 167 Macquarie Street
Sydney NSW 2000

YOUR VOTE IS IMPORTANT

The business of the Annual General Meeting affects your shareholding and your vote is important.

VOTING IN PERSON

To vote in person, attend the Annual General Meeting on the date and at the place set out above.

VOTING BY PROXY

To vote by proxy, please complete and sign the enclosed Proxy Form and either:

1. deliver the Proxy Form:
 - (a) by hand to: Suite 5a, 2 New McLean Street, Edgecliff, 2027;
 - (b) by post to: MOQ Limited, PO Box 528 Edgecliff NSW 2027;
 - (c) by facsimile to: +61 (0)2 8076 3837; or
 - (d) by email to: info@moq.com.au,

so that it is received not later than 48 hours before the commencement of the Meeting.

Proxy Forms received later than this time will be invalid.

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that an Annual General Meeting of Shareholders of MOQ Limited ACN 050 240 330 will be held at 10:30am (AEDT) on 21 November 2016 at Monash Private Capital, Level 18, 167 Macquarie Street, Sydney NSW 2000.

The Explanatory Statement to this Notice of Meeting provides additional information on matters to be considered at the Annual General Meeting. The Explanatory Statement forms part of this Notice of Meeting.

The Directors have determined pursuant to Regulation 7.11.37 of the Corporations Regulations 2001 (Cth) that the persons eligible to vote at the Annual General Meeting are those who are registered Shareholders at 10:30am on 19 November 2016. Terms and abbreviations used in this Notice of Meeting and Explanatory Statement are defined in the Glossary.

AGENDA

ORDINARY BUSINESS

Financial Statements and Reports

“To receive and to consider the Annual Financial Report of the Company for the financial year ended 30 June 2016 together with the declaration of the Directors, the Directors’ Report, the Remuneration Report and the Auditor’s Report for that financial year.”

Note: This item of ordinary business is **for discussion only and is not a resolution**.

However, pursuant to the Corporations Act, Shareholders will be given a reasonable opportunity at the Meeting to ask questions about, or make comments in relation to, each of the aforementioned reports during consideration of these items.

RESOLUTIONS

Part A: Remuneration Report

1. RESOLUTION 1 – ADOPTION OF REMUNERATION REPORT

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

“That, for the purpose of Section 250R(2) of the Corporations Act and for all other purposes, approval is given for the adoption of the remuneration report as contained in the Company’s Annual Financial Report for the financial year ended 30 June 2016.”

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

Voting Exclusion Statement: In accordance with the Corporations Act, the Company will disregard any votes cast on Resolution 1 by or on behalf of a member of the Company’s key management personnel (including the Directors), whose remuneration details are included in the Remuneration Report (**KMP**), or any of that person’s Closely Related Parties (such as close family members and any controlled companies of those persons) (collectively referred to as **Restricted Voter**). However, the Company need not disregard a vote if:

- (a) It is cast by a person as a proxy appointed in writing that specifies how the proxy is to vote on Resolution 1; and
- (b) It is not cast on behalf of a Restricted Voter.

If you appoint the person chairing the Meeting (**Chair**) and you are not a Restricted Voter, by submitting the Proxy Form you authorise the person chairing the Meeting to exercise the proxy even though Resolution 1 is connected directly or indirectly with the remuneration of a KMP, and you will be taken to have directed the Chair to vote in accordance with his or her stated intention to vote in favour of Resolution 1. If you do not want your vote exercised in favour of Resolution 1, you should direct the person chairing the Meeting to vote “against”, or to abstain from voting on, this Resolution.

Part B: Election of Directors

2. RESOLUTION 2 – RE-ELECTION OF MR JOSEPH D’ADDIO AS A DIRECTOR

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

“That Mr Joseph D’Addio, a Director who retires by rotation in accordance with the Company’s Constitution and ASX Listing Rule 14.4, and being eligible offers himself for re-election, is re-elected as a Director of the Company.”

3. RESOLUTION 3 – RE-ELECTION OF MR SCOTT MCPHERSON AS A DIRECTOR

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

“That Mr Scott McPherson, a Director who retires by rotation in accordance with the Company’s Constitution and ASX Listing Rule 14.4, and being eligible offers himself for re-election, is re-elected as a Director of the Company.”

4. RESOLUTION 4 – RE-ELECTION OF MR DON FRANCIS NANAYAKKARA AS A DIRECTOR

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

“That Mr Don Francis Nanayakkara, a Director appointed as an additional Director and holding office until the next general meeting of the Company after his appointment in accordance with the Company’s Constitution and ASX Listing Rule 14.4, be re-elected as a Director of the Company.”

Part C: ASX Listing Rule 7.1A

5. RESOLUTION 5 – ASX LISTING RULE 7.1A APPROVAL OF FUTURE ISSUE OF SECURITIES

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

“That, for the purposes of ASX Listing Rule 7.1A and for all other purposes, the Shareholders approve the issue of equity securities up to 10% of the issued capital of the Company (at the time of issue) calculated in accordance with the formula prescribed in ASX Listing Rule 7.1A.2 and otherwise on the terms set out in the Explanatory Statement which accompanies and forms part of this Notice of Meeting.”

Voting Exclusion Statement: The Company will disregard any votes cast on Resolution 5 by:

- (a) a person who may participate in the proposed issue and a person who might obtain a benefit, except a benefit solely in the capacity of a holder of ordinary securities if the resolution is passed; and
- (b) an Associate of those persons.

However, the Company will not disregard a vote if:

- (i) it is cast by a person as proxy for a person who is entitled to vote, in accordance with the directions on the proxy form; or
- (ii) it is cast by the Chair as proxy for a person who is entitled to vote, in accordance with a direction on the proxy form to vote as the proxy decides.

Part D: Issue of TETRA Performance Shares

6. RESOLUTION 6 – APPROVAL OF FUTURE ISSUE OF TETRA PERFORMANCE SHARES TO NON-RELATED TETRA VENDORS

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 7.1 and for all other purposes, the Shareholders approve the issue and allotment of 1,950,572 Performance Shares at a deemed issue price of 35 cents per Performance Share to the Non-Related TETRA Vendors (or their nominees) pursuant to the TETRA Acquisition, and otherwise on the terms out in the Explanatory Statement which accompanies and forms part of this Notice of Meeting.”

Voting Exclusion Statement: The Company will disregard any votes cast on Resolution 6 by:

- (a) non-related TETRA Vendors (or their nominees);
- (b) a person who might obtain a benefit, except a benefit solely in the capacity of a holder of ordinary securities if the resolution is passed; and
- (c) an Associate of any person described in (a) and (b).

However, the Company will not disregard a vote if:

- (i) it is cast by a person as proxy for a person who is entitled to vote, in accordance with the directions on the proxy form; or
- (ii) it is cast by the Chair as proxy for a person who is entitled to vote, in accordance with a direction on the proxy form to vote as the proxy decides.

7. RESOLUTION 7 – RELATED PARTY APPROVAL OF FUTURE ISSUE OF TETRAN PERFORMANCE SHARES TO DON FRANCIS NANAYAKKARA

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 10.11 and for all other purposes, the Shareholders approve the issue and allotment of 906,572 Performance Shares at a deemed issue price of 35 cents per Performance Share to Don Francis Nanayakkara (or his nominee), a Director of the Company pursuant to the TETRAN Acquisition, and otherwise on the terms out in the Explanatory Statement which accompanies and forms part of this Notice of Meeting.”

Voting Exclusion Statement: The Company will disregard any votes cast on Resolution 7 by:

- (a) Mr Don Francis Nanayakkara;
- (b) an Associate of Mr Don Francis Nanayakkara.

However, the Company will not disregard a vote if:

- (i) it is cast by a person as proxy for a person who is entitled to vote, in accordance with the directions on the proxy form; or
- (ii) it is cast by the Chair as proxy for a person who is entitled to vote, in accordance with a direction on the proxy form to vote as the proxy decides.

Dated: 20 October 2016

BY ORDER OF THE BOARD

Brad Cohen
Company Secretary

EXPLANATORY STATEMENT

This Explanatory Statement has been prepared for the information of the Shareholders in connection with the business to be conducted at the Annual General Meeting to be held at 10:30am on 21 November 2016 at Monash Private Capital, Level 18, 167 Macquarie Street, Sydney NSW 2000.

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

If you are in any doubt about what to do in relation to the Resolutions contemplated in the Notice of Meeting and this Explanatory Statement, it is recommended that you seek advice from an accountant, solicitor or other professional advisor.

Full details of the business to be considered at the Annual General Meeting are set out below.

AGENDA

FINANCIAL STATEMENTS AND REPORTS

In accordance with the Constitution, the business of the Annual General Meeting will include receipt and consideration of the Annual Financial Report of the Company for the financial year ended 30 June 2016 together with the declaration of the Directors, the Director's Report, the Remuneration Report and the Auditor's Report.

In accordance with the amendments to the Corporations Act, the Company is no longer required to provide a hard copy of the Company's Annual Financial Report to Shareholders unless a Shareholder has specifically elected to receive a printed copy. These amendments may result in reducing the Company's printing costs.

Whilst the Company will not provide a hard copy of the Company's Annual Financial Report unless specifically requested to do so, Shareholders may view the Company Annual Financial Report on its website at www.moq.com.au.

No resolution is required for this item, but Shareholders will be given the opportunity to ask questions and to make comments on the management and performance of the Company.

RESOLUTIONS

Part A: Remuneration Report

RESOLUTION 1 – ADOPTION OF REMUNERATION REPORT

In accordance with section 250R(2) of the Corporations Act, the Company is required to present to its Shareholders the Remuneration Report as disclosed in the Company's Annual Financial Report.

The vote on the Resolution is advisory only and does not bind the Directors or the Company. The Remuneration Report is set out in the Company's Annual Financial Report and is also available on the Company's website at www.moq.com.au.

However, if at least 25% of the votes cast are against the adoption of the Remuneration Report at the Meeting (subject of this Notice of Meeting), and then again at the 2017 Annual General Meeting (**2017 AGM**), the Company will be required to put to the vote a resolution (**Spill Resolution**) at the 2017 AGM to approve the calling of a further meeting (**Spill Meeting**). If more than 50% of Shareholders vote in favour of the Spill Resolution, the Company must convene the Spill Meeting within 90 days of the 2017 AGM. All of the Directors who were in office when the 2017 Directors' Report was approved, other than the Managing Director, will (if desired) need to stand for re-election at the Spill Meeting.

The Remuneration Report explains the Board's policies in relation to the nature and level of remuneration paid to KMPs (including Directors) and sets out remuneration details, service agreements and the details of any share-based compensation.

Voting

Note that a voting exclusion applies to Resolution 1 in the terms set out in the Notice of Meeting. In particular, the Directors and other Restricted Voters must not vote on this Resolution and must not cast a vote as proxy, unless the appointment gives a direction on how to vote, or the proxy is given to the Chair and you submit the Proxy Form, authorising the Chair to exercise the proxy even though Resolution 1 is connected directly or indirectly with the remuneration of a KMP and that in doing so you will be taken to have directed him to vote in accordance with his stated intention to vote in favour of Resolution 1.

Shareholders are urged to read carefully the Proxy Form and to provide a direction to the proxy on how to vote on this Resolution.

Part B: Election of Directors

RESOLUTION 2 – RE-ELECTION OF MR JOSEPH D’ADDIO AS A DIRECTOR

The Company’s Constitution requires that if the Company has 3 or more Directors, a third (or the number of Directors nearest to one third) of those Directors must retire at each annual general meeting, provided always that no Director (except a Managing Director) shall hold office for a period in excess of 3 years or until the third annual general meeting following his or her appointment, whichever is the longer, without submitting himself or herself for re-election. The Directors to retire at an annual general meeting are those who have been longest in office since their last election. Where 2 or more Directors have served equally the longest, the retiring Director is determined either amongst the Directors, or by drawing lots.

A Director who retires by rotation under clause 13.2 of the Company’s Constitution is eligible for re-election. Mr D’Addio retired by rotation and seeks re-election.

Mr D’Addio was a co-founder and Director of Tech Effect. Mr D’Addio has over 35 years’ experience in the IT industry, with a particular focus on areas of professional services, system and network engineering and technology consulting. Over the last 20 years, he has held a number of key management and director positions, building and leading businesses in the IT industry, specifically with Com Tech Communications and Dimension Data.

Following the acquisition of Tech Effect by MOQ, Mr D’Addio performs the role of Chief Operating Officer at MOQ.

Directors’ recommendation

The Directors (excluding Mr D’Addio) recommend that Shareholders vote for Resolution 2.

RESOLUTION 3 – RE-ELECTION OF MR SCOTT MCPHERSON AS A DIRECTOR

The Company’s Constitution requires that if the Company has 3 or more Directors, a third (or the number of Directors nearest to one third) of those Directors must retire at each annual general meeting, provided always that no Director (except a Managing Director) shall hold office for a period in excess of 3 years or until the third annual general meeting following his or her appointment, whichever is the longer, without submitting himself or herself for re-election. The Directors to retire at an annual general meeting are those who have been longest in office since their last election. Where 2 or more Directors have served equally the longest, the retiring Director is determined either amongst the Directors, or by drawing lots.

A Director who retires by rotation under clause 13.2 of the Company’s Constitution is eligible for re-election. Mr McPherson retired by rotation and seeks re-election.

Mr McPherson was a co-founder and Director of Tech Effect. Since forming the company in 2005, Tech Effect grew from providing Infrastructure related Integration Services, to offering Consulting and Managed Services to assist their client to overcome both business and technical ICT related challenges.

Mr McPherson’s position draws upon more than two decades of industry experience where he has worked for iconic market leaders Com Tech Communications and Dimension Data. During this time, Mr McPherson has honed his engineering, management and people skills to create a customer-centric organisation that develops solutions that solve real business

problems. These traits contributed to building Tech Effect into a successful, highly respected organisation. As the business grows, Mr McPherson's responsibilities evolved to focus on managing the Integration Services Practice, along with setting the vision and go to market strategy for 'Cloud World'. Mr McPherson's technology career started at Queensland University of Technology where he studied for his Bachelor of Business degree in Information Management.

Following the acquisition of Tech Effect by MOQ, Mr McPherson performs the role of Executive Director at MOQ.

Directors' recommendation

The Directors (excluding Mr McPherson) recommend that Shareholders vote for Resolution 3.

RESOLUTION 4 – RE-ELECTION OF MR DON FRANCIS NANAYAKKARA AS A DIRECTOR

The Company's Constitution requires that any Director appointed during the year either to fill a casual vacancy or as an addition to existing Directors, is to hold office until the next general meeting and is then eligible for re-election as a Director of the Company.

Mr Don Francis Nanyakkara was appointed as a Director on 20 May 2016, as an addition to the existing Directors, and since then has served as an Executive Director of the Company.

Under this Resolution, Mr Nanayakkara seeks re-election at this AGM.

Mr Nanayakkara was a co-founder, Director and Chief Executive Officer of TETRAN. Mr Nanayakkara has over 20 years' experience in the IT industry, with a particular focus on managed services. Mr Nanayakkara brings a mix of operational innovation and strategic insight and has held a number of management positions, building and leading businesses. Mr Nanayakkara played a key role in developing TETRAN into a customer-centric organisation and expanding TETRAN overseas, including setting up the Sri Lanka Centre of Excellence.

Mr Nanayakkara holds three Bachelor degrees from The University of New South Wales in Aerospace Engineering, Computer Science and Mathematics.

Directors' recommendation

The Directors (excluding Mr Nanayakkara) recommend that Shareholders vote for Resolution 4.

Part C: ASX Listing Rule 7.1A

RESOLUTION 5 – ASX LISTING RULE 7.1A APPROVAL OF FUTURE ISSUE OF SECURITIES

Under Listing Rule 7.1A, certain companies may seek Shareholder approval by special resolution passed at an annual general meeting to have the additional capacity to issue equity securities (which must be in the same class as an existing quoted class of equity securities of the Company) which do not exceed 10% of the existing ordinary share capital without further Shareholder approval. The ability of the Company to make an issue under Listing Rule 7.1A is in addition to its 15% placement capacity under Listing Rule 7.1.

Approval under this Resolution 5 is sought for the Company to issue equity securities under Listing Rule 7.1A.

If Resolution 5 is approved the Company may make an issue of equity securities under Listing Rule 7.1A at any time (either on a single date or progressively) up until the earlier of:

- (a) the date which is 12 months after the date of the 2016 Annual General Meeting; or
- (b) the date on which Shareholders approve a transaction under Listing Rule 11.1.2 (a significant change to the nature or scale of activities) or 11.2 (disposal of main undertaking);

or such longer period if allowed by the ASX.

Accordingly, the approval given if this Resolution 5 is passed will cease to be valid on the earlier of 21 November 2017 or the date on which holders of the Company's ordinary securities approve a transaction under Listing Rules 11.1.2 or 11.2.

At the date of this Explanatory Statement, the Company is an 'eligible entity', and therefore able to seek approval under Listing Rule 7.1A, as it is not included in the S&P/ASX300 and has a market capitalisation less than the amount prescribed by ASX (currently \$300 million). If at the time of the Annual General Meeting the Company is no longer an eligible entity this Resolution will be withdrawn.

The maximum number of equity securities which may be issued in the capital of the Company under the approval sought by this Resolution will be determined in accordance with the following formula prescribed in Listing Rule 7.1A.2:

$(A \times D) - E$

where:

A is the number of shares on issue 12 months before the date of issue or agreement to issue:

- (i) plus the number of fully paid shares issued in the 12 months under an exception in Listing Rule 7.2;
- (ii) plus the number of partly paid shares that became fully paid in the 12 months;
- (iii) plus the number of fully paid shares issued in the 12 months with approval of the holders of shares under Listing Rules 7.1 and 7.4 (this does not include an issue

of fully paid ordinary shares under the entity's 15% placement capacity without Shareholder approval);

(iv) less the number of fully paid shares cancelled in the 12 months.

D is 10%

E is the number of equity securities issued or agreed to be issued under Listing Rule 7.1A.2 in the 12 months before the date of the issue or agreement to issue that are not issued with the approval of Shareholders under Listing Rules 7.1 or 7.4.

The ability of the Company to make an issue under Listing Rule 7.1A is in addition to its 15% placement capacity under Listing Rule 7.1. The effect of Resolution 5 will be to allow the Company to issue equity securities under Listing Rule 7.1A without using the Company's 15% placement capacity under Listing Rule 7.1.

As at 4 October 2016, the Company has on issue 154,713,558 ordinary shares and therefore has capacity to issue:

- (a) 23,207,033 equity securities under Listing Rule 7.1; and
- (b) subject to Shareholder approval being sought under this Resolution, 15,471,355 equity securities under Listing Rule 7.1A.

The issue price of the equity securities issued under Listing Rule 7.1A will be determined at the time of issue. The minimum price at which the equity securities the subject of this Resolution will be issued is 75% of the volume weighted average market (closing) price (**VWAP**) of the Company's equity securities over the 15 days on which trades in that class were recorded immediately before either:

- (a) the date on which the price at which the equity securities are to be issued is agreed; or
- (b) if the equity securities are not issued within 5 ASX trading days of the date in paragraph (a) the date on which the securities are issued.

If this Resolution is approved, and the Company issues equity securities under Listing Rule 7.1A, the existing Shareholders' voting power in the Company will be diluted. There is a risk that:

- (a) the market price for the Company's equity securities may be significantly lower on the issue date than on the date of the approval of this Resolution; and
- (b) the equity securities issued under Listing Rule 7.1A may be issued at a price that is at a discount (as described above) to market price for the Company's equity securities on the issue date;

which may have an effect on the amount of funds raised by the issue.

The table set out below shows the dilution of existing Shareholders on the basis of:

- The current market price of the Company's ordinary shares and the current number of ordinary securities as at the date of this Explanatory Statement.
- Two examples where the number of ordinary shares on issue ("A") has increased, by 50% and 100%. The number of ordinary shares on issue may increase as a result of

issues of ordinary shares that do not require Shareholder approval (for example, pro-rata entitlements issues) or as a result of future specific placements under Listing Rule 7.1 that are approved by Shareholders.

- Two examples of where the issue price of ordinary securities has decreased by 50% and increased by 100% as against the current market price.

Variable "A" Listing Rule 7.1A.2		Dilution		
		\$0.11 50% decrease in issue price	\$0.22 Issue Price **	\$0.44 100% increase in issue price
"A" is the current number of shares on issue 154,713,558*** shares	10% voting dilution	15,471,355 shares	15,471,355 shares	15,471,355 shares
	Funds raised	\$1,701,849.05	\$3,403,698.10	\$6,807,396.20
"A" is a 50% increase in current shares on issue 232,070,337*** shares	10% voting dilution	23,207,033 shares	23,207,033 shares	23,207,033 shares
	Funds raised	\$2,552,773.63	\$5,105,547.26	\$10,211,094.52
"A" is a 100% increase in current shares on issue 309,427,116*** shares *	10% voting dilution	30,942,711 shares	30,942,711 shares	30,942,711 shares
	Funds raised	\$3,403,698.21	\$6,807,396.42	\$13,614,792.84

Notes:

- The table assumes that the Company issues the maximum number of equity securities available under Listing Rule 7.1A.
- The table assumes that no options are exercised in ordinary shares before the date of the issue of equity securities under Listing Rule 7.1A.
- The table does not show an example of dilution that may be caused to a particular Shareholder by reason of issues of equity securities under Listing Rule 7.1A based on that Shareholder's holding at the date of this Explanatory Statement.
- The table shows the effect of an issue of equity securities under Listing Rule 7.1A, not under the Company's 15% placement capacity under Listing Rule 7.1.
- The issue of equity securities under the Listing Rule 7.1A consists only of ordinary shares. If the issue of equity securities includes options, it is assumed that those options are exercised into ordinary shares for the purposes of calculating the voting dilution effect on existing Shareholders.

* Any issue of equity securities is required to be made in accordance with the Listing Rules. Any issue made other than under the Company's 15% capacity (Listing Rule 7.1) or the Company's additional 10% capacity (Listing Rule 7.1A) and not otherwise made under an exception in Listing Rule 7.2 (for example, a pro-rata rights issue) would require Shareholder approval.

** Based on the closing price of the Company's Shares on ASX on 4 October 2016.

*** Based on the Company's Share structure as at 4 October 2016.

If this Resolution is approved the Company will have the ability to issue up to 10% of its issued capital without further Shareholder approval and therefore allow it to take advantage of opportunities to obtain further funds if required and available in the future.

As at the date of this Explanatory Statement, the Company has not formed an intention to offer any equity securities under Listing Rule 7.1A to any particular person or at any particular time. The total amount that may be raised by the issue of equity securities under Listing Rule 7.1A will depend on the issue price of the equity securities which will be determined at the time of issue. In some circumstances the Company may issue equity securities under Listing Rule 7.1A for non-cash consideration (for example, in lieu of cash payments to consultants, suppliers or vendors). While the Company has not formed an intention to offer any equity securities under Listing Rule 7.1A, some of the purposes for which the Company may issue equity securities under Listing Rule 7.1A include (but are not limited to):

- (a) raising funds to further develop the Company's business;
- (b) raising funds to be applied to the Company's working capital requirements;
- (c) acquiring assets. In these circumstances the issue of the ordinary shares may be made in substitution for the Company making a cash payment for the assets. If the Company elects to issue ordinary shares for the purpose of acquiring assets then the Company will release to the market a valuation of the assets prior to issuing the shares; and
- (d) paying service providers or consultants of the Company.

Details regarding the purposes for which any particular issue under Listing Rule 7.1A is made will be more fully detailed in an announcement to the ASX made pursuant to Listing Rule 7.1A.4 and Listing Rule 3.10.5A at the time the issue is made. The identity of the allottees of equity securities under Listing Rule 7.1A will be determined at the time the Company decides to make an issue having regard to a number of factors including:

- (a) the capital raising and acquisition opportunities available to the Company and any alternative methods for raising funds or acquiring assets that are available to the Company;
- (b) the potential effect on the control of the Company;
- (c) the Company's financial situation and the likely future capital requirements; and
- (d) advice from the Company's corporate or financial advisors.

Offers made under Listing Rule 7.1A may be made to parties including professional and sophisticated investors, existing Shareholders of the Company, clients of Australian Financial Service Licence holders and/or their nominees, or any other person to whom the Company is able to make an offer of equity securities.

The allocation policy the Company may adopt for a particular issue of equity securities under Listing Rule 7.1A and the terms on which those equity securities may be offered will depend upon the circumstances existing at the time of the proposed capital raising under Listing Rule 7.1A. Subject to the requirements of the Listing Rules and the Corporations Act, the Directors reserve the right to determine at the time of any issue of equity securities under Listing Rule 7.1A, the allocation policy that the Company will adopt for that issue.

As the Company has previously obtained Shareholder approval under Listing Rule 7.1A, it is required by Listing Rule 7.3A.6 to provide details of all issues of securities in the 12 months

preceding the date of the Meeting. The details of all issues of Securities by the Company during the 12 months preceding the date of the Meeting are detailed below:

Number/Class of Securities issued	Terms and Purpose of issue	Price	Consideration received /value	Allottees of the Securities
<i>Shares issued on 1 April 2016</i>				
161,454,545 fully paid ordinary shares	Capital raising pursuant to tranche 1 of the offer made under the prospectus dated 24 March 2016	2.75 cents (note: this figure is pre-consolidation, completed on 31 May 2016) Share price on date of issue was 3.1 cents, which represents a discount of 11%.	Cash consideration of \$4,440,000 As of the date of this Notice, approximately \$3,550,494 has been used by the Company. These funds have been used as follows: <ul style="list-style-type: none"> • Capital Raising costs \$220,707 • Due Diligence & M&A Costs \$329,787 • Cash consideration for Skoolbag \$3,000,000 The Company intends to use the remaining funds as follows: <ul style="list-style-type: none"> • Working capital purposes 	Investors under the prospectus
<i>Shares issued on 20 May 2016</i>				
165,818,182 fully paid ordinary shares	Capital raising pursuant to tranche 2 of the offer made under the prospectus dated 24 March 2016 and with shareholder approval obtained on 16 May 2016	2.75 cents (note: this figure is pre-consolidation, completed in 31 May 2016) Share price on date of issue was 3 cents, which represents a discount of 8%.	Cash consideration of \$4,560,000 As of the date of this Notice, approximately \$4,216,672 has been used by the Company. These funds have been used as follows: <ul style="list-style-type: none"> • Capital Raising costs \$226,672 • Cash consideration for TETRA \$3,990,000 The Company intends to use the remaining funds as follows: <ul style="list-style-type: none"> • Working capital purposes 	Investors under the prospectus
142,857,143 fully paid ordinary shares	Part of the consideration payable to the vendors of TETRA, of which 100% of shares were acquired on 20 May 2016	Deemed issue price of 3.5 cents (note: this figure is pre-consolidation, completed in 31 May 2016). No discount to the share price on the date of issue.	Non-cash consideration with a deemed value of \$5,000,000.	Vendors of TETRA

Total Securities issued in previous 12 months	470,129,870 (note: this figure is pre-consolidation, completed on 31 May 2016)
Percentage of total Securities issued in previous 12 months*	42.64%

*Based on Company's fully diluted share capital structure as at date of 23 October 2015 (date on which the Notice of 2015 Annual General Meeting was lodged with ASX), which was 1,102,504,546 shares

This Resolution is a special resolution. For a special resolution to be passed, at least 75% of the votes validly cast on the resolution by Shareholders (by number of ordinary shares) must be in favour of this Resolution.

Directors' recommendation

The Directors of the Company believe that Resolution 5 is in the best interests of the Company and unanimously recommend that Shareholders vote in favour of this Resolution.

A voting exclusion statement is set out in the Notice of Meeting.

Part D: Issue of TETRAN Performance Shares

On 3 March 2016, the Company announced that it had entered into a binding share purchase agreement to acquire 100% of the shares of TETRAN Pty Limited and other entities within the TETRAN group of companies (**TETRAN**) from the shareholders of TETRAN (**TETRAN Vendors**). The Company's acquisition of TETRAN is referred to in this Notice as the **TETRAN Acquisition**.

Founded in 2006, TETRAN is an Australian owned and based technology company offering managed IT services and professional services, with over 90 employees across offices in Australia (HQ), New Zealand, Singapore and a Centre of Excellence in Sri Lanka. As a managed and cloud services IT company, TETRAN focuses on providing innovative operational IT services and solutions that are core to business productivity.

Following:

- (a) receipt of Shareholder approval on 16 May 2016; and
- (b) completion of a \$9 million capital raising,

the Company completed the TETRAN Acquisition on 20 May 2016.

Pursuant to the terms of the TETRAN Acquisition, as previously disclosed by the Company in the Prospectus dated 24 March 2016 and Notice of Meeting dated 12 April 2016, if the Normalised FY16 EBITDA of TETRAN is equal to or greater than \$1,770,000 (**Target FY16 EBITDA**), the Company agreed to issue the following fully paid ordinary shares (**Performance Shares**) to certain TETRAN Vendors:

Table 1 – Performance Shares and Projected Holdings

TETRAN Vendor who will receive Performance Shares	Number of Performance Shares	% of MOQ (Performance Shares only)	% of MOQ (including existing shareholdings)	% of MOQ (fully diluted)
Don Francis Nanayakkara	906,572	0.58%	4.19%	4.12%
Related Party Total	906,572			
Komatie Pty Ltd	571,429	0.36%	2.61%	2.57%
Kai Mysliwiecz	526,000	0.33%	0.72%	0.71%
Inflection Investments Pty Ltd	453,143	0.29%	1.60%	1.58%
Marlon De Cruz	400,000	0.25%	1.01%	1.00%
Non-Related Party Total	1,950,572			
Grand Total	2,857,144			

The Board wishes to advise that the Target FY16 EBITDA has been achieved by TETRAN. Accordingly, pursuant to the terms of the TETRAN Acquisition, the Company is seeking Shareholder approval to issue and allot 2,857,144 Performance Shares as follows:

- (a) Resolution 6: Issue of 1,950,572 Performance Shares to TETRAN Vendors entitled to receive Performance Shares who are not related parties of the Company (**Non-Related TETRAN Vendors**) (or their nominees); and

- (b) Resolution 7: Issue of 906,572 Performance Shares to Mr Don Francis Nanayakkara (or his nominee), a Director of the Company, who is also a TETRAN Vendor entitled to receive Performance Shares. As Mr Nanayakkara is a “related party” of the Company, separate Shareholder approval is being sought for the issue of Performance Shares to Mr Nanayakkara (or his nominee).

RESOLUTION 6 – APPROVAL OF FUTURE ISSUE OF TETRAN PERFORMANCE SHARES TO NON-RELATED TETRAN VENDORS

This Resolution seeks Shareholder approval for the issue of 1,950,572 Performance Shares at a deemed issue price of 35 cents per Performance Share to the Non-Related TETRAN Vendors (or their nominees) pursuant to the terms of the TETRAN Acquisition.

The effect of this Resolution is:

- (a) generally, to provide Shareholder consent to the issue of the Performance Shares, and for the issue of these Performance Shares to fall within an exception to Listing Rule 7.1., which will therefore allow the Directors to issue these Performance Shares without using the Company’s annual 15% placement capacity; and
- (b) more specifically, to allow the Company to complete its contractual obligations (to issue Performance Shares) pursuant to the terms of the TETRAN Acquisition, without having to utilising the Company’s annual 15% placement capacity.

Information Required by ASX Listing Rule 7.3

The following information in relation to the Performance Shares is provided to shareholders for the purposes of ASX Listing Rule 7.3:

- (a) The maximum number of Performance Shares to be issued is 1,950,572.
- (b) The Performance Shares will be issued progressively within 3 months of Shareholder approval being obtained by the Company (or otherwise, as determined by the ASX in the exercise of their discretion).
- (c) The Performance Shares are to be a deemed issue price of 35 cents per Performance Share.
- (d) The allottees are Non-Related TETRAN Vendors (or their nominees).
- (e) The Performance Shares will be fully paid on issue and rank equally in all aspects with all existing ordinary shares previously issued by the Company.
- (f) The Performance Shares are being issued as part of the consideration payable by the Company pursuant to the terms of the TETRAN Acquisition.

RESOLUTION 7 – RELATED PARTY APPROVAL OF FUTURE ISSUE OF TETTRAN PERFORMANCE SHARES TO DON FRANCIS NANAYAKKARA

This Resolution seeks Shareholder approval for the issue of 906,572 Performance Shares at a deemed issue price of 35 cents per Performance Share to Mr Don Francis Nanayakkara (or his nominee) pursuant to the terms of the TETTRAN Acquisition.

Mr Nanayakkara currently serves as an Executive Director of the Company, having been appointed following completion of the TETTRAN Acquisition on 20 May 2016.

Mr Nanayakkara was a co-founder, Director and Chief Executive Officer of TETTRAN. Don has over 20 years' experience in the IT industry, with a particular focus on managed services. Don brings a mix of operational innovation and strategic insight and has held a number of management positions, building and leading businesses. Don played a key role in developing TETTRAN into a customer-centric organisation and expanding TETTRAN overseas, including setting up the Sri Lanka Centre of Excellence. Don holds three Bachelor degrees from The University of New South Wales in Aerospace Engineering, Computer Science and Mathematics.

Listing Rule 10.11 provides that a listed company must not issue equity securities to a related party without Shareholder approval. A "related party" for the purposes of the Listing Rules is widely defined and includes a director of a public company or a spouse of a director of a public company, and any entity controlled by a Director of the company (unless the entity is also controlled by the company).

As Mr Nanayakkara currently sits on the Board of the Company, he is a "related party" of the Company for the purposes of the Listing Rules.

Chapter 2E of the Corporations Act prohibits the Company from giving a financial benefit to a related party of the Company unless either:

- (a) the giving of the financial benefit falls within one of the nominated exceptions to the provisions; or
- (b) prior Shareholder approval is obtained prior to the giving of the financial benefit.

The Board believes the giving of this "financial benefit" in the form of Performance Shares to Mr Nanayakkara falls within the "arm's length terms" exception in section 210 of the Corporations Act. In support of this view, the Board notes that:

- (a) the Performance Shares are being issued as part of the overall TETTRAN Acquisition, which was entered into on "arm's length terms" by the parties; and
- (b) the Performance Shares are being issued on the same terms to Mr Nanayakkara and other TETTRAN Vendors entitled to receive Performance Shares who are not related parties of the Company.

Accordingly, the Board has resolved that the giving of this "financial benefit" fall with the "arm's length terms" exception as set out in section 210 of the Corporations Act, and relies on this exception for the purpose of Resolution 7. Therefore, Shareholder approval is not being sought for the issue of these Performance Shares to Mr Nanayakkara (or his nominee) for the purposes of Chapter 2E of the Corporations Act.

Mr Nanayakkara's projected holdings in the Company is set out in Table 1. Assuming that all Resolutions under this Notice of Meeting are approved by Shareholders, Mr Nanayakkara's

holdings will increase by 906,572 Shares and on an undiluted basis, Mr Nanyakkara's maximum holding is projected to be 4.19%. Mr Nanyakkara does not hold any convertible Securities, accordingly, on a fully diluted basis, his holdings is projected to be lower than on an undiluted basis.

The fully diluted percentages noted above are based on the assumption that all existing convertible Securities that have been issued and are proposed to be issued are exercised, converted and/or vested (if applicable) to Shares. Accordingly, the percentages noted above should be treated with caution as there is no certainty that any of these convertible Securities will convert into Shares (if at all).

Information Required by ASX Listing Rule 10.13

The following information in relation to the Performance Shares is provided to shareholders for the purposes of ASX Listing Rule 10.13:

- (a) The related party is Mr Nanyakkara (or his nominee), a Director of the Company.
- (b) The maximum number of Performance Shares to be issued is 906,572.
- (c) The Performance Shares will be issued progressively within 1 month of Shareholder approval being obtained by the Company (or otherwise, as determined by the ASX in the exercise of their discretion).
- (d) The Performance Shares are to be a deemed issue price of 35 cents per Performance Share.
- (e) The Performance Shares will be fully paid on issue and rank equally in all aspects with all existing ordinary shares previously issued by the Company.
- (f) The Performance Shares are being issued as part of the consideration payable by the Company pursuant to the terms of the TETRAN Acquisition.

Directors' recommendation:

The Directors (excluding Mr Nanyakkara) recommend that Shareholders vote in favour of Resolution 7. As noted above, the Directors (excluding Mr Nanyakkara) believe that the issue of Performance Shares to Mr Nanyakkara (or his nominee) fall with the "arm's length terms" exception as set out in section 210 of the Corporations Act, and relies on this exception for the purpose of Resolution 7.

ENQUIRIES

Shareholders are asked to contact Mr Brad Cohen, Company Secretary, on (+61 2) 8039 5015 if they have any queries in respect of the matters set out in these documents.

GLOSSARY

AEDT means Australian Eastern Daylight Time as observed in Sydney, New South Wales.

Annual Financial Report means the 2016 Annual Report to Shareholders for the period ended 30 June 2016 as lodged by the Company with ASX on 30 September 2016.

Annual General Meeting or **AGM** or **Meeting** means an Annual General Meeting of the Company and, unless otherwise indicated, means the meeting of the Company's members convened by this Notice of Meeting.

ASIC means Australian Securities and Investment Commission.

Associate has the meaning given to it by the ASX Listing Rules.

ASX means ASX Limited (ACN 008 624 691) or the financial market operated by it, as the context requires, of 20 Bridge Street, Sydney, NSW 2000.

ASX Listing Rules or **Listing Rules** means the official ASX Listing Rules of the ASX and any other rules of the ASX which are applicable while the Company is admitted to the official list of the ASX, as amended or replaced from time to time, except to the extent of any express written waiver by the ASX.

Auditor's Report means the auditor's report of Stantons International Audit and Consulting Pty Ltd dated 31 August 2015 as included in the Annual Financial Report.

Board means the current board of Directors of the Company.

Business Day means a day on which trading takes place on the stock market of ASX.

Chair means the person chairing the Meeting.

Company means MOQ Limited (ACN 050 240 330) of Suite 5A, 2 New McLean Street, Edgecliff NSW 2027.

Constitution means the Company's constitution.

Corporations Act means the *Corporations Act* 2001 (Cth) as amended or replaced from time to time.

Director means a current director of the Company.

Directors' Report means the report of Directors as included in the Annual Financial Report.

Dollar or **"\$"** means Australian dollars.

Explanatory Statement means the explanatory statement accompanying this Notice of Meeting.

Non-Related TETRAN Vendors means the TETRAN Vendors entitled to receive Performance Shares who are not related parties of the Company.

Normalised FY16 EBITDA means the aggregated earnings before interest, tax, depreciation and amortisation for each company within TETRAN for the 2016 financial year, normalised to exclude professional legal, accounting and tax advisory costs associated with the transactions

contemplated in the TETRAN share sale and purchase agreement, income received by each TETRAN company other than from its customers, and any other amounts nominated by the TETRAN Vendors and agreed by the Company.

Notice of Meeting or Notice of Annual General Meeting means this notice of annual general meeting dated 20 October 2016 including the Explanatory Statement.

Option means an option to acquire a Share.

Performance Shares means up to 2,857,144 fully paid ordinary shares of the Company with a deemed issue price of 35 cents per Share, which the Company agreed to issue to Non-Related TETRAN Vendors and Mr Don Francis Nanyakkara (or each of their nominees) in the event that certain financial metrics in connection with the Target FY16 EBITDA was met by TETRAN.

Proxy Form means the proxy form attached to this Notice of Meeting.

Remuneration Report means the remuneration report as set out in the Annual Financial Report which is also available on the Company's website at www.moq.com.au.

Resolutions means the resolutions set out in this Notice of Meeting, or any one of them, as the context requires.

Restricted Voter means a member of the Company's key management personnel (including the Directors) details of whose remuneration are included in the Remuneration Report and any of that person's Closely Related Parties or Associates (such as close family members and any controlled companies of those persons).

Securities mean Shares and/or Options (as the context requires).

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

Shareholder means a holder of a Share.

Spill Meeting means the meeting that will be convened within 90 days of the 2017 AGM if a threshold of votes are cast against the adoption of the Remuneration Report at the Meeting and the 2017 AGM.

Spill Resolution means the resolution required to be put to Shareholders at the 2017 AGM if a threshold of votes are cast against the adoption of the Remuneration Report at the Meeting and the 2017 AGM.

Target FY16 EBITDA means a Normalised FY16 EBITDA of TETRAN which is equal to or greater than \$1,770,000.

TETRAN means TETRAN Pty Limited (ABN 85 118 203 857) and other entities within the TETRAN group, which includes Tetran NZ Limited (Company Number 3386076), T.I.M. AsiaPacific (PVT) Limited (TIN: 114 716 928 – 000), and Tetran (Singapore) Pte Limited (Reg No. 201506124D).

TETRAN Acquisition means the acquisition of 100% of the issued capital in TETRAN as completed by the Company on 20 May 2016.

TETRAN Vendors means the shareholders of TETRAN.

VWAP means the volume weighted average price, with respects to the price of Shares.

MOQ Limited
ACN 050 240 330

Proxy Form

STEP 1: APPOINT A PROXY TO VOTE ON YOUR BEHALF

Full name of shareholder(s):..... Contact details:.....

Address:.....

I/We being a member/s of MOQ Limited (ACN 050 240 330) (**Company**) and entitled to attend and vote at the Meeting of the Company to be held at 10:30am (AEDT) on 21 November 2016 appoint:

☐ the Chairman of the meeting. **OR** ☐
(mark box) (mark box)

.....
(if you are **NOT** appointing the Chairman 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, of it no person or body corporate is named, the Chairman, 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 and any applicable voting exclusions, as the proxy sees fit) at the Meeting and at any postponement or adjournment of the Meeting.

STEP 2: VOTING DIRECTIONS

Voting directions will only be valid and accepted by the Company if they are signed and received no later than 48 hours before the commencement of the Meeting

You may direct your proxy (which may be the Chairman, if so appointed) on how to vote on Resolutions 1 to 7 (inclusive) by marking one of the boxes with an "X" for each Resolution. If you mark the abstain box for a particular Resolution, you are directing your proxy not to vote on that particular Resolution on a show of hands or on a poll and your votes will not be counted in computing the required majority on a poll.

Important for Resolution 1: If the Chairman is your proxy, either by appointment or by default, you are entitled to vote on the relevant resolution and you have not indicated your voting intention below, you expressly authorise the Chairman 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 KMP (details of whose remuneration are set out in the Remuneration Report).

The Chairman of this Meeting intends to vote undirected proxies IN FAVOUR ("FOR") of all Resolutions.

I/We direct that my proxy vote in the following manner (please mark relevant boxes with (X) to indicate your directions):

Resolution		For	Against	Abstain*
1	Adoption of Remuneration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Re-election of Mr Joseph D'Addio as a Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Re-election of Mr Scott McPherson as a Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Re-election of Mr Don Francis Nanayakkara as a Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	ASX Listing Rule 7.1A Approval of Future Issue of Securities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Approval of Future Issue of TETRAN Performance Shares to Non-Related TETRAN Vendors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Related Party Approval of Future Issue of TETRAN Performance Shares to Don Francis Nanayakkara	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Please note if you mark **abstain**, you are directing your proxy not to vote on that Resolution.

STEP 3: SIGNATURE OF SHAREHOLDER(S) – THIS MUST BE COMPLETED

	Individual or Shareholder 1	Shareholder 2	Shareholder 3

	Sole Director & Sole Company Secretary	Director	Director/Company Secretary
Date:			

Please read carefully and follow the instructions overleaf.

How to complete this Proxy Form

For your proxy vote to be effective, your completed Proxy Form must be received at least 48 hours before the commencement of the Meeting.

Step 1: Appointing a proxy

If you are entitled to attend and vote at the meeting, you may appoint a proxy to attend the meeting and vote on your behalf. A proxy can be an individual or a body corporate and need not be a shareholder. You may select the Chairman of the meeting as your proxy.

Appointing a second proxy: If you are entitled to cast two or more votes, you may 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 Voting Form may be obtained by telephoning the Company's registered office or you may copy this form and return them both together. If you appoint two proxies, you must specify the proportion or number of votes each proxy may exercise. If no percentage is specified, each proxy may exercise half of your votes. Fractions of votes will be disregarded.

Default to the Chairman of the meeting: Any directed proxies that are not voted on a poll at the meeting will automatically default to the Chairman of the meeting, who is required to vote those proxies as directed.

Additional Proxy Forms: You can obtain additional Proxy Forms by telephoning the Company or you may copy this Form. Please lodge both Proxy Forms together.

Step 2: Voting directions

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 your directions. If you mark the "Abstain" box for an item, you are directing your proxy not to vote on that item. If you mark more than one box for an item, your vote on that item will be invalid.

Voting a portion of your holding: You may indicate that only a portion of your voting rights are to be voted on any item by inserting a percentage or the number of securities you wish to vote in the appropriate box or boxes. The total of votes cast, or the percentage for or against, an item must not exceed your voting entitlement or 100%.

No directions: If you do not mark any of the boxes on a given item, your proxy may vote as he or she chooses.

Lodging your Proxy Form: This Proxy Form must be received by the Company at least 48 hours before the commencement of the Meeting. Any Proxy Form received after that time will not be effective for the meeting. You can return this Proxy Form (and any Power of Attorney under which it is signed):

- **by hand delivery** to Suite 5a, 2 New McLean Street, Edgecliff 2027
- **by post** to MOQ Limited, PO Box 528, Edgecliff NSW 2027;
- **by facsimile** to +61 (0)2 8076 3837; or
- **by email** to info@moq.com.au.

Step 3: Signing instructions

Individual: The Proxy Form must be signed by the shareholder personally or by Power of Attorney (see below).

Joint holding: The Proxy Form must be signed by each of the joint shareholders personally or by Power of Attorney (see below).

Power of Attorney: To sign under Power of Attorney, you must have already lodged the Power of Attorney with the Company. If you have not previously lodged that document, please attach a certified copy of the Power of Attorney to this Proxy Form when you return it.

Companies: For a corporate shareholder, if the company has a sole director who is also the sole company secretary, that person must sign this Proxy Form. If the company does not have a company secretary (under section 204A of the Corporations Act 2001), its sole director must sign this Proxy Form. Otherwise, a director must sign jointly with either another director or a company secretary in accordance with section 127 of the Corporations Act 2001. Please indicate the office held by signing in the appropriate place.

Corporate representative: If a representative of a corporate shareholder or proxy is to attend the meeting, the appropriate *Certificate of appointment of Corporate Representative* must be produced before the meeting. A form of the certificate may be obtained by telephoning the Company.