

Online Meeting Guide

Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: **whatismybrowser.com**

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 & OS X v10.10 and after
- Internet Explorer 9 and up

To attend and vote you must have your securityholder number and postcode.

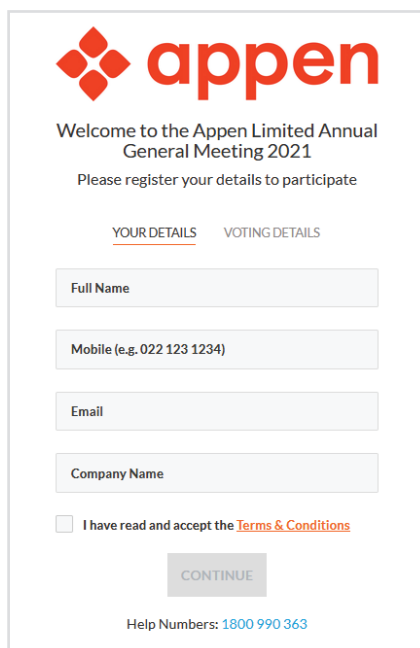
Appointed Proxy: Your proxy number will be provided by Link before the meeting.

Please make sure you have this information before proceeding.

Online Meeting Guide

Step 1

Open your web browser and go to <https://agmlive.link/APX21>



Step 2

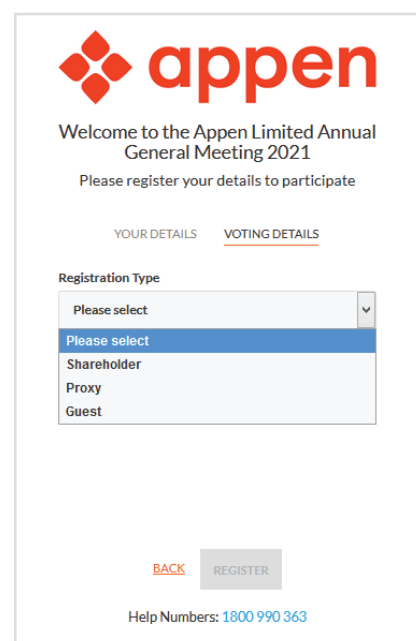
Log in to the portal using your full name, mobile number, email address, and company name (if applicable). Insert Line across. Please read and accept the terms and conditions before clicking on the **'Register'** button. Once you have logged in you will see:

- On the left – a live video webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – buttons for **'Get a Voting Card'**, **'Ask a Question'** and a list of company documents to download

Note: If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

Step 3.

Select your **'Registration Type'** from the drop-down box by choosing – Shareholder, Proxyholder or Guest.



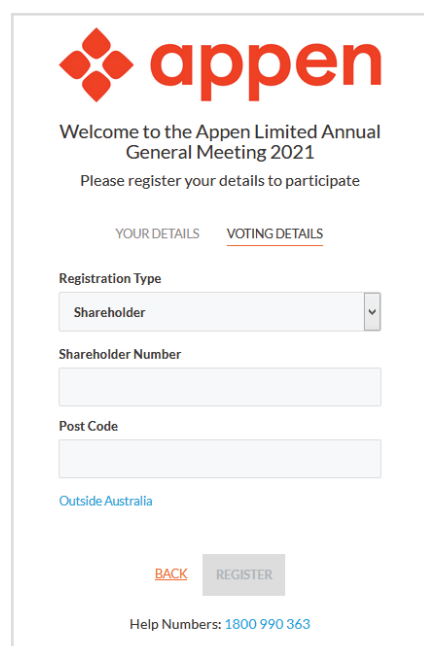
Step 4

Follow the instructions below that correspond to the **'Registration Type'** you selected in Step 3.

Shareholder

At **'Registration Type'** select **'Shareholder'** from the drop-down box. Enter your Security Reference Number (SRN) or Holder Identification Number (HIN), and postcode.

Click the **'Register'** button.

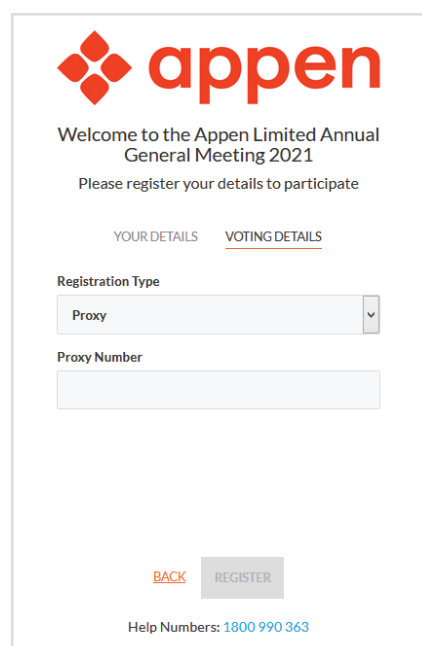


The screenshot shows the Appen registration interface for Shareholders. At the top is the Appen logo. Below it, the text reads "Welcome to the Appen Limited Annual General Meeting 2021" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "Registration Type", a dropdown menu is set to "Shareholder". Below this are input fields for "Shareholder Number" and "Post Code". A link "Outside Australia" is present. At the bottom, there are "BACK" and "REGISTER" buttons, and the text "Help Numbers: 1800 990 363".

Proxyholder

At **'Registration Type'** select **'Proxy'** from the drop-down box. Enter your Proxy Code provided to you before the meeting.

Click the **'Register'** button.

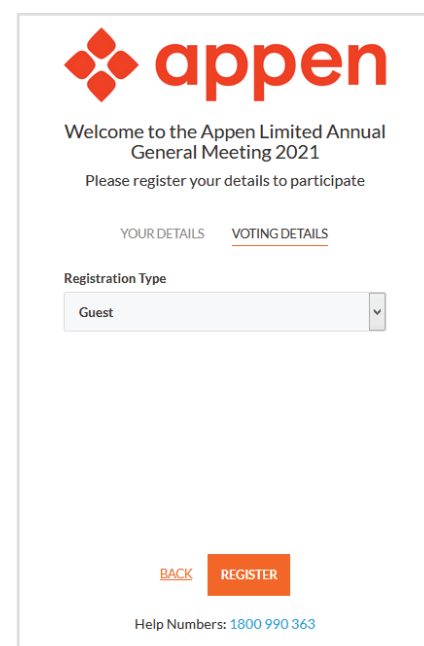


The screenshot shows the Appen registration interface for Proxyholders. It features the Appen logo, the meeting title, and the registration prompt. The "VOTING DETAILS" tab is active. The "Registration Type" dropdown is set to "Proxy". Below it is an input field for the "Proxy Number". The "BACK" and "REGISTER" buttons, along with the help number "1800 990 363", are at the bottom.

Guest

At **'Registration Type'** select **'Guest'** from the drop-down box.

Click the **'Register'** button.



The screenshot shows the Appen registration interface for Guests. It includes the Appen logo, the meeting title, and the registration prompt. The "VOTING DETAILS" tab is active. The "Registration Type" dropdown is set to "Guest". The "BACK" and "REGISTER" buttons, along with the help number "1800 990 363", are at the bottom.

Online Meeting Guide *continued*

5. Get a voting card

If you logged in as a Shareholder or Proxy, your voting card will appear on the bottom left hand side.

To register to vote – click on the **‘Get a Voting Card’** button. This will bring up a box which looks like this.

The screenshot shows a 'Voting Card' registration form. At the top, it says 'Please provide your Shareholder or Proxy details'. There are two main sections: 'SHAREHOLDER DETAILS' and 'PROXY DETAILS', separated by an 'OR' button. The 'SHAREHOLDER DETAILS' section has fields for 'Shareholder Number' and 'Post Code', followed by a red 'SUBMIT DETAILS AND VOTE' button. The 'PROXY DETAILS' section has a field for 'Proxy Number', followed by a red 'SUBMIT DETAILS AND VOTE' button. A close button (X) is in the top right corner.

If you are an individual or joint securityholder you will need to register and provide validation by entering your securityholder number and postcode.

If you are an appointed Proxy, please enter the Proxy Number issued by Link in the **PROXY DETAILS** section. Then click the **‘SUBMIT DETAILS AND VOTE’** button.

Once you have registered, your voting card will appear with all of the resolutions to be voted on by securityholders at the Meeting (as set out in the Notice of Meeting). You may need to use the scroll bar on the right hand side of the voting card to view all resolutions.

Securityholders and proxies can either submit a Full Vote or Partial Vote.

The screenshot shows the 'Voting Card' interface. At the top, it says 'JOHN AU' and '*****7610' with a close button (X). Below this is the 'Voting Card' title and a paragraph explaining the voting process. There are two tabs: 'Full Vote' and 'Partial Vote'. Below the tabs are three resolution sections. Each section has a title, a description, and three buttons: 'For', 'Against', and 'Abstain'. The first resolution is 'Resolution 1' with the description 'RE-ELECTION OF MR. ABC AS A DIRECTOR'. The second resolution is 'Resolution 2' with the description 'RE-ELECTION OF MS. ABC AS A DIRECTOR'. The third resolution is 'Resolution 3' with the description 'ADOPTION OF THE REMUNERATION REPORT'. At the bottom is a red 'SUBMIT VOTE' button. A vertical scroll bar is on the right side.

Full Votes

To submit a full vote on a resolution ensure you are in the **‘Full Vote’** tab. Place your vote by clicking on the **‘For’**, **‘Against’**, or **‘Abstain’** voting buttons.

Partial Votes

To submit a partial vote on a resolution ensure you are in the **‘Partial Vote’** tab. You can enter the number of votes you would like to vote (for any or all) resolution/s. The total amount of votes that you are entitled to vote for will be listed under each resolution. When you enter the number of votes in a certain box it will automatically tally how many votes you have left.

Note: If you are submitting a partial vote and do not use all of your entitled votes, the un-voted portion will be submitted as No Instruction and therefore will not be counted.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click the blue **‘Submit Vote’** or **‘Submit Partial Vote’** button.

Note: You can close your voting card without submitting your vote at any time while voting remains open. Any votes you have already made will be saved for the next time you open up the voting card. The voting card will appear on the bottom left corner of the webpage. The message **‘Not yet submitted’** will appear at the bottom of the page.

You can edit your voting card at any point while voting is open by clicking on **‘Edit Card’**. This will reopen the voting card with any previous votes made.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time. Please make any changes and submit your voting cards.

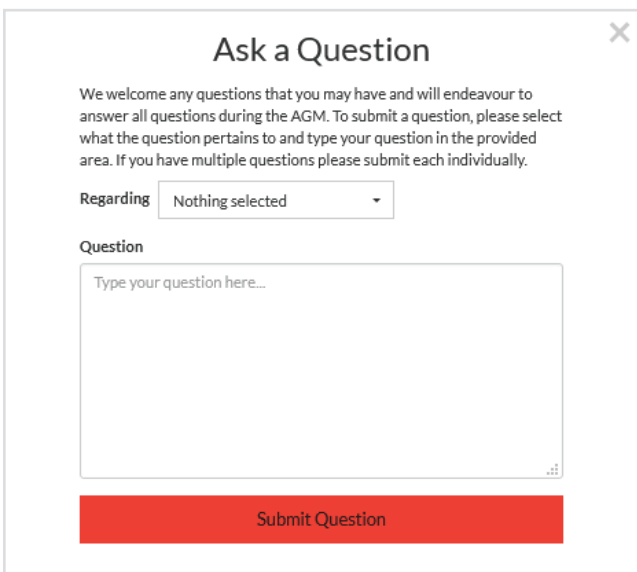
Once voting has been closed all submitted voting cards cannot be changed.

6. How to ask a question

Note: Only securityholders, Proxy Holders, Corporate Representatives and Attorneys are eligible to ask questions.

To ask a question, click on the **‘Ask a Question’** box either at the top or bottom of the webpage.

The **‘Ask a Question’** box will then pop up with two sections for completion.



Ask a Question

We welcome any questions that you may have and will endeavour to answer all questions during the AGM. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.

Regarding Nothing selected

Question

Type your question here...

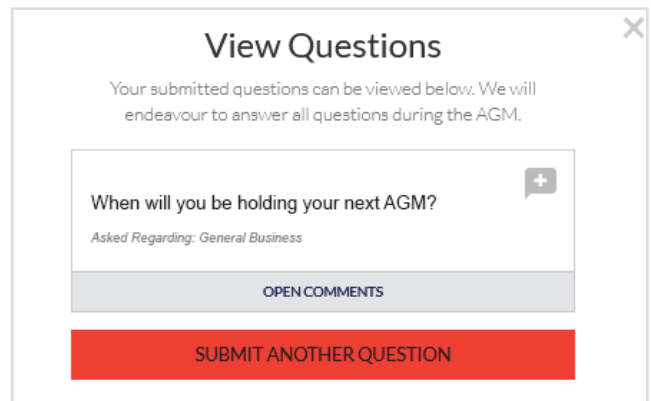
Submit Question

In the **‘Regarding’** section click on the drop down arrow and select the category/resolution for your question.

Click in the **‘Question’** section and type your question and click on **‘Submit’**.

A **‘View Questions’** box will appear where you can view your questions at any point. Only you can see the questions you have asked.

If your question has been answered and you would like to exercise your right of reply, you can submit another question.



View Questions

Your submitted questions can be viewed below. We will endeavour to answer all questions during the AGM.

When will you be holding your next AGM?

Asked Regarding: General Business

OPEN COMMENTS

SUBMIT ANOTHER QUESTION

Note that not all questions are guaranteed to be answered during the Meeting, but we will do our best to address your concerns.

7. Downloads

View relevant documentation in the Downloads section.

8. Voting closing

Voting will close 5 minutes after the close of the Meeting.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time.

Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name of your holding/s
- c) You will need a PIN to register. Locate your PIN on your Voting/Proxy Form or request a PIN by phone +61 1300 554 474.

Joining the Meeting via Phone

Step 1

From your land line or mobile device,
call: +61 1800 572 288

Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the Meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be asked to enter your **PIN** followed by the hash key. This will verify you as a securityholder and allow you to ask a question and vote on the resolutions at the Meeting.

Step 3

Once you have entered your **PIN**, you will be greeted by a moderator. Once the moderator has verified your details you will be placed into a waiting room and will hear music playing.

Note, if your holding cannot be verified by the moderator, you will attend the Meeting as a visitor and will not be able to vote or ask a question.

Step 4

At the commencement of the Meeting, you will be admitted to the Meeting where you will be able to listen to proceedings.

Asking a Question

Step 1

When the Chairman calls for questions on each resolution, you will be asked to **press *1** on your keypad should you wish to raise your hand to ask a question.

Step 2

When it is time to ask your question, the moderator will ask you what item of business your question relates to? Let the moderator know if your question relates to General Business or the Resolution number.

Your question will be taken over the phone by the moderator, and will then be put into the online queue.

Questions submitted by telephone will be read to the Meeting by a moderator in the same manner as questions submitted via the online portal.

Note, if at any time you no longer wish to ask your question, you can lower your hand by **pressing *1** on your key pad. If you also joined the Meeting online, we ask that you mute your laptop or desktop device while you ask your question.

Contact us

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