



## Letter to Shareholders regarding Annual General Meeting and Notice of Right to Receive Documents

26 October 2023

Dear Shareholders,

### NOTICE OF ANNUAL GENERAL MEETING AND NOTICE OF RIGHTS TO RECEIVE DOCUMENTS

#### Annual General Meeting

Environmental Clean Technologies Limited (ASX: ECT) (**Company**) is holding the Annual General Meeting of its shareholders (**Shareholders**) on Monday, 27 November 2023, at 12.00 PM (AEDT) (**Meeting**) as a hybrid meeting, with members able to attend either physically or virtually at:

- Physical: Cornwalls, Level 4, 380 Collins Street, Melbourne, VIC 3000 ; or
- Virtual: by registering at <https://ectltd.com.au/2023-annual-general-meeting/> (see further details below).

The Company will not be dispatching physical copies of the Notice of Annual General Meeting (**Notice**) to Shareholders unless a shareholder has previously requested a hard copy. Therefore, the Notice will be provided as follows:

- for shareholders that have provided an email address to the Company's share registry and requested electronic communications, they will receive an email to their nominated email address with a link to an electronic copy of the Notice and their proxy form;
- for shareholders that have requested full form physical hard copy mailing, they will be posted to their registered address a full copy of the Notice and their proxy form;
- for shareholders that have requested physical hard copy mailing (but not the complete Notice), they will be posted to their registered address a copy of this letter (through which they can then download the Notice) and their proxy form; and
- a copy of the Notice is available to all shareholders at the following link <https://ectltd.com.au/investors/asx-announcements/> and has also been lodged on the Australian Securities Exchange (**ASX**).

In order to receive electronic communications from the Company in the future, please update your Shareholder details online at <https://investor.automic.com.au/#/home> and log in with your unique shareholder identification number and postcode (or country for overseas residents).

You may vote by attending the Meeting in person, registering for the virtual meeting, by proxy or by appointing an authorised representative.

To vote by proxy, please complete and sign the proxy form attached to the Notice (**Proxy Form**) and return it by the time and in accordance with the instructions set out in the Proxy Form.

To vote in person, attend the Meeting at the time, date and place set out above. To assist the Company in ensuring that the Meeting is held in compliance with any COVID-19 safety requirements at the time of the Meeting, shareholders who wish to attend the Meeting in person should register their attendance with the Company as described in the Notice.

To vote virtually you will need to register to participate in the virtual Meeting. The registration link is available on our website: <https://ectltd.com.au/agm-november-2023>. When you register for access, you will need to provide your details (including SRN/HIN) to be verified as a shareholder. Registration closes at 7:00pm (AEDT) on Saturday, 25 November 2023. A link to join the Annual General Meeting will then be emailed to all registered Shareholders on Sunday, 26 November 2023. We encourage registered Shareholders and proxyholders to log in at 11:45 am (AEDT) on Monday, 27 November 2023, to ensure they are ready prior to the scheduled Annual General Meeting start time of 12:00 pm (AEDT).

In accordance with section 249L of the *Corporations Act 2001* (Cth) (**Corporations Act**), Shareholders are advised that:

- each shareholder has a right to appoint a proxy;
- the proxy need not be a shareholder of the Company; and
- a shareholder who is entitled to cast two or more votes may appoint two proxies and may specify the proportion or number of votes each proxy is appointed to exercise. If the shareholder appoints two proxies and the appointment does not specify the proportion or number of the shareholder's votes, then in accordance with section 249X(3) of the Corporations Act, each proxy may exercise one-half of the votes.

Proxy Forms must be received by 12.00pm on 25 November 2023.

Details on how to lodge your Proxy Form can be found in the Proxy Form. If you have any questions about your Proxy Form or are unable to access the Notice, please contact a Company Secretary by telephone at +61 8 6555 2950 or [kian.tan@ectltd.com.au](mailto:kian.tan@ectltd.com.au).

If COVID-19 social distancing restrictions change prior to the Meeting, the Company will advise Shareholders via an ASX announcement as to any changes in the manner in which the Meeting will be held and as to whether Shareholders will still be able to attend in person and participate in the usual way. Once confirmed, the Company will notify Shareholders through an announcement on the ASX platform containing further details of the online facilities to be used for the Meeting.

The Notice is important and should be read in its entirety. If you are in doubt as to the course of action you should follow, you should consult your financial adviser, lawyer, accountant or other professional adviser.

#### **Notice of rights of members in connection with certain documents**

The Company gives notice pursuant to section 110K of the Corporations Act of the rights of members (Shareholder) to:

- elect to receive or not receive certain documents;
- and make requests to be sent certain documents in physical or electronic form.

#### **Documents**

The Company is required to send the following documents to Shareholders, and Shareholders are entitled to receive:

- documents that relate to a meeting of Shareholders, such as a notice of meeting or proxy or voting forms;
- the Annual Report (comprising the financial report, directors' report and auditor's report for the relevant financial year); and

- a notice of members' rights under section 110K of the Corporations Act (such as this notice), unless the notice is readily available on a website, together with any other documents prescribed by relevant regulations, (collectively, the **Documents**).

### **Your right to make an election**

Each Shareholder is entitled to:

- elect to be sent Documents in either physical form or electronic form; and
- elect not to be sent the Annual Report (and any other documents prescribed by the relevant regulations), by notifying the Company of the election.

A Shareholder may make an election in relation to all Documents or a specified class(es) of Documents.

The Company encourages all Shareholders to receive communications electronically both to ensure that you stay informed and reflecting our commitment to minimising paper usage. In addition to any election, a Shareholder is also entitled to request the Company to send a particular Document to the Shareholder in physical form or in electronic form.

### **Notifying the Company of your election or request**

You can make your election and/or request by contacting our share registry directly at

w: [investor.automic.com.au](http://investor.automic.com.au)

p: 1300 288 664 (within Australia) +61 (0)2 9698 5414 (Overseas)

e: [hello@automicgroup.com.au](mailto:hello@automicgroup.com.au)

Yours faithfully,

Kian Tan  
Company Secretary

**ENVIRONMENTAL CLEAN TECHNOLOGIES LIMITED**