

# ONLINE MEETING GUIDE

## GETTING STARTED

If you choose to participate online you will be able to view a live webcast of the meeting, ask the Directors questions online and submit your votes in real time. To participate online you will need to visit the link provided in the notice of meeting on your smartphone, tablet or computer. You will need the latest versions of Chrome, Safari, Edge or Firefox. Please ensure your browser is compatible.

## TO LOG IN, YOU MUST HAVE THE FOLLOWING INFORMATION:

### Australian Residents

Member Number and postcode of your registered address.

### Overseas Residents

Member Number and country of your registered address.

### Appointed Proxies

Please contact Computershare Investor Services on +61 3 9415 4024 to request your unique email invitation link prior to the meeting day.

## PARTICIPATING AT THE MEETING

### To register as a Member

Select 'Member', enter your Member ID and select your country. If Australia, also enter your postcode.

The screenshot shows a web form with three tabs: 'Member', 'Invitation', and 'Guest'. The 'Member' tab is selected. Below the tabs, it says 'If you are a Member, please enter the required details below.' There are three input fields: 'Member ID' (text), 'Country' (dropdown menu with 'Australia' selected), and 'Post Code' (text with 'eg. 0123' as a placeholder). A purple 'SIGN IN' button is at the bottom.

### OR To register as a proxyholder

To access the meeting click on the link in the invitation e-mail sent to you. Or select 'Invitation' and enter your invite code provided in the e-mail.

The screenshot shows a web form with three tabs: 'Member', 'Invitation', and 'Guest'. The 'Invitation' tab is selected. Below the tabs, it says 'If you have received an email invitation for this meeting, please enter your invite code below.' There is one input field labeled 'Invite Code' with the placeholder text 'Enter your invite code. e.g. G-ABCDEFGH or ABCD'. A purple 'SIGN IN' button is at the bottom.

### OR To register as a guest

Select 'Guest' and enter your details.

The screenshot shows a web form with three tabs: 'Member', 'Invitation', and 'Guest'. The 'Guest' tab is selected. Below the tabs, it says 'If you would like to attend the meeting as a Guest please provide your details below.' There are four input fields: 'First Name \*', 'Last Name \*', 'Email', and 'Company Name'. A purple 'SIGN IN' button is at the bottom.



## Broadcast

The webcast will appear automatically once the meeting has started. If the webcast does not start automatically press the play button and ensure the audio on your computer or device is turned on.

The screenshot shows the top navigation bar with 'Broadcast' selected. Below it, the user's name 'MR JOHN CITIZEN' and '500 Votes' are displayed. There are 'Clip' and 'Slides' buttons. The main area shows a video player with a slide titled 'Corporate Responsibility highlights'.



## Vote

When the Chair declares the poll open, select the 'Vote' icon and the voting options will appear on your screen.

To vote, select your voting direction. A tick will appear to confirm receipt of your vote.

To change your vote, select 'Click here to change your vote' and press a different option to override.

The screenshot shows the top navigation bar with 'Vote' selected. Below it, there is a section titled 'Items of Business'. Two items are listed: '2A Re-elect Mr John Brown as a Director' and '2B Re-elect Mr Peter Nolan as a Director'. Each item has three buttons: 'FOR', 'AGAINST', and 'ABSTAIN'.



## Q & A

To ask a question select the 'Q & A' icon, select the topic your question relates to. Type your question into the chat box at the bottom of the screen and press 'Send'.

To ask a verbal question, follow the instructions on the virtual meeting platform.

The screenshot shows the top navigation bar with 'Q & A' selected. Below it, there is a text input field labeled 'Your questions(s)'. Below the input field, there is a dropdown menu showing '3 Adoption of Remuneration Report'. At the bottom, there is a text input field with the placeholder 'Enter your question here' and a 'Send' button. A character count '24 character(s)' is visible.



## Documents

To view meeting documents select the 'Documents' icon and choose the document you wish to view.

The screenshot shows the top navigation bar with 'Documents' selected. Below it, there are two document options: 'Notice of Meeting' and 'Online User Guide'.

## FOR ASSISTANCE

If you require assistance before or during the meeting please call +61 3 9415 4024.