

Virtual Meeting Online 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 – 11 and up
- Microsoft Edge - 92.0 and after

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.

Virtual Meeting Online Guide

Step 1

Open your web browser and go to <https://meetings.linkgroup.com/EGG22>

Log into the portal using your full name, mobile number, email address and company name (if applicable).

To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the **'Continue'** button.

LINKGroup

Welcome to the Link Group Meeting
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

I have read and accept the [Terms & Conditions](#)

CONTINUE

Help Number: 1800 990 363

Step 2

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

LINKGroup

Welcome to the Link Group Meeting
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Registration Type

Please select

Shareholder

Proxy

Guest

BACK REGISTER

Help Number: 1800 990 363

Step 3

Follow the instructions below that correspond to the 'Registration Type' you selected in Step 2.

Shareholder

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

Click the 'Register' button.

The screenshot shows the LINK Group registration interface. At the top is the LINK Group logo. Below it, the text reads "Welcome to the Link Group Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu set to "Shareholder" and a "Shareholder Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" link.

Proxyholder

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

Click the 'Register' button.

The screenshot shows the LINK Group registration interface. At the top is the LINK Group logo. Below it, the text reads "Welcome to the Link Group Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu set to "Proxy" and a "Proxy Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" link.

Navigating

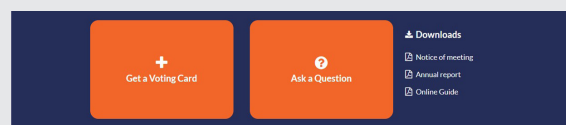
Once you have logged in you will see:

- On the left – a live webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting.

Note: After you have logged in we recommend that you keep your browser open for the duration of the meeting. If you close your browser, your session will expire. If you attempt to log in again, you will be sent a recovery link via email for security purposes.

Below the webcast and presentation there are three boxes. Refer to each section below for operating instructions.

- 4 Get a voting card
- 5 Ask a Question
- 6 Downloads



4. Get a voting card

To Register to vote – click on the ‘**Get a voting card**’ button.

Your voting card will appear with the resolutions to be voted on by Shareholders 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 scroll up or down to view the resolutions.

Securityholders and proxies can either submit a Full Vote or Partial Vote. You can move between the two tabs by clicking on ‘**Full Vote**’ or ‘**Partial Vote**’ at the top of the voting card.

JOHN SAMPLE I*****0014

Voting Card

Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution. If you would like to complete a partial vote, please specify the number of votes for each resolution in the Partial Vote section. Proxy holder votes will only be applied to discretionary (undirected) votes. Directed votes will be applied as per the member's voting instructions.

Full Vote Partial Vote

Resolution 1 For Against Abstain

GENERAL BUSINESS

SUBMIT VOTE

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 on the ‘**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.

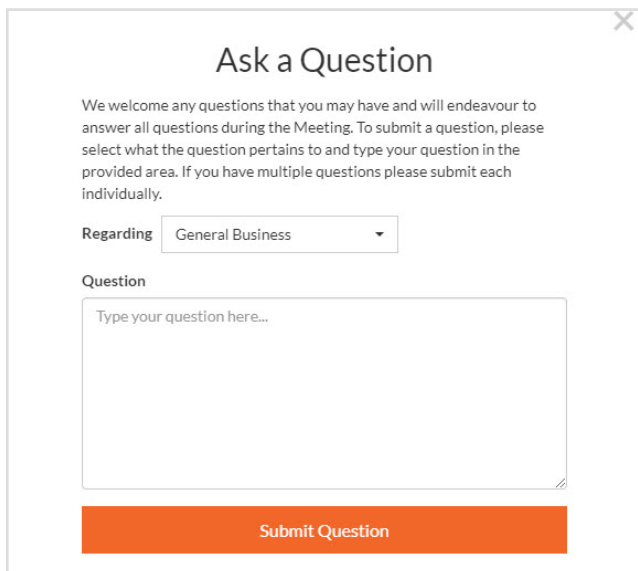
Once voting has been closed all submitted voting cards cannot be changed.

5. How to ask a question

Note: Only eligible Securityholders, Proxyholders and Company Representatives are eligible to ask questions.

If you have yet to obtain a voting card, you will be prompted to enter your securityholder number or proxy details before you can ask a question. To ask a question, click on the 'Ask a Question' button either at the top or bottom of the webpage.

The 'Ask a Question' box will then pop up with two sections for completion.



The 'Ask a Question' form is titled 'Ask a Question' and includes a close button (X) in the top right corner. The text reads: 'We welcome any questions that you may have and will endeavour to answer all questions during the Meeting. 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.' Below this is a 'Regarding' section with a dropdown menu currently set to 'General Business'. Underneath is a 'Question' section with a text input field containing the placeholder 'Type your question here...'. At the bottom of the form is an orange 'Submit Question' button.

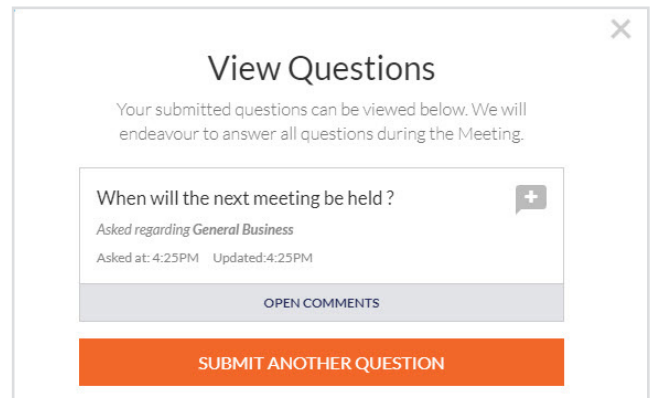
In the 'Regarding' section click on the drop down arrow and select the category/resolution for your question.

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.

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



The 'View Questions' box is titled 'View Questions' and includes a close button (X) in the top right corner. The text reads: 'Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.' Below this is a question card for 'When will the next meeting be held?'. The card includes a plus sign icon, the text 'Asked regarding General Business', and the timestamps 'Asked at: 4:25PM Updated: 4:25PM'. Below the card is a grey 'OPEN COMMENTS' button. At the bottom of the box is an orange 'SUBMIT ANOTHER QUESTION' button.

6. Downloads

View relevant documentation in the Downloads section.

7. 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. If you have not yet submitted your vote, you should do so now.

Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name and securityholder number of your holding/s
- c) To obtain your unique PIN, please contact Link Market Services on +61 1800 990 363

Joining the Meeting via Phone

Step 1

From your land line or mobile device, call: +61 XXXX XXX XXX

Step 2

You will be greeted with a welcome message and provided with 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 provide your PIN by the moderator. 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 the moderator has verified your details you will be placed into a waiting room where you 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 or comments on each item of business **press *1** on your keypad for the item of business that your questions or comments relates to. If at any time you no longer wish to ask a question or make a comment you can lower your hand by **pressing *2** on your keypad.

Step 2

When it is time to ask your question or make your comment, the moderator will introduce you to the meeting, your line will be unmuted and you will be prompted to speak. If you have also joined the Meeting Online, we ask that you mute your laptop, desktop, tablet or mobile device before you speak to avoid technical difficulties for you and other shareholders.

Step 3

Your line will be muted once your question has been answered.

Lodging Your Vote

Voting will be conducted at the conclusion of the Meeting, using your key pad. The moderator will provide instructions on how to vote.

Step 1

The moderator will read out the resolution and provide the following instructions:

To vote FOR, press *3. To vote AGAINST, press *4 To ABSTAIN, press *5

You will be asked to vote immediately.

If you haven't lodged your vote within 10 seconds, the moderator will let you know you have not voted and you will be asked to submit your vote as voting will be closing imminently.

Once voting has closed for the first resolution, the moderator will announce that voting on that resolution is now closed. This process will be repeated for each resolution (if applicable).

Step 2

The moderator will announce that voting has closed and will advise where results will be available.

Contact us

Australia

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