

# NOTICE OF ANNUAL GENERAL MEETING

9 November 2017

# Data#3 Limited

ABN 31 010 545 267

The Annual General Meeting of Data<sup>#</sup>3 Limited ("**Data**<sup>#</sup>3", the "**company**") will be held at 10:30am (Brisbane time) on Thursday 9 November 2017 at Data<sup>#</sup>3's head office, 67 High Street, Toowong, Brisbane, Queensland for the purpose of transacting the business set out in this notice.

## **ORDINARY BUSINESS**

## Item 1: Financial statements and reports

To receive the financial report, directors' report and independent auditor's report for Data<sup>#</sup>3 and its controlled entities for the year ended 30 June 2017.

## Note:

This item of business does not require shareholders to vote on a resolution or to approve these reports.

## Item 2: Adoption of the remuneration report (Resolution 1)

To consider and, if thought fit, pass the following resolution in accordance with section 250R(2) of the *Corporations Act 2001* (Cth) ("Corporations Act"):

'To adopt the remuneration report for the year ended 30 June 2017'.

## Note.

This resolution is advisory only and does not bind the company or the directors. The directors will consider the outcome and comments made by shareholders on the remuneration report at the meeting when reviewing the company's remuneration policies.

## Voting exclusion:

The company will disregard any vote cast on Resolution 1 by, or on behalf of:

- (a) a member of the key management personnel as disclosed in the remuneration report; and
- (b) a closely related party (such as close family members and any controlled companies) of those persons, unless the vote is cast by a person as a proxy for a person entitled to vote in accordance with a direction on the proxy form, or by the Chairman of the meeting 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.

## Item 3: Election of Mr A M Gray (Resolution 2)

To consider and, if thought fit, pass as an ordinary resolution:

'That Mr Alan Mark Gray, who was appointed as a non-executive director on 29 August 2017, be elected as a director of the company in accordance with the company's constitution'.

# Item 4: Re-election of Mr R A Anderson (Resolution 3)

To consider and, if thought fit, pass as an ordinary resolution:

'That Mr Richard Anderson, who retires by rotation and being eligible, be re-elected as a director of the company in accordance with the company's constitution'.

# By order of the board

Terence Bonner Company Secretary and General Counsel 25 September 2017

## **DETERMINATION OF ENTITLEMENT TO ATTEND AND VOTE**

The company has determined under regulation 7.11.37 *Corporation Regulations 2001* (Cth) that for the purposes of voting at the meeting or adjourned meeting, shares in the company will be taken to be held by the persons who are registered as shareholders as at 7:00pm (Brisbane time) on Tuesday 7 November 2017. Transactions registered after that time will be disregarded in determining entitlements to attend and vote.

# **PROXIES**

If you are a shareholder entitled to attend and vote, you may choose to appoint a proxy.

The proxy need not be a shareholder of the company. 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 not specified each proxy may exercise half of the votes.

If you want to appoint one proxy, please use the form provided. If you want to appoint a second proxy, an additional voting form may be obtained from the Data<sup>#</sup>3 share registry (refer to the contact details below) or you may copy the voting form.

To be effective, the voting form, together with the original or a certified copy of the power of attorney (if any) under which the voting form is signed, must be received no later than 10.30am (Brisbane time) on Tuesday 7 November 2017 (48 hours before the commencement of the meeting).

Please refer to the enclosed voting form for completion and lodgement instructions.

# **CORPORATE REPRESENTATIVES**

A corporation may elect to appoint a representative in accordance with the Corporations Act in which case the company will require written proof of the representative's appointment which must be lodged with or presented to the company before the meeting.

## **ADMISSION TO MEETING**

Shareholders who will be attending the meeting, and not appointing a proxy, are asked to bring the voting form to the meeting to facilitate prompt admission.

Shareholders who will not be attending the meeting are encouraged to complete and return the voting form for each of their holdings of Data<sup>#</sup>3 shares.

If necessary, a replacement voting form may be obtained from the Data<sup>#</sup>3 share registry (refer to the contact details below).

# QUESTIONS AND COMMENTS BY SHAREHOLDERS AT THE MEETING

In accordance with the Corporations Act, a reasonable opportunity will be given to shareholders to direct questions to the Chairman about, or to make comments on, the management of Data<sup>#</sup>3 at the meeting.

Similarly, a reasonable opportunity will be given to shareholders to ask Data<sup>#</sup>3's external auditor, Pitcher Partners, questions relevant to:

- a) the conduct of the audit;
- b) the preparation and content of the auditor's report;
- c) the accounting policies adopted by Data<sup>#</sup>3 in relation to the preparation of its financial statements; and
- d) the independence of the auditor in relation to the conduct of the audit.

Shareholders may also submit a written question to Pitcher Partners if the question is relevant to the content of the audit report or the conduct of its audit of Data<sup>#</sup>3's financial report for the year ended 30 June 2017. Relevant written questions for Pitcher Partners must be received no later than 5:00pm (Brisbane time) on Friday 3

November 2017. A list of any such questions will be made available to shareholders attending the meeting, and Pitcher Partners will either answer the questions or table written responses at the meeting. If written responses are tabled at the meeting they will be made available to shareholders as soon as practicable after the meeting.

Please send any written questions for Pitcher Partners:

- to Data<sup>#</sup>3's share registry refer to the contact details below; or
- to Data<sup>#</sup>3 by fax: 1300 32 82 32, or by email: info@data3.com.au by no later than 5:00pm (Brisbane time) on Friday 3 November 2017.

# **CONTACT DETAILS FOR SHARE REGISTRY**

Link Market Services Limited Locked Bag A14 SYDNEY SOUTH NSW 1235

Telephone: +61 1300 554 474 Fax: +61 2 9287 0309

Email: registrars@linkmarketservices.com.au

# **EXPLANATORY NOTES**

## Item 1: Financial statements and reports

The Corporations Act requires the company to lay before the Annual General Meeting the financial report, directors' report and the independent auditor's report for the previous financial year. Copies of these reports have been sent to shareholders and are available on the company's website – www.data3.com.au

No resolution is required for this item, but shareholders will be provided with a reasonable opportunity to ask questions or make comments in relation to these reports. The company's auditor will also be present at the meeting and shareholders will be given the opportunity to ask the auditor questions about the conduct of the audit, the preparation and content of the auditor's report, the accounting policies adopted by the company and the independence of the auditor.

# Item 2: Adoption of remuneration report (Resolution 1)

A resolution for the adoption of the remuneration report is required to be considered and voted on in accordance with the Corporations Act. The remuneration report is set out on pages 26 to 31 of the company's 2017 annual report and identifies Data<sup>#</sup>3's key management personnel. They include all directors of the company and those other persons having authority and responsibility for planning, directing and controlling the activities of Data<sup>#</sup>3, directly or indirectly.

This remuneration report:

- explains the principles used to determine the nature and amount of remuneration paid to key management personnel of Data<sup>#</sup>3
- explains the link between the remuneration of key management personnel and Data#3's performance
- provides details of the actual remuneration elements paid to key management personnel
- provides a summary of the terms of employment of the Chief Executive Officer and Managing Director, and other key management personnel.

A reasonable opportunity will be provided for discussion of the remuneration report at the meeting. The resolution is advisory only and does not bind the company or the directors. The directors will consider the outcome of the vote and comments on the remuneration report made by shareholders at the meeting when reviewing the company's remuneration policies.

If you choose to appoint a proxy, you are encouraged to direct your proxy how to vote on this item.

As a result of recent amendments to the Corporations Act, the Chairman of the meeting is entitled to vote undirected proxies on this resolution which is connected with the remuneration of the company's key management personnel. If you appoint the Chairman as your proxy and wish to support this resolution, please mark an 'X' in the box at Step 1 on the voting form.

Any undirected proxies held by other key management personnel or any of their closely related parties will not be voted on this item.

As Resolution 1 relates to matters including the remuneration of the directors, the board, as a matter of corporate governance and in accordance with the spirit of section 250R(4) of the Corporations Act, makes no recommendation regarding Resolution 1.

# Item 3: Election of Mr A M Gray (Resolution 2)

Mr Alan Mark Gray (Mark Gray) was appointed as a non-executive director of Data<sup>#</sup>3 Limited on 29 August 2017. Mark is required to stand for election at the 2017 Annual General Meeting, in accordance with the company's constitution.

Information regarding Mark's qualifications, experience, and responsibilities is summarised below:

# A M Gray, BEcon (Hons), SFSIA, FAICD (non-executive director)

Mark's career spans more than 40 years and encompasses an array of senior executive and board appointments. He has served in executive roles in government and private sector organisations, including as Under Treasurer of the Queensland Treasury Department, Chief Executive Officer of the

Queensland Competition Authority and the Queensland Independent Commission of Audit, Office Head at Macquarie Group and Executive Director with BDO. He is currently the Chairman of the Queensland Section and a Director of the Federation Board of the Royal Flying Doctor Service of Australia, and Independent Director and Chairman of Sugar Terminals Limited.

Mark holds a Bachelor of Economics (First Class Honours) from the University of Queensland, where he is also an Adjunct Professor of Economics. He is a Senior Fellow with the Financial Services Institute of Australia and a Fellow of the Australian Institute of Company Directors.

Mark adds a new dimension to the board's skills with his vast experience in government, especially insights into IT policy and procurement issues. He also has extensive commercial and financial experience, as well as non-executive roles in education and health, two sectors of major interest to Data#3.

The board recommends that shareholders vote in favour of Resolution 2, and the Chairman of the meeting intends to vote undirected proxies in favour of this resolution.

## Item 4: Re-election of Mr R A Anderson (Resolution 3)

Richard Anderson has served as a non-executive director of Data<sup>#</sup>3 Limited since 1997 and as Chairman since 2000. Richard is required to retire by rotation at the 2017 Annual General Meeting, and being eligible, stands for re-election in accordance with the company's constitution.

Information regarding Richard's qualifications, experience, and responsibilities is summarised below:

## R A Anderson, OAM, BCom, FCA, FCPA (Chairman, non-executive director)

Richard joined the board of Data<sup>#</sup>3 Limited in 1997 and was appointed Chairman in September 2000. He is also a member of the boards of Namoi Cotton Cooperative Limited and Lindsay Australia Limited, and is President of Guide Dogs Queensland. Formerly a partner of PricewaterhouseCoopers, Richard was the firm's Managing Partner in Queensland and a member of the firm's National Committee.

Richard's special responsibilities include:

- Chairman of the board
- Chairman of remuneration and nomination committee
- Member of audit and risk committee.

As part of the assessment of Richard's independence, the board specifically reviewed whether his tenure with the company had impacted on his independence. The board determined that Richard continued to be independent, and that his appointment remains in the best interests of Data<sup>#</sup>3 because of the substantial knowledge and expertise he brings to the board, and the stewardship he will provide in facilitating a stable, planned renewal of the board. The board has further determined that Richard has not formed associations with management or others that might compromise his ability to fulfil his role as an independent director.

The board recommends that shareholders vote in favour of Resolution 3, and the Chairman of the meeting intends to vote undirected proxies in favour of this resolution.

# Data#3 Limited

ABN 31 010 545 267

# **LODGE YOUR VOTE**

ONLINE

www.linkmarketservices.com.au

 $\boxtimes$ 

BY MAIL

Data#3 Limited C/- Link Market Services Limited Locked Bag A14 Sydney South NSW 1235 Australia



BY FAX

+61 2 9287 0309



**BY HAND** 

Link Market Services Limited 1A Homebush Bay Drive, Rhodes NSW 2138



**ALL ENQUIRIES TO** 

Telephone: +61 1300 554 474



X9999999999

# **PROXY FORM**

I/We being a shareholder(s) of Data#3 Limited and entitled to attend and vote hereby appoint:

## APPOINT A PROXY

the Chairman of the Meeting (mark box)

**OR** if you are **NOT** appointing the Chairman of the Meeting 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, or if no person or body corporate is named, the Chairman of the Meeting, 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, as the proxy sees fit) at the Annual General Meeting of the Company to be held at 10:30am (Brisbane time) on Thursday, 9 November 2017 at Data#3's head office, 67 High Street, Toowong, Brisbane, Queensland (the Meeting) and at any postponement or adjournment of the Meeting.

**Important for Resolution 1:** If the Chairman of the Meeting is your proxy, either by appointment or by default, and you have not indicated your voting intention below, you expressly authorise the Chairman of the Meeting 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 Key Management Personnel (**KMP**).

The Chairman of the Meeting intends to vote undirected proxies in favour of each resolution.

# **VOTING DIRECTIONS**

Proxies will only be valid and accepted by the Company if they are signed and received no later than 48 hours before the Meeting. Please read the voting instructions overleaf before marking any boxes with an  $\boxtimes$ 

# Resolutions For Against Abstain\* 1 Adoption of remuneration report 2 Election of Mr A M Gray 3 Re-election of Mr R A Anderson



\* If you mark the Abstain box for a particular Item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in computing the required majority on a poll.

# SIGNATURE OF SHAREHOLDERS - THIS MUST BE COMPLETED

Shareholder 1 (Individual) Joint Shareholder 2 (Individual)

Joint Shareholder 3 (Individual)

TEP 3

Sole Director and Sole Company Secretary

Director/Company Secretary (Delete one)

Director

This form should be signed by the shareholder. If a joint holding, either shareholder may sign. If signed by the shareholder's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the company's constitution and the *Corporations Act 2001* (Cth).

## **HOW TO COMPLETE THIS SHAREHOLDER PROXY FORM**

## YOUR NAME AND ADDRESS

This is your name and address as it appears on the Company's share register. If this information is incorrect, please make the correction on the form. Shareholders sponsored by a broker should advise their broker of any changes. Please note: you cannot change ownership of your shares using this form.

#### APPOINTMENT OF PROXY

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box in Step 1. If you wish to appoint someone other than the Chairman of the Meeting as your proxy, please write the name of that individual or body corporate in Step 1. A proxy need not be a shareholder of the Company.

## **DEFAULT TO CHAIRMAN OF THE MEETING**

If you leave this section blank, or your named proxy does not attend the Meeting, the Chairman of the Meeting will be your proxy. If your named proxy attends the Meeting but does not vote on a poll on a resolution in accordance with your directions, the Chairman of the Meeting will become your proxy in respect of that resolution. A proxy need not be a shareholder of the Company.

## PROXY VOTING BY THE CHAIRMAN OF THE MEETING

On a poll, the Chairman of the Meeting will vote directed proxies as directed and may vote undirected proxies as the Chairman of the Meeting sees fit. If the Chairman of the Meeting is your proxy or becomes your proxy by default, and you do not provide voting directions, then by submitting the Proxy Form you are expressly authorising the Chairman of the Meeting to exercise your proxy on resolutions that are connected directly or indirectly with the remuneration of KMP

#### **VOTES ON ITEMS OF BUSINESS - PROXY APPOINTMENT**

You may direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. All your shares will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of shares you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

## APPOINTMENT OF A SECOND PROXY

You are entitled to 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 Proxy Form may be obtained by telephoning the Company's share registry or you may copy this form and return them both together.

To appoint a second proxy you must:

- (a) on each of the first Proxy Form and the second Proxy Form state the percentage of your voting rights or number of shares applicable to that form. If the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise half your votes. Fractions of votes will be disregarded; and
- (b) return both forms together.

## SIGNING INSTRUCTIONS

You must sign this form as follows in the spaces provided:

Individual: where the holding is in one name, the holder must sign.

**Joint Holding:** where the holding is in more than one name, either shareholder may sign.

**Power of Attorney:** to sign under Power of Attorney, you must lodge the Power of Attorney with the registry. If you have not previously lodged this document for notation, please attach a certified photocopy of the Power of Attorney to this form when you return it.

**Companies:** where the company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the company (pursuant to section 204A of the *Corporations Act 2001*) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please indicate the office held by signing in the appropriate place.

# **CORPORATE REPRESENTATIVES**

If a representative of the corporation is to attend the Meeting the appropriate "Certificate of Appointment of Corporate Representative" should be produced prior to admission in accordance with the Notice of Meeting. A form of the certificate may be obtained from the Company's share registry or online at www.linkmarketservices.com.au.

## LODGEMENT OF A PROXY FORM

This Proxy Form (and any Power of Attorney under which it is signed) must be received at an address given below by 10:30am (Brisbane time) on Tuesday, 7 November 2017, being not later than 48 hours before the commencement of the Meeting. Any Proxy Form received after that time will not be valid for the scheduled Meeting.

Proxy Forms may be lodged using the reply paid envelope or:



## ONLINE

## www.linkmarketservices.com.au

Login to the Link website using the holding details as shown on the Proxy Form. Select 'Voting' and follow the prompts to lodge your vote. To use the online lodgement facility, shareholders will need their "Holder Identifier" (Securityholder Reference Number (SRN) or Holder Identification Number (HIN) as shown on the front of the Proxy Form).



#### BY MAIL

Data#3 Limited
C/- Link Market Services Limited
Locked Bag A14
Sydney South NSW 1235
Australia



## BY FAX

+61 2 9287 0309



#### **BY HAND**

delivering it to Link Market Services Limited\*
1A Homebush Bay Drive
Rhodes NSW 2138

\* During business hours (Monday to Friday, 9:00am-5:00pm)







# **COMMUNICATIONS PREFERENCE**

We encourage you to receive all your shareholder communication via email. This communication method allows us to keep you informed without delay, is environmentally friendly and reduces print and mail costs.



## ONLINE

## www.linkmarketservices.com.au

Login to the Link website using the holding details as shown on the Proxy Form. Select 'Communications' and click the first button to receive all communications electronically and enter your email address. To use the online facility, securityholders will need their "Holder Identifier" (Securityholder Reference Number (SRN) or Holder Identification Number (HIN) as shown on the front of the Proxy Form).