



24 September 2020

The Manager  
Company Announcements Office  
Australian Securities Exchange

Dear Manager,

**LETTER TO SHAREHOLDERS – COLES' ANNUAL GENERAL MEETING**

Attached for release to the market is a letter sent to shareholders in relation to Coles' 2020 Annual General Meeting.

This announcement is authorised by the Board.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Daniella Pereira".

Daniella Pereira  
Company Secretary

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## Need assistance?



**Phone:**  
1300 171 785 (within Australia)  
+61 3 9415 4078 (outside Australia)



**Online:**  
[www.investorcentre.com/contact](http://www.investorcentre.com/contact)

## Virtual Annual General Meeting

Thursday 5 November 2020 at 10.30am (AEDT)

Webcast: <https://web.lumiagm.com>

Registration Details:

Meeting ID 310816539

You will need your SRN/HIN and postcode/country code to attend and participate in the AGM as a shareholder



## YOUR VOTE IS IMPORTANT

For your proxy or direct vote appointment to be effective it must be received by **10.30am (AEDT) on Tuesday 3 November 2020.**

# Coles Group Limited Annual General Meeting

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Dear Shareholder,

2020 has been an unprecedented year for Coles Group Limited (**Coles**) and the wider Australian community. In light of the evolving circumstances relating to the COVID-19 pandemic and in the interests of the health and safety of shareholders, team members and other stakeholders, we will be holding our 2020 Annual General Meeting (**AGM**) virtually. This means that you will not be able to physically attend the meeting but will be able to view and participate in the meeting online. Our AGM will be held on **Thursday 5 November 2020 at 10.30am Australian Eastern Daylight Time (AEDT).**

While we will not be able to meet in person, it is our intention to conduct the 2020 AGM in a manner that will provide a shareholder experience which is as close as possible to a physical AGM. To this end, the format of our virtual AGM will be similar to that of a physical AGM. Shareholders and proxyholders will be able to participate in real time, by submitting written questions and voting live using our online AGM platform. We will also invite questions and open the poll at the start of the meeting in order to give shareholders and proxyholders as much time as possible to submit questions and vote using the online platform, during the meeting.

If you are unable to join us for the AGM, we encourage you to lodge a direct vote prior to the meeting or, alternatively, to appoint a proxy to attend virtually and vote on your behalf. As was the case last year, we also welcome shareholder questions in advance of the meeting. These can be emailed to the Company's share registry at [colesagm@computershare.com.au](mailto:colesagm@computershare.com.au) or enclosed with your returned Voting Form if you elect to return a hard copy.

If it becomes necessary to make further arrangements for holding Coles' AGM, we will provide shareholders with as much notice as possible in the circumstances. However, we encourage shareholders to monitor the ASX website and Coles' website at [www.colesgroup.com.au/agm](http://www.colesgroup.com.au/agm) for any updates.

Full details on how to lodge a proxy or direct vote, attend and participate in the AGM are set out in our Notice of Meeting.

## Notice of Meeting

In accordance with the relief provided by the Commonwealth Treasurer in response to the COVID-19 pandemic, this year, we will not be posting to you a hard copy of the Notice of Meeting ahead of our AGM. Please visit our AGM webpage at [www.colesgroup.com.au/agm](http://www.colesgroup.com.au/agm) to view and download our Notice of Meeting. Our Annual Report and other meeting documents are also available on this website.

## Voting Form

Enclosed with this letter is a hard copy of your Voting Form which is personalised to you. Please complete the Voting Form if you would like to lodge a direct vote prior to the meeting or, alternatively, to appoint a proxy to attend the meeting and vote on your behalf. Page 16 of the Notice of Meeting sets out the various ways in which you can submit the Voting Form. Please note that for your proxy appointment or direct vote to be effective, it must be received by **10.30am (AEDT) on Tuesday 3 November 2020**.

## Your secure access information

To attend and participate in our AGM, you will need to provide certain information that is personalised to you. Please find below your secure access information.

Your secure access information is



Control Number: 134050

You will need this secure access information in order to log into the online AGM platform on the day of the AGM and attend and participate in the meeting. Please also note that for security reasons it is important that you keep your SRN/HIN confidential.

## AGM webpage

If you would like additional information on our virtual AGM, please visit our AGM webpage [www.colesgroup.com.au/agm](http://www.colesgroup.com.au/agm) for our AGM Frequently Asked Questions and Online Meeting Guide which provides a step by step guide on how to access and use the online platform.

On behalf of the Board, I thank you for your continuing support as a shareholder. We look forward to welcoming you to our virtual AGM on 5 November 2020.

Yours sincerely,



James Graham AM  
Chairman, Coles Group Limited