



BSA

MR SAM SAMPLE
FLAT 123
123 SAMPLE STREET
THE SAMPLE HILL
SAMPLE ESTATE
SAMPLEVILLE VIC 3030

Securityholder Reference Number (SRN)



I 9999999999

I N D

16 October 2020

BSA Limited 2020 Annual General Meeting

Dear Shareholder,

BSA's Annual General Meeting (AGM) will be held at 2.00pm (AEDT) on Wednesday 25 November 2020 at the Company's offices at Level 7, 3 Thomas Holt Drive Macquarie Park NSW 2113 and the 2020 Notice of Meeting is now available to access on the BSA website at:

<http://bsa.com.au/pages/investors/asx-announcements.html>

Due to continuing developments in relation to coronavirus (COVID-19) and with the health and safety of our shareholders and employees being of paramount importance, we are making some changes to our approach this year and relying more on technology to facilitate shareholder engagement for the AGM.

As part of the Australian Government's response to COVID-19, temporary modifications have been made to the *Corporations Act 2001*. These modifications allow notices of meetings and other information regarding a meeting to be provided online where it can be viewed and downloaded. Accordingly, this year the BSA Notice of Meeting will not be mailed to Shareholders. Instead, it is available for you to view and download on the BSA Limited web site.

In the past, BSA has held its AGM in the Sydney CBD. However, in light of continuing restrictions on large gatherings, it is not feasible or advisable for shareholders to physically attend this year's AGM. Because we are unable to guarantee that the usual place for the meeting will be available because of social distancing requirements and other anti-COVID measures, the meeting will now be held at the company's offices at its registered address in a room which is fit for purpose at:

Level 7, 3 Thomas Holt Drive Macquarie Park NSW 2113

Access the meeting documents and lodge your proxy online:

We encourage shareholders to cast their proxies online. To access the proxy site for this purpose, you will need the six digit Control Number and your holder number (HIN/SRN) located on this letter.

Access the meeting documents and lodge your vote online at www.investorvote.com.au using your secure access information or use your mobile device to scan the personalised QR code.

For Intermediary Online subscribers (custodians) go to www.intermediaryonline.com

Your secure access information is

**Control Number: 999999****SRN/HIN: I9999999999****PIN: 99999**

The directors will also present the full AGM business of the meeting using ZOOM as the telecommunication medium. Specifically, shareholders will be able to listen to this meeting as it proceeds via a live webcast, and to do so, shareholders should enter the web ZOOM address for this meeting into their browser and which is:

<https://us02web.zoom.us/j/84401538398?pwd=cGhVZ2lZNVMrbHYrUXROVExRZ2JiUT09>

All voting will be by Poll and the results will be posted on the ASX and BSA web sites after the meeting. Even if you have cast your vote online, you will still be able to listen to the business of the meeting via Zoom on the day.

Shareholders are also encouraged to ask questions before the meeting by sending an email with your questions by no later than Wednesday 19 November 2020 to:

corporate@bsa.com.au

These questions will be addressed during the meeting by either the auditor, for those relevant questions, or directors, as appropriate.

The Notice of Meeting (which includes the following agenda, instructions on how to vote and explanatory notes) details the formal business to be dealt with at the AGM. Briefly, this will be to:

1. Receive and Consider the Financial Report and reports of the Directors and of the auditor for the financial year ended 30 June 2020.
2. Adopt the Remuneration Report.
3. Elect Director – Nicholas Yates.
4. Refresh the Fee Sacrifice Equity Plan for Non-Executive Directors.
5. Approve the Issue of Securities under the Fee Sacrifice Equity Plan for Non-Executive Directors to Michael Givoni and Nicholas Yates.
6. Approve the Issue Of Performance Rights To Timothy Harris.

The directors recommend that shareholders vote in favour of all resolutions.

Given the current environment, **we strongly encourage that all shareholders plan to vote by proxy rather than attending the meeting in person** and to listen to the conduct of the meeting via the live webcast. We will continue to closely monitor the developments relating to COVID-19 and shareholders are encouraged to check BSA's web site at:

<http://bsa.com.au/pages/investors/asx-announcements.html>

and the ASX for any further updates issued in relation to the AGM.

We look forward to engaging with shareholders in this new way, and I hope that you will join us to listen to the progress of the meeting via the webcast.



Michael Givoni
Chairman



think.build.connect.maintain

ABN 50 088 412 748

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Need assistance?



Phone:

1300 850 505 (within Australia)
+61 3 9415 4000 (outside Australia)



Online:

www.investorcentre.com/contact



YOUR VOTE IS IMPORTANT

For your proxy appointment to be effective it must be received by **2:00pm (AEDT) on Monday, 23 November 2020.**

Proxy Form

How to Vote on Items of Business

All your securities will be voted in accordance with your directions.

APPOINTMENT OF PROXY

Voting 100% of your holding: Direct your proxy how to vote by marking one of the boxes opposite each item of business. If you do not mark a box your proxy may vote or abstain as they choose (to the extent permitted by law). If you mark more than one box on an item your vote will be invalid on that item.

Voting a portion of your holding: Indicate a portion of your voting rights by inserting the percentage or number of securities you wish to vote in the For, Against or Abstain box or boxes. The sum of the votes cast must not exceed your voting entitlement or 100%.

Appointing a second proxy: You are entitled to appoint up to two proxies to attend the meeting and vote on a poll. If you appoint two proxies you must specify the percentage of votes or number of securities for each proxy, otherwise each proxy may exercise half of the votes. When appointing a second proxy write both names and the percentage of votes or number of securities for each in Step 1 overleaf.

A proxy need not be a securityholder of the Company.

SIGNING INSTRUCTIONS FOR POSTAL FORMS

Individual: Where the holding is in one name, the securityholder must sign.

Joint Holding: Where the holding is in more than one name, all of the securityholders should sign.

Power of Attorney: If you have not already lodged the Power of Attorney with the registry, 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 sign in the appropriate place to indicate the office held. Delete titles as applicable.

ATTENDING THE MEETING

If you are attending in person, please bring this form with you to assist registration.

Corporate Representative

If a representative of a corporate securityholder or proxy is to attend the meeting you will need to provide the appropriate "Appointment of Corporate Representative" prior to admission. A form may be obtained from Computershare or online at www.investorcentre.com under the help tab, "Printable Forms".

Lodge your Proxy Form:

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Online:

Lodge your vote online at www.investorvote.com.au using your secure access information or use your mobile device to scan the personalised QR code.

Your secure access information is



Control Number: 999999

SRN/HIN: I999999999

PIN: 99999

For Intermediary Online subscribers (custodians) go to www.intermediaryonline.com

By Mail:

Computershare Investor Services Pty Limited
GPO Box 242
Melbourne VIC 3001
Australia

By Fax:

1800 783 447 within Australia or
+61 3 9473 2555 outside Australia



PLEASE NOTE: For security reasons it is important that you keep your SRN/HIN confidential.

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Change of address. If incorrect, mark this box and make the correction in the space to the left. Securityholders sponsored by a broker (reference number commences with 'X') should advise your broker of any changes.



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Proxy Form

Please mark to indicate your directions

Step 1 Appoint a Proxy to Vote on Your Behalf

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I/We being a member/s of BSA Limited hereby appoint

the Chairman of the Meeting **OR**

PLEASE NOTE: Leave this box blank if you have selected the Chairman of the Meeting. Do not insert your own name(s).

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chairman of the Meeting, as my/our proxy to act generally at the meeting on my/our behalf and to vote in accordance with the following directions (or if no directions have been given, and to the extent permitted by law, as the proxy sees fit) at the Annual General Meeting of BSA Limited to be held at Level 7, 3 Thomas Holt Drive Macquarie Park, NSW 2113 on Wednesday, 25 November 2020 at 2:00pm (AEDT) and at any adjournment or postponement of that meeting.

Chairman authorised to exercise undirected proxies on remuneration related resolutions: Where I/we have appointed the Chairman of the Meeting as my/our proxy (or the Chairman becomes my/our proxy by default), I/we expressly authorise the Chairman to exercise my/our proxy on Items 1, 3, 4a, 4b and 5 (except where I/we have indicated a different voting intention in step 2) even though Items 1, 3, 4a, 4b and 5 are connected directly or indirectly with the remuneration of a member of key management personnel, which includes the Chairman.

Important Note: If the Chairman of the Meeting is (or becomes) your proxy you can direct the Chairman to vote for or against or abstain from voting on Items 1, 3, 4a, 4b and 5 by marking the appropriate box in step 2.

Step 2 Items of Business

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

		For	Against	Abstain
1	Adoption of Remuneration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Election of Director Nicholas Yates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	To Refresh The Fee Sacrifice Equity Plan For Non-Executive Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a)	To approve the issue of securities under the Fee Sacrifice Equity Plan for Non-Executive Directors to Michael Givoni	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b)	To approve the issue of securities under the Fee Sacrifice Equity Plan for Non-Executive Directors to Nicholas Yates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Approve the Issue of Performance Rights to Timothy Harris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Chairman of the Meeting intends to vote undirected proxies in favour of each item of business. In exceptional circumstances, the Chairman of the Meeting may change his/her voting intention on any resolution, in which case an ASX announcement will be made.

Step 3 Signature of Securityholder(s) *This section must be completed.*

Individual or Securityholder 1

Sole Director & Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director/Company Secretary

/ /

Date

Update your communication details (Optional)

Mobile Number

Email Address

By providing your email address, you consent to receive future Notice of Meeting & Proxy communications electronically

BSA

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Computershare

