

ECOFIBRE

NOTICE OF
ANNUAL GENERAL MEETING
2020



INVITATION FROM THE CHAIRMAN

Dear fellow shareholder,

I am pleased to invite you to the 2020 Annual General Meeting of Ecofibre Limited.

Our AGM will be held on Wednesday, 25 November 2020 starting at 10:00am AEDT (Sydney time).

In light of the current travel restrictions and limitations on public gatherings due to the COVID-19 pandemic, the AGM will be held as a virtual meeting for all shareholders and other persons.

The link to the virtual platform for the meeting is <https://agmlive.link/EOF20>.

I will address the meeting and then our Chief Executive and Managing Director Eric Wang will review Ecofibre's operations and performance over the year to 30 June 2020. We will then move through the items of business set out in the Notice of Meeting.

The format of the AGM may have changed, but it remains an important part of Ecofibre's overall approach to governance and shareholder engagement. The AGM provides an opportunity to ask questions about the management and operations of your company and to vote on the items of business.

We welcome shareholders to submit written questions ahead of the AGM.

If you are unable to attend the meeting, I encourage you to appoint a proxy to attend and vote on your behalf. You can do this online, via the share registry's website at investorcentre.linkmarketservices.com.au, or using the enclosed proxy.

I hope that you can join us at the AGM, and thank you for your continued support of Ecofibre.

Yours sincerely



Barry Lambert
Chairman



NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS GIVEN that the 2020 Annual General Meeting (AGM) of Ecofibre Limited ACN 140 245 263 (Ecofibre or Company) will be held on Wednesday 25 November 2020 at 10:00am AEDT (Sydney time) online at <https://agmlive.link/EOF20>.

Ecofibre is pleased to provide shareholders with the opportunity to attend and participate in the AGM through an online platform, where shareholders will be able to watch, listen, submit written questions and vote online. Instructions for attending the AGM via the online platform are set out below.

Shareholders who prefer to register questions in advance of the AGM are encouraged to do so. We will attempt to address the more frequently asked questions in the Chairman's address and the CEO and Managing Director's address at the AGM. Written questions must be received by Ecofibre or Ecofibre's share registry provider, Link Market Services Limited, by 10am (AEST) on Monday, 23 November 2020, and can be submitted online, by mail, by fax or in person.

In light of the COVID-19 pandemic, we encourage shareholders to monitor the ASX and Ecofibre's website for updates (if any) post the issuing of this Notice of Annual General Meeting.

If you are unable to attend the AGM, please complete and return the enclosed proxy form in accordance with the specified directions in this Notice of Annual General Meeting and on the proxy form. This Notice of Annual General Meeting should be read in conjunction with the Explanatory Notes which are attached to this Notice of Annual General Meeting.

Attendance via online platform

We recommend logging in to the virtual meeting platform at least 15 minutes prior to the scheduled start time for the AGM by entering <https://agmlive.link/EOF20> into a web browser on your computer or online device.

Log in to the virtual meeting platform using your full name, email address and company name (if applicable). To submit votes or questions, shareholders will need their Shareholder Reference Number (SRN) or Holder Identification Number (HIN). Proxyholders will need their proxy code which Link Market Services will provide via email on the day before the AGM.

Further information on how to participate virtually is set out in the Virtual Meeting Online Guide available at <https://ecofibre.com/investors/asx-announcements/>.

ITEMS OF BUSINESS

Consideration of Reports

To receive and consider the Company's Financial Report and the Reports of the Directors and Auditor for the year ended 30 June 2020.

Questions and Comments

Following consideration of the Reports, the Chairman will give Shareholders a reasonable opportunity to ask questions about, or comment on, the management of the Company.

The Chairman will also give Shareholders a reasonable opportunity to ask the Auditor questions relevant to:

- a) the conduct of the audit;
- b) the preparation and content of the Independent Auditor's Report;
- c) the accounting policies adopted by the Company in relation to the preparation of the financial statements; and
- d) the independence of the Auditor in relation to the conduct of the audit.

The Chairman will also give the Auditor a reasonable opportunity to answer any written questions submitted by Shareholders that are relevant to the content of the Independent Auditor's Report or the conduct of the audit of the Financial Report.

Voting Items

Resolution 1 – Election of Directors: Barry Lambert

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

"That Mr Barry Lambert, who retires as a Director in accordance with Ecofibre's Constitution and, being eligible, be elected as a Director of the Company."

Resolution 2 – Election of Directors: Kristi Woolrych

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

"That Ms Kristi Woolrych, being eligible, be elected as a Director of the Company."

Resolution 3 – Adoption of the Remuneration Report

To consider and, if thought fit, to pass the following resolution as a non binding ordinary resolution:

"That the Company's Remuneration Report for the year ended 30 June 2020, as set out in the Company's 2020 Annual Report, be adopted".

The Remuneration Report is contained in the 2020 Annual Report (available at www.ecofibre.com). Please note that in accordance with section 250R(3) of the Corporations Act, the vote on this resolution is advisory only and does not bind the Directors or the Company.

Voting exclusion statement applicable to Resolution 3

Ecofibre will disregard any votes cast on Resolution 3 by or on behalf of:

- a member of the Key Management Personnel (KMP) whose remuneration details are included in the 2020 Remuneration Report; or
- a closely related party of such a member.

However, a person described above may cast a vote on Resolution 3 as a proxy if the vote is not cast on behalf of a person described above and either:

- the person is appointed as a proxy in writing that specifies the way the proxy is to vote (e.g. for, against, abstain) on the resolution; or
- the person is the chair of the meeting and the appointment of the chair as proxy:
 - i) does not specify the way the proxy is to vote on the resolution; and
 - ii) expressly authorises the chair to exercise the proxy even if the resolution is connected directly or indirectly with the remuneration of a member of the KMP.

In accordance with section 250BD of the Corporations Act, a vote must not be cast on Resolution 3 as a proxy by a member of the KMP at the date of the AGM, or a closely related party of a member of the KMP, unless it is cast as proxy for a person entitled to vote in accordance with their direction. This restriction on voting undirected proxies does not apply to the Chairman of the Meeting where the proxy appointment expressly authorises the Chairman to exercise undirected proxies even if the resolution is connected, directly or indirectly, with the remuneration of the KMP.

EXPLANATORY NOTES

The Explanatory Notes that follow form part of the Notice of Meeting and provide important information regarding the items of business to be considered at the AGM.

The Directors recommend that Shareholders read these Explanatory Notes before determining voting on the Resolutions in the Notice of Meeting. If you have any questions regarding the matters set out in these Explanatory Notes, please contact the Company Secretary, your stockbroker, your accountant, your solicitor or other professional adviser. This Notice of Meeting has been prepared in accordance with Australian laws, disclosure requirements and accounting standards. These laws, disclosure requirements and accounting standards may be different to those in other countries.

The distribution of this Notice of Meeting may, in some countries, be restricted by law or regulation. Accordingly, persons who come into possession of this Notice of Meeting should inform themselves of, and observe, any such restrictions.

To assist the Company to conduct the Meeting, the Company may collect personal information including names, contact details and shareholding details of Shareholders and the names of persons appointed by Shareholders to act as a proxy at the Meeting. Personal information of this nature may be disclosed by the Company to its share registry, print and mail service providers, and the Company's advisors and relevant agents. Shareholders have certain rights to access their personal information that has been collected and should contact the Company Secretary if they wish to access their personal information.

Consideration of Reports

The laws in Australia require public companies to lay before the AGM the company's financial report (or statements) and the report of the Directors and Auditor for the year.

This item does not require a formal resolution to be put to the Meeting. However shareholders will be given a reasonable opportunity to ask questions about, or make comments on, the reports and the management of the Company.

Shareholders can access a copy of the Company's 2020 Annual Report at ecofibre.com

Resolutions 1 and 2 are ordinary resolutions which are carried if a simple majority of votes cast on the resolutions by Shareholders present and entitled to vote on the Resolution are in favour.

Resolution 3, relating to the Remuneration Report, is advisory only and does not bind the Directors or the Company.

Resolution 1: Election of Directors: Barry Lambert

ASX Listing Rule 14.5 requires the Company to hold an election of Directors at each AGM and that at least one director stand for election or re-election at the AGM.

In addition, Clause 15.6 of the Constitution requires that, at the close of each AGM one-third of the Directors retire. The Directors to retire by rotation at an annual general meeting are those Directors who have been longest in office since their last election.

Pursuant to Clause 17.1(h) of the Constitution, the Company's managing director Eric Wang is not subject to retirement by rotation and is not to be taken into account in determining the rotation of retirement of Directors.

Jon Meadmore retired as a director and was re-elected at the 2019 AGM and therefore Barry Lambert will retire by rotation and stand for election at the 2020 AGM.

The Board reviews the performance of the directors seeking re-election at the AGM, and considers that Barry Lambert continues to make valuable contributions to the Board and the Company.



Barry Lambert
Non-Executive Chairman

Barry is the Non-Executive Chairman of the Board of Directors of Ecofibre, and a member of the Company's Risk and Compliance Committee. He was appointed as a Director on 19 October 2017.

Barry founded ASX listed company, Count Limited, a financial services business, in 1980. Count was one of the largest independent advice providers in Australia and was acquired by Commonwealth Bank in 2011. Barry was also asked to serve as Chairman of Class Limited and subsequently took Class through to listing on the ASX. Barry also served as Chairman of ASX listed Count Plus.

In 2016 and 2017, Barry and Joy Lambert made significant donations to establish the Lambert Initiative at Sydney University and Lambert Center at Thomas Jefferson University, respectively. Both of these entities are focused on research and education of medicinal cannabis and hemp.

In 2017, Barry resigned as Chairman of Class Limited and Count Plus to focus on his role as Chairman of Ecofibre.

The Chairman of the meeting intends to vote undirected proxies in favour of this resolution.

Board recommendation

The Board (Barry Lambert abstaining) recommends that Shareholders vote in favour of the resolution.

Resolution 2: Election of Directors: Kristi Woolrych

Kristi Woolrych was appointed as a Director of Ecofibre on 20 October 2020.

Pursuant to Clause 15.5 of the Constitution, Ms Woolrych holds office until the end of the next annual general meeting of the Company following her appointment, at which meeting she may be re-elected.



Non-Executive Director

Kristi has over 20 years' experience in brand strategy, acquisition, retention, customer experience, eCommerce and retail marketing.

She is currently the Chief Marketing Officer for KFC in Australia and New Zealand with accountability for sales growth, eCommerce and overall brand performance.

Her achievements include consistently delivering record sales growth at KFC across the last two years and strong brand performance, resulting in APAC Effie Awards for Brand of the Year and Marketing Team of the Year in 2020. She has also helped drive KFC's business vision and strategy for digital transformation, resulting in step-change eCommerce performance and expanded delivery offering.

Prior to KFC, Kristi worked at Suncorp for over a decade, where she was promoted to the position of Executive General Manager, Brand and Marketing with a team of over 120 people.

The Chairman of the meeting intends to vote undirected proxies in favour of this resolution.

Board recommendation

The Board (Kristi Woolrych abstaining) recommends that Shareholders vote in favour of the resolution.

Resolution 3: Adoption of the Remuneration Report

Shareholders will have a reasonable opportunity at the meeting to ask questions about or make comments on the Company's 2020 Remuneration Report.

The Remuneration Report is contained in the Company's 2020 Annual Report, and starts on page 36. You can view the 2020 Annual Report on the Company's website (ecofibre.com) or by contacting Ecofibre's share registry, Link Market Services.

Section 250R(2) of the Corporations Act requires that the section of the Directors' Report dealing with the remuneration of Directors and other KMP be put to the vote of Shareholders for adoption by way of a non-binding vote. The vote is advisory only and does not bind the Directors or Ecofibre. However, the Board will take the outcome of the vote into consideration when reviewing remuneration practices and policies of the Company for future years.

The Chairman of the meeting intends to vote undirected proxies in favour of the adoption of this resolution.

Board recommendation

The Directors abstain, in the interests of good governance, from making a recommendation in respect of Resolution 3.

VOTING INSTRUCTIONS

Entitlement to Attend and Vote

The Directors have determined pursuant to Regulation 7.11.37 of the Corporations Regulations 2001 (Cth) that the persons entitled to attend and vote at the Meeting as a Shareholder are those persons who are registered holders of shares of the Company at 7:00pm AEDT (Sydney time) on Monday 23 November 2020.

The Company encourages you to register your voting instructions in one of the ways detailed below.

All Resolutions will be by Poll

As Shareholders are being asked to participate virtually in the AGM, and in accordance with the Corporations (Coronavirus Economic Response) Determination (No. 1) 2020, each resolution considered at the AGM will be conducted by a poll.

How to Vote

A Shareholder who is entitled to attend and vote at the AGM may do so:

- using the online platform
- by proxy
- by corporate representative (if the shareholder is a corporation)
- by attorney

Voting using the Online Platform

1. The online AGM will take place at 10:00am AEDT (Sydney time) on Wednesday 25 November 2020.
2. We recommend logging in to the online platform at least 15 minutes prior to the scheduled start time for the AGM by entering <https://agmlive.link/EOF20> into a web browser on your computer or online device.
3. To submit votes or questions, shareholders will need their Shareholder Reference Number (SRN) or Holder Identification Number (HIN). Proxyholders will need their proxy code which Link Market Services will provide via email on the day before the AGM.
4. Voting will be open until the Chairman closes the AGM, upon which shareholders will have an additional 5 minutes to finalise and submit their votes.
5. More information about online participation in the AGM (including asking questions via the online platform) is available in the Virtual Meeting Online Guide available at <https://ecofibre.com/investors/asx-announcements/>

Voting by proxy

6. If you are a Shareholder entitled to participate and vote at the AGM, you may appoint a proxy to participate and vote on your behalf by completing the enclosed Proxy Form.

7. In accordance with section 249L of the Corporations Act, members are advised that:
 - (a) each member has a right to appoint a proxy;
 - (b) the proxy need not be a member of the Company; and
 - (c) a member who is entitled to cast 2 or more votes may appoint 2 proxies and may specify the proportion or number of votes each proxy is appointed to exercise. If the member appoints 2 proxies and the appointment does not specify the proportion or number of the member's votes, then in accordance with clause 14.3(d) of the Constitution, each proxy may exercise one-half of the votes.
8. A proxy may be either an individual or a body corporate. If you wish to appoint a body corporate as your proxy, you must specify on the Proxy Form:
 - (a) the full name of the body corporate appointed as proxy; and
 - (b) the full name or title of the individual representative of the body corporate to attend the Meeting.
9. Proxy appointments in favour of the Chairman will be voted by the Chairman in favour of each of the Resolutions proposed in this Notice. You should note that if you appoint the Chairman as your proxy, or the Chairman is appointed your proxy by default, you will be taken to authorise the Chairman to exercise the proxy even if the Resolution is connected directly or indirectly with the remuneration of a member of the Key Management Personnel.
10. You can appoint a member of the Company's Key Management Personnel or their closely related parties, to vote as your proxy. However, unless the person is the Chairman of the meeting, they will not be able to vote as proxy on Resolution 3 unless you direct them on how to vote by marking the voting boxes on the proxy form for that item.
11. Proxy Forms must be signed by a Shareholder or the Shareholder's attorney or, if a corporation, executed under seal or in accordance with section 127 of the Corporations Act, or signed by an authorised officer or agent.

Voting by Corporate Representative

12. A body corporate that is a Shareholder, or that has been appointed as a proxy, must ensure that it appoints an individual to act as its representative at the Meeting. The appointment must comply with the requirements of section 250D of the Corporations Act. The representative should provide evidence of appointment, including any authority under which it is signed, to the Company no later than 10:00am AEDT on Monday, 23 November 2020.

Voting by Attorney

13. A Shareholder may appoint an attorney to vote on their behalf. For an appointment to be effective for the Meeting, Clause 14.8 of the Constitution requires that the instrument effecting the appointment (or a certified copy of it) must be received by the Company no later than 10:00am AEDT on Monday, 23 November 2020.

Lodgement

14. To be effective, your Proxy Form must be received by the Company no later than **10.00am (AEDT) on 23 November 2020** by one of the following methods:

(a) by post using the pre-addressed envelope provided with this Notice to:

Ecofibre Limited
c/- Link Market Services Limited
Locked Bag A14
Sydney South
NSW 1235
Australia

(b) by faxing to:

Ecofibre Limited, on
02 9287 0309 (within Australia); or
+61 2 9287 0309 (outside Australia)

(c) online, by visiting:

www.linkmarketservices.com.au and logging in using the SRN or HIN Number found on the front of your accompanying Proxy Form.

The Company reserves the right to declare invalid any Proxy Form not received by one of the above methods.



GLOSSARY

In this Explanatory Statement and the Notice of Meeting:

AEDT	means Australian Eastern Daylight Time.
ASX	means the Australian Securities Exchange operated by ASX Limited ACN 008 624 691 and includes any successor body.
ASX Listing Rules	means the listing rules of the ASX from time to time.
Board	means the Company's board of Directors
Chairman	means the chair of the General Meeting.
Company	means Ecofibre Limited ACN 140 245 263
Constitution	means the constitution of the Company.
Corporations Act	means the Corporations Act 2001 (Cth).
Director	means a director of the Company.
Explanatory Notes	means the Explanatory Notes that accompany and forms part of the Notice of Meeting.
Meeting or AGM	means the annual general meeting of the Company the subject of this Notice of Meeting.
Notice of Meeting or Notice	means the notice of meeting which these Explanatory Notes accompany.
Proxy Form	means the proxy form accompanying this Notice or an equivalent online electronic proxy form.
Resolution	Resolution means the resolutions in the Notice of Meeting.
Share	Share means a fully paid ordinary share in the Company.
Shareholder	Shareholder means a holder of Shares.



ABN 27 140 245 263

LODGE YOUR VOTE

ONLINE
www.linkmarketservices.com.au

BY MAIL
Ecofibre 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: 1300 554 474 Overseas: +61 1300 554 474



X99999999999

PROXY FORM

I/We being a member(s) of Ecofibre Limited and entitled to attend and vote hereby appoint:

APPOINT A PROXY

the Chair of the Meeting (mark box)

OR if you are **NOT** appointing the Chair of the Meeting as your proxy, please write the name and email of the person you are appointing as your proxy. An email will be sent to your appointed proxy with details on how to access the virtual meeting.

Name

Email

STEP 1

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 **10:00am (AEDT) on Wednesday, 25 November 2020** (the **Meeting**) and at any postponement or adjournment of the Meeting.

The Meeting will be conducted as a virtual meeting and you can participate by logging in online at <https://agmlive.link/EOF20> (refer to details in the Virtual Meeting Online Guide).

Important for Resolution 3: 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 3, 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 item of business.

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

STEP 2

Resolutions

For Against Abstain*

1 Election of Directors:
Barry Lambert

2 Election of Directors:
Kristi Woolrych

3 Adoption of the Remuneration
Report

* 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)

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).

STEP 3

EOF PRX2001N



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 and email address 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

Any directed proxies that are not voted on a poll at the Meeting will default to the Chairman of the Meeting, who is required to vote those proxies as directed. Any undirected proxies that default to the Chairman of the Meeting will be voted according to the instructions set out in this Proxy Form, including where the Resolution is 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 Virtually the appropriate "Certificate of Appointment of Corporate Representative" must be received at vote@linkmarketservices.com.au prior to admission in accordance with the Notice of Annual General 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 **10:00am (AEDT) on Monday, 23 November 2020**, 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).



BY MAIL

Ecofibre 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)



NOTICE OF
ANNUAL GENERAL MEETING
2020



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 9 and up

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://agmlive.link/EOF20> and select the relevant meeting.

Step 2

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

Please read and accept the terms and conditions before clicking on the blue **'Register and Watch Meeting'** button.

- On the left – a live video webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – buttons for 'Get a Voting Card', 'Ask a Question' and a list of company documents to download

Note: If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

1. Get a Voting Card

To register to vote – click on the 'Get a Voting Card' button.

This will bring up a box which looks like this.

A screenshot of the "Voting Card" registration form. The form is titled "Voting Card" and includes a sub-header "Please provide your Shareholder or Proxy details". It is divided into two sections: "SHAREHOLDER DETAILS" and "PROXY DETAILS". The "SHAREHOLDER DETAILS" section has fields for "Shareholder Number" and "Post Code", with a note "Outside Australia" and an orange button "SUBMIT DETAILS AND VOTE". The "PROXY DETAILS" section has a field for "Proxy Number" and an orange button "SUBMIT DETAILS AND VOTE". A "OR" separator is located between the two sections.

If you are an individual or joint securityholder you will need to register and provide validation by entering your securityholder number and postcode.

If you are an appointed Proxy, please enter the Proxy Number issued by Link in the PROXY DETAILS section. Then click the **'SUBMIT DETAILS AND VOTE'** button.

Once you have registered, your voting card will appear with all of the resolutions to be voted on by securityholders 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 view all resolutions.

Securityholders and proxies can either submit a Full Vote or Partial 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 (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 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.

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

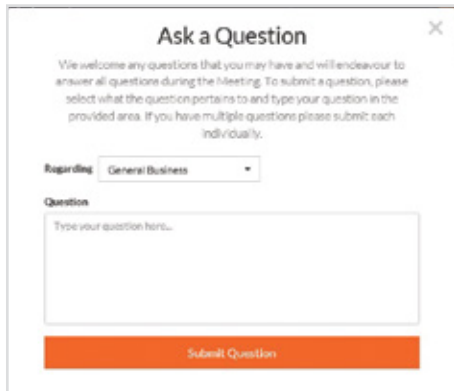
At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time. Please make any changes and submit your voting cards.

2. How to ask a question

Note: Only securityholders are eligible to ask questions.

You will only be able to ask a question after you have registered to vote. 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.



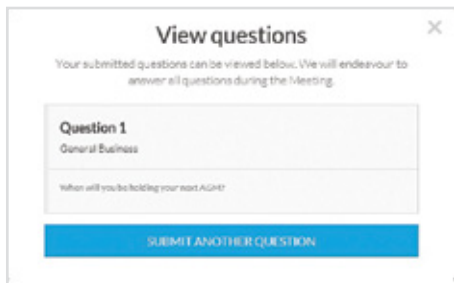
In the '**Regarding**' section click on the drop down arrow and select the category/resolution for your question.

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.



3. Downloads

View relevant documentation in the Downloads section.

Voting closing

Voting will end 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 submitted your vote, you should do so now.

At the close of the meeting any votes you have placed will automatically be submitted.

Contact us

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