

Scheme and General Meetings Online Guide

Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: **whatismybrowser.com**

Supported browsers are:

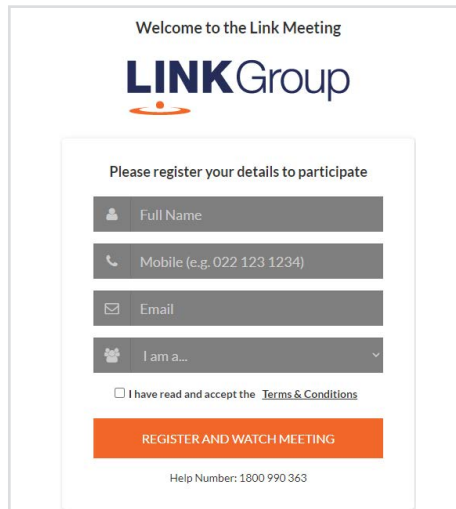
- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 & OS X v10.10 and after
- Internet Explorer – 11 and up
- Microsoft Edge – 92.0 and after

To attend and vote you must have your AWA Member 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.

Scheme and General Meetings Online Guide



Step 1.

Open your web browser and go to <https://meetings.linkgroup.com/AWAScheme> for the Scheme Meeting or <https://meetings.linkgroup.com/AWAGeneral> for the General Meeting

Step 2.

Log in to the portal using your full name, mobile number, email address, and participant type.

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

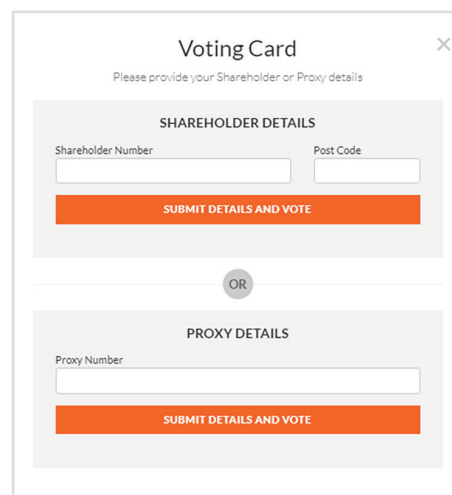
- On the left – a live webcast of the Scheme and General Meetings starts automatically once the meeting has commenced. If the webcast does not start automatically please press the play button and ensure the audio on your computer or device is turned on.
- On the right – the presentation slides that will be addressed during the Scheme and General Meetings
- 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.



If you are an individual or joint shareholder you will need to register and provide validation by entering your AWA Member 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 the resolution to be voted on by Shareholders at the Scheme and General Meetings (as set out in the Notice of Scheme and General Meetings). You may need to use the scroll bar on the right hand side of the voting card to view all of the resolution.

Shareholder and proxies can either submit a Full Vote or Partial Vote.

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continued

LINK Group

HELP NUMBER
1800 990 363

Ask a Question

Get a Voting Card

Exit Meeting

Link Group Meeting

LINK Group

Get a Voting Card

Ask a Question

Downloads

- Speakers Bio's
- Sustainability Report
- Notice of meeting
- Online Guide
- Annual Report

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Voting Card

Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for the resolution. If you would like to complete a partial vote, please specify the number of votes for the 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 shareholder'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.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click on the **'Submit 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 Scheme and General Meetings 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.

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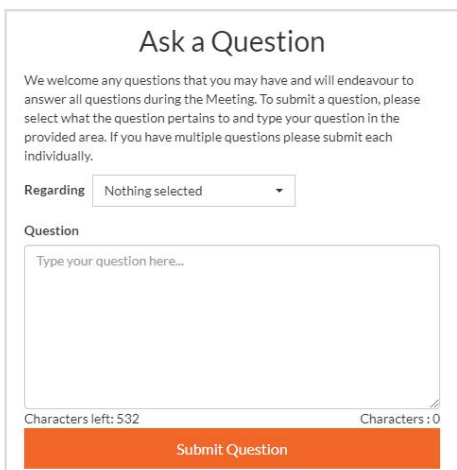
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2. How to ask a question

Note: Only verified Shareholder, 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 Shareholder 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.



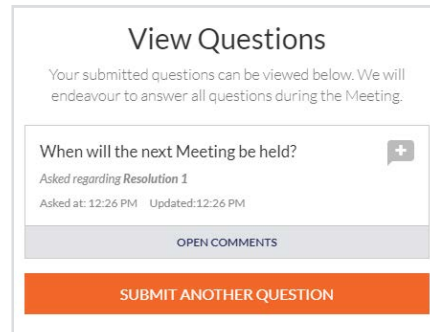
In the 'Regarding' section click on the drop down arrow and select the category/resolution for your question.

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 Scheme and General Meetings, but we will do our best to address your concerns.



3. Downloads

View relevant documentation in the Downloads section.

4. Voting closing

Voting will end 5 minutes after the close of the Scheme and General Meetings.

At the conclusion of the Scheme and General Meetings 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.

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continued

5. Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name and Shareholder 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,
Conference Call Number: 1800 XXX XXX
International Number: +61 2 XXXX XXXX

Step 2

You will be greeted with a welcome message and provided with instructions on how to participate in the Scheme and General Meetings. 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 shareholder and allow you to ask a question on the resolution at the Scheme and General Meetings.

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 Scheme and General Meetings as a visitor and will not be able to ask a question.

Step 4

At the commencement of the Scheme and General Meetings, you will be admitted to the Scheme and General Meetings where you will be able to listen to proceedings.

Asking a Question

Step 1

When the Chairman calls for questions or comments on the item of business, **press *1** on your keypad. 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 Scheme and General Meetings. Your line will be unmuted and you will be prompted to speak. If you have also joined the Scheme and General Meetings online, please 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 or comment has been asked / responded to.

Contact us

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