

# Virtual Meeting Online Guide

# Virtual Meeting Online Guide

## Before you begin

Ensure your browser is compatible. You can easily 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 “Mavericks” & OS X v10.10 “Yosemite” and after
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported)

The virtual meeting is viewable from desktops and laptops. To attend and vote at the virtual annual general meeting you must have your Member number.

If you are an appointed proxy you will need your proxy number which will be provided by Link Market Services prior to the meeting. **Please make sure you have this information before proceeding.**

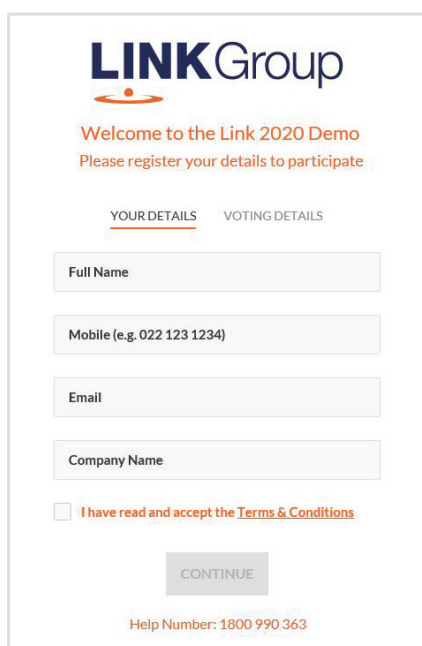
## Step 1

Open your web browser and go to <https://agmlive.link/architects20>

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

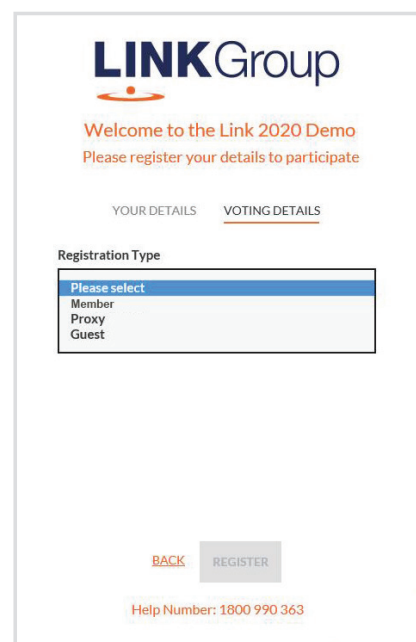
To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the ‘Continue’ button.



## Step 2

Select your ‘Registration Type’ from the drop-down box by choosing – Member, Proxyholder or Guest.



## Step 3

Follow the instructions below that correspond to the **'Registration Type'** you selected in Step 2.

### Member

At 'Registration Type' select **'Member'** from the drop-down box. Enter your Security Reference Number (SRN) or Holder Identification Number (HIN).

Click the **'Register'** button.

The screenshot shows the LINK Group registration page. At the top is the LINK Group logo. Below it, a welcome message reads: "Welcome to the Link 2020 Demo. Please register your details to participate." There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu with "Member" selected. Below this is a "Shareholder Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" at the very bottom.

### Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box.

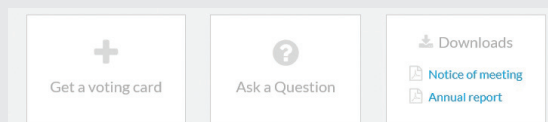
Click the **'Register'** button.

The screenshot shows the LINK Group registration page. At the top is the LINK Group logo. Below it, a welcome message reads: "Welcome to the Link 2020 Demo. Please register your details to participate." There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu with "Proxy" selected. Below this is a "Proxy Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" at the very bottom.

## Navigating

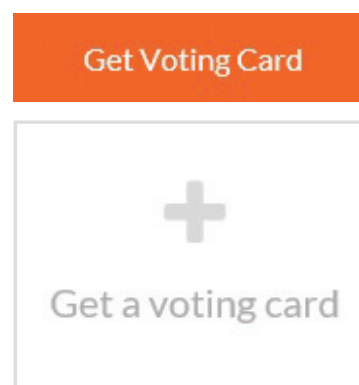
At the bottom of the webpage under the webcast and presentation there are three boxes. Refer to each section below for operating instructions.

- 4 Get a voting card
- 5 Ask a Question
- 6 Downloads



## 4. Get a voting card

To get your voting card – click on the **'Get a voting card'** box at the top of the webpage or below the videos.



Your voting card will appear with all of the resolutions to be voted on by Members 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 scroll up or down to view all resolutions.

Members and proxies can either submit a Full Vote or a Partial Vote. You can move between the two tabs by clicking on **'Full Vote'** or **'Partial Vote'** at the top of the voting card.

# Virtual Meeting Online Guide *continued*

ABC COMPANY PTY LTD

X123456789

X

## Voting Card

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

Full Vote

Partial Vote

Resolution 2B

✓ For

✗ Against

⊖ Abstain

RE-ELECTION OF MR. ABC AS A DIRECTOR

Resolution 2C

✓ For

✗ Against

⊖ Abstain

RE-ELECTION OF MS XYZ AS A DIRECTOR

Resolution 3

✓ For

✗ Against

⊖ Abstain

INCREASE TO DIRECTORS' MAXIMUM FEE POOL LIMIT

Resolution 4

✓ For

✗ Against

⊖ Abstain

ADOPTION OF REMUNERATION REPORT

SUBMIT VOTE

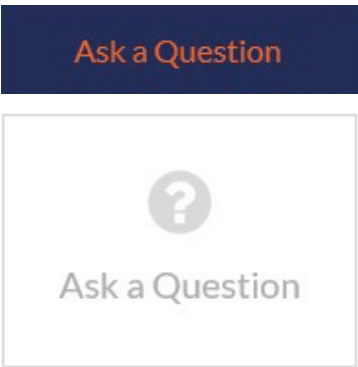
## Voting

To submit a vote on a resolution click on the **'For'**, **'Against'**, or **'Abstain'** voting buttons.

## 5. How to ask a question

**Note:** Only Members are eligible to ask questions.

You will only be able to ask a question after you have registered to vote. If you would like to ask a question, click on the 'Ask a Question' box either at the top or bottom of the webpage.



The 'Ask a Question' box will then pop up with two sections for completion.

Ask a Question

We welcome any questions that you may have and will endeavour to answer all questions during the Meeting. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.

Regarding

General Business

Question

Type your question here...

Submit Question

In the 'Regarding' section click on the drop down arrow and select one of the following categories:

- General Business
- Resolution 1
- Resolution 2
- Resolution 3
- Resolution 4
- Resolution 5
- Resolution 6

After you have selected your question category, click in the 'Question' section and type your question.

When you are ready to submit your question - click the blue 'Submit Question' button. This will send the question to the Management/Board.

Note that not all questions are guaranteed to be answered during the Annual General Meeting, but we will do our best to address your concerns.

Once you have asked a question a 'View Questions' box will appear.

At any point you can click on 'View Questions' and see all the questions you have submitted. Only you can see the questions you have asked.

**Note:** You can submit your questions by this method one hour before the meeting begins, if you have registered to vote. You can continue to submit questions up until the close of voting.

If your question has been answered and you would like to exercise your right of reply, you can do so by submitting another question.

View questions

Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.

Question 1

General Business

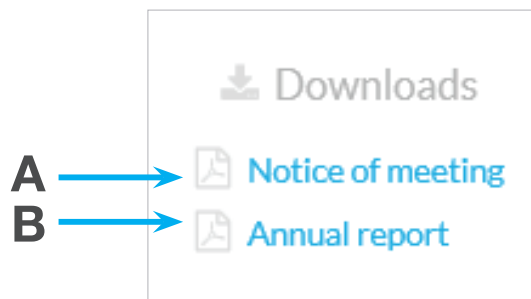
When will you be holding your next AGM?

SUBMIT ANOTHER QUESTION

# Virtual Meeting Online Guide *continued*

## 6. Downloads

If you would like to see the Notice of Annual General Meeting or the Annual Report you can do so here.



- To download the Notice of Meeting – click A
- To download the Annual Report – click B

When you click on these links the file will open in another tab in your browser.

## 7. Voting closing

Voting online will close soon after all Voting Members have been given a reasonable opportunity to ask questions and all discussion about the item to be voted on has concluded. The Chair will announce that voting will soon close and will give all Voting Members a final opportunity to cast their vote.

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 yet submitted your vote at this point, you may do so during this countdown. At the end of the countdown timer, all voting will close.

At the close of voting the votes you have placed will automatically be submitted. Then, once the live votes and proxy votes are tallied and the final result is known, the Chair will announce the outcome of the vote before the meeting closes.



## Contact us

### Australia

T 1300 554 474

E [info@linkmarketservices.com.au](mailto:info@linkmarketservices.com.au)

### New Zealand

T +64 9 375 5998

E [enquiries@linkmarketservices.co.nz](mailto:enquiries@linkmarketservices.co.nz)