

2021

Annual General Meeting Online Platform Guide

Join the Australian Unity Limited virtual Annual General Meeting

The AGM of Australian Unity Limited (Company) will be held virtually online at <https://agmlive.link/AusUnity2021> on Wednesday 27 October 2021 at 2:00pm Australian Eastern Daylight Time (AEDT).

Members can attend the AGM and participate by asking questions via the online platform or over the phone. Guests may only view the proceedings of the AGM.

The platform will open at 1:30pm on the day of the AGM.

Need Help?

If you have any trouble accessing or using the online platform during the AGM, please call **1300 682 744**.

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 later
- Firefox – 40.0.2 and later
- Safari – OS X v10.9 ‘Mavericks’ & OS X v10.10 ‘Yosemite’ and later
- Internet Explorer 9 and later (please note Internet Explorer 8 is not supported)

The virtual meeting is viewable from desktops, laptops, tablets and phones. To vote at the virtual AGM you must have your Member number. You can find your Member number at the top of your AGM letter or email. If you didn’t receive this, please contact the Member Engagement team on memberrelations@australianunity.com.au or call 1300 682 744.

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/AusUnity2021>

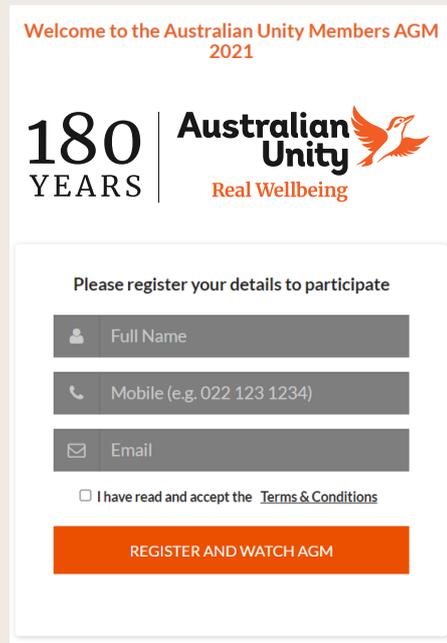
Log in to the platform using your full name, mobile number, email address and company name (if applicable).

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

Click on the 'Register and Watch AGM' button.

You have now entered the AGM. It is recommended you keep your browser open for the duration of the AGM.

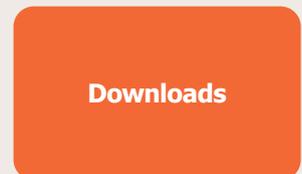
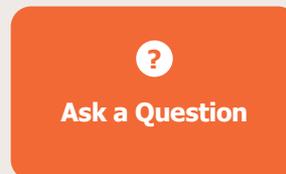
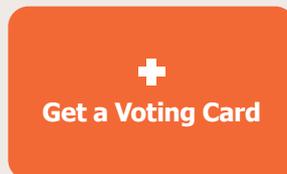
If you close your browser and want to re-join the AGM, when you try to log in again you will be sent a link via email. You will need to click on the link to re-join the AGM. This process is in place for security purposes.



Navigating

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

- 2) Get a Voting Card
- 3) Ask a Question – Online
Ask a Question – Phone
- 4) Downloads

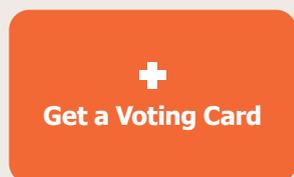


Step 2

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 presentation.

Note: Only Eligible Guardian Members and Proxyholders are entitled to submit a vote (as set out in the Notice of Meeting).



Eligible Guardian Members

Enter your Australian Unity Member number and postcode. You can find your Member number at the top of your AGM letter or email.

If you didn't receive this, please contact Member Engagement on memberrelations@australianunity.com.au or call 1300 682 744.

Click the 'Submit details and Vote' button.

Proxyholders

Enter your proxy number. The proxy number has been provided to you via an email from Link Market Services.

Click the 'Submit details and Vote' button.

Voting Card

Please provide your Member Number or Proxy details

MEMBER DETAILS

Member Number Post Code

SUBMIT DETAILS AND VOTE

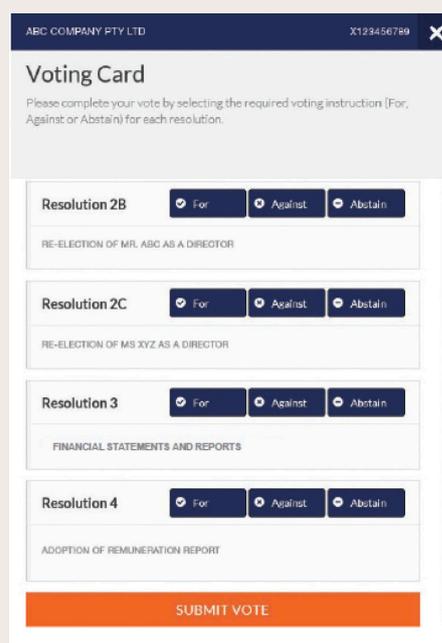
OR

PROXY DETAILS

Proxy Number

SUBMIT DETAILS AND VOTE

Your voting card will appear with all of the resolutions to be voted on by Eligible Guardian Members and Proxyholders at the Meeting (as set out in the Notice of Meeting).



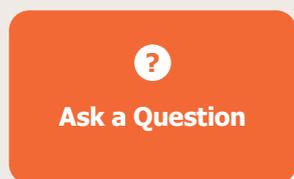
You may need to use the scroll bar on the right-hand side of the voting card to scroll up or down to view all of the resolutions.

Step 3 Ask a Question?

How to ask a question online

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

Note: Only Eligible Guardian Members and Financial Australian Unity Members (collectively Members) and Proxyholders are eligible to ask questions.



Your **'Ask a question'** card will appear and you will only be able to ask a question after you have registered in this section.

Ask a question

Please provide your Member Number or Proxy details

MEMBER DETAILS

Member Number <input style="width: 90%;" type="text"/>	Post Code <input style="width: 90%;" type="text"/>
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SUBMIT DETAILS AND ASK A QUESTION

OR

PROXY DETAILS

Proxy Number

SUBMIT DETAILS AND ASK A QUESTION

Eligible Guardian Members and Eligible Financial Members

Enter your Australian Unity Member number and postcode. You can find your Member number at the top of your AGM letter or email.

If you didn't receive this, please contact Member Engagement on memberrelations@australianunity.com.au or call 1300 682 744.

The Notice of Meeting outlines who Eligible Guardian Members and Eligible Financial Members are.

Click the **'Submit details and Ask a Question'** button.

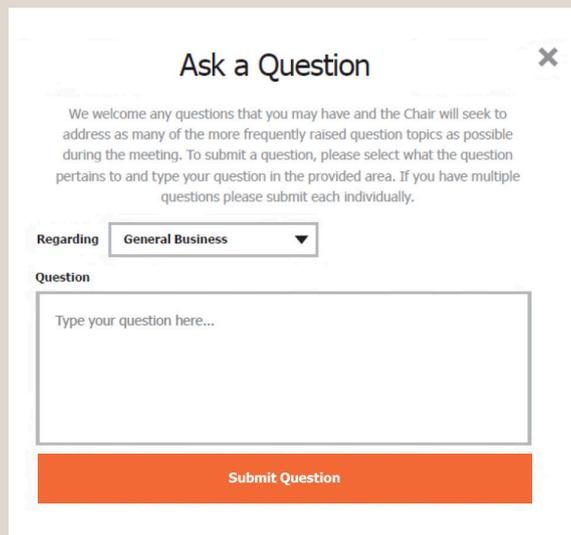
Proxyholder

Enter your proxy number. The proxy number has been provided to you via an email from Link Market Services.

Click the **'Submit details and Ask a Question'** button.

Step 3 Ask a Question *continued*

A new window will open with the heading ‘Ask a Question’.



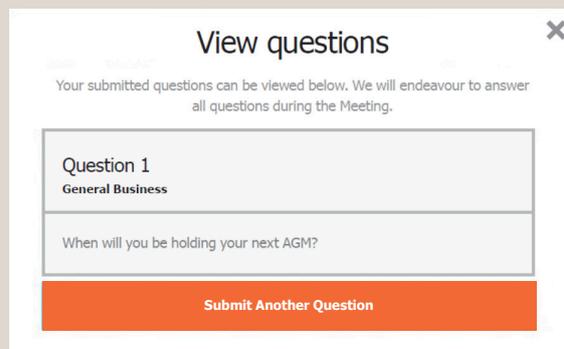
In the ‘Regarding’ section, click on the drop-down arrow and select one of the categories.

Click in the ‘Question’ section and type your question.

Click the ‘Submit Question’ button. This will send the question to an Australian Unity Moderator.

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.



The moderator will provide questions to the Chair at the appropriate time during the AGM.

Note: Not all questions are guaranteed to be answered during the Annual General Meeting, but we will do our best to address your concerns. If your question is not answered, the Member Engagement team will respond to your question by email after the AGM.

You can submit your questions by this method from when registration opens, if you have registered. 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.

Step 3 Ask a Question *continued*

How to ask a phone question

Phone Participation

What you will need

- a. Landline or mobile phone
- b. Your full name and your Australian Unity Member number
- 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 landline or mobile device, call:
+61 1800 798 136

Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the Meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be asked to enter your **PIN** followed by the hash key. This will verify you as a Member and allow you to ask a question.

Step 3

Once you have entered your **PIN**, you will be greeted by a moderator. Once the moderator has verified your details you will be placed into a waiting room and will hear music playing.

Note: If your membership cannot be verified by the moderator, you will attend the Meeting as a guest and will not be able to ask a question.

Step 4

At the commencement of the Meeting, you will be admitted to the Meeting where you will be able to listen to proceedings.

Asking a Question

Step 1

When the Chairman calls for questions, you will be asked to **press *1** on your keypad should you wish to raise your hand to ask a question.

Step 2

The moderator will ask you what item of business your question relates to? Let the moderator know if your question relates to General Business or the Resolution number.

Your question will be taken over the phone by the moderator, and will then be put into the online queue.

You will also be asked if you have any additional questions.

Step 3

When it is your time to ask your question, you will hear an auto prompt that your line has been unmuted and you can then start speaking.

*Note: if at any time you no longer wish to ask your question, you can lower your hand by **pressing *2** on your key pad.*

If you also joined the Meeting online, we ask that you mute your laptop or desktop device while you ask your question.

Step 4

Your line will be muted once your question has been answered.

Step 4

Downloads

If you would like to see the Notice of Meeting, Annual Report or tabled version of the proposed amendments to Australian Unity's constitution you can do so here.



Downloads



Notice of meeting



Annual report



Proposed amended constitution



Online platform guide



2020 AGM Minutes

Step 5

Votes closing

At the conclusion of the final question time, the Chair will provide five further minutes for voting, after which he will formally close the Meeting. A red bar with a countdown timer will appear at the top of the slide screens advising the remaining voting time. If you have not yet submitted your vote at this point, you will be required to do so now. At the close of the meeting, any votes you have placed will automatically be submitted.

Need Help?

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