

180
YEARS

Australian
Unity 
Real Wellbeing

2020 Annual General Meeting Online Platform Guide



Join the Australian Unity Limited virtual AGM

The Annual General Meeting (AGM) of Australian Unity Limited (Company) will be held virtually online at <https://agmlive.link/AusUnity2020> on Wednesday 28 October 2020 at 2:00pm Australian Eastern Daylight Savings Time (AEDST).

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

Registration 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 1800 990 363.

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, laptops and tablets. To attend and 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 Member Relations on memberrelations@australianunity.com.au or call 1800 990 363.

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.

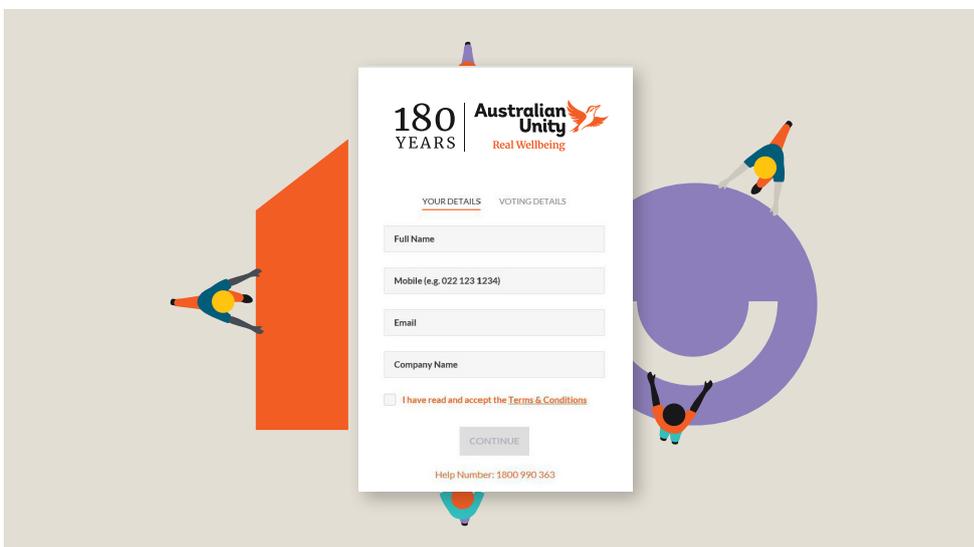
Step 1

Open your web browser and go to <https://agmlive.link/AusUnity2020>

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.



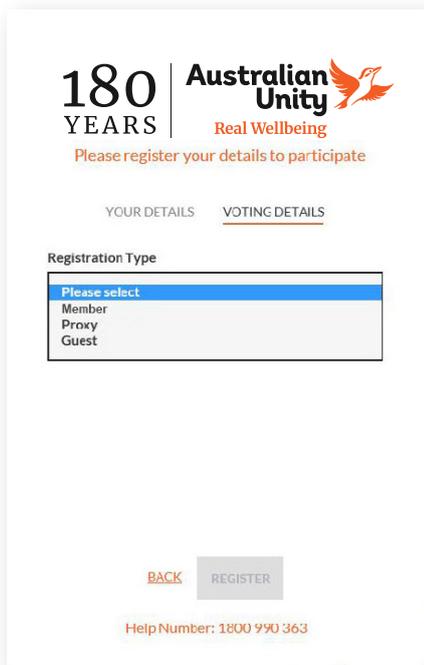
The screenshot shows a login form for the Australian Unity 180 Years online portal. The form is titled "180 YEARS | Australian Unity Real Wellbeing". It has two tabs: "YOUR DETAILS" (selected) and "VOTING DETAILS". The form contains the following fields:

- Full Name
- Mobile (e.g. 022 123 1234)
- Email
- Company Name
- I have read and accept the [Terms & Conditions](#)
- CONTINUE button
- Help Number: 1800 990 363

The form is set against a background featuring a large orange arrow pointing right and a large purple number '9'. There are also several small, colorful figures of people in various poses scattered around the form.

Step 2

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



180 YEARS | Australian Unity Real Wellbeing
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Registration Type

- Please select
- Member
- Proxy
- Guest

BACK REGISTER

Help Number: 1800 990 363

Step 3

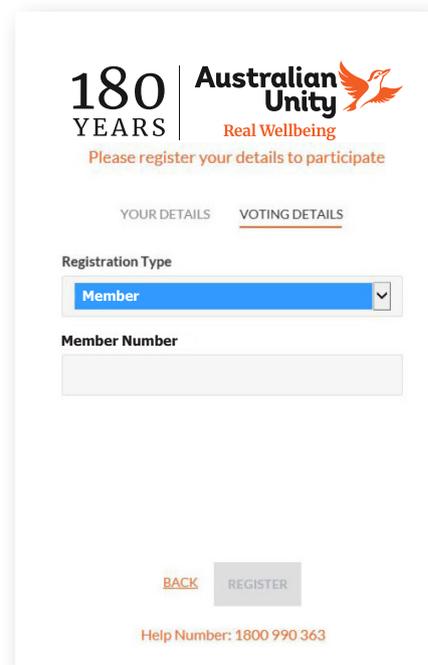
Follow the instructions below that correspond to the 'Registration Type' you selected in Step 2.

Member

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

Enter your Member number. You can find this at the top of your AGM letter or email. If you didn't receive this, please contact Member Relations on memberrelations@australianunity.com.au or call 1800 990 363.

Click the 'Register' button.



180 YEARS | Australian Unity Real Wellbeing
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Registration Type

Member

Member Number

BACK REGISTER

Help Number: 1800 990 363

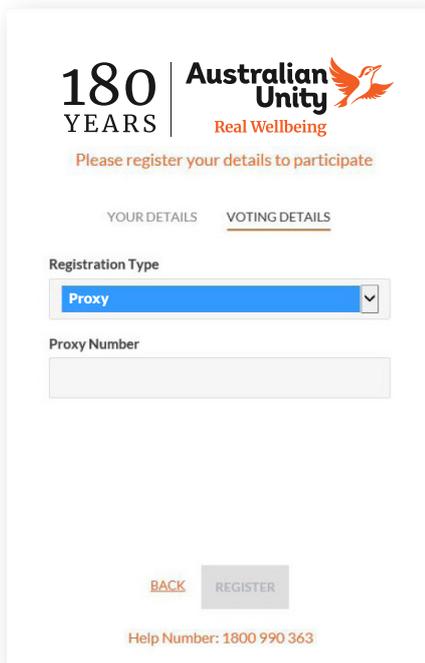
Step 3 CONTINUED

Proxyholder

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

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

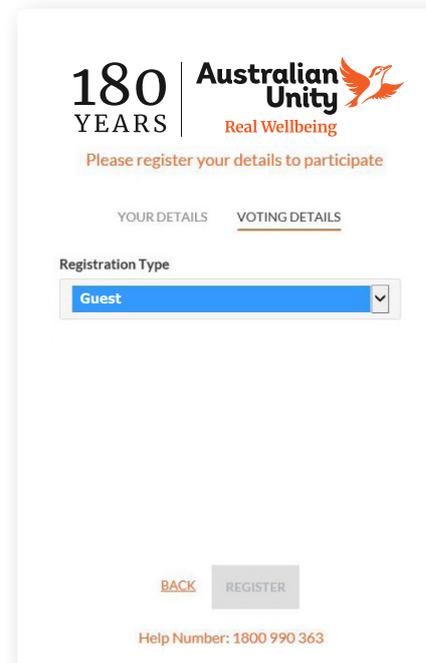
Click the 'Register' button.



The screenshot shows the registration page for Australian Unity. At the top left, it says "180 YEARS" and "Australian Unity Real Wellbeing" with a logo of two birds. Below this is the text "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" selected. Under "Registration Type", a dropdown menu is open showing "Proxy". Below that is a text input field for "Proxy Number". At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" at the very bottom.

Guest

At 'Registration Type' select from the drop-down box 'Guest'. Click the 'Register' button.



The screenshot shows the registration page for Australian Unity. At the top left, it says "180 YEARS" and "Australian Unity Real Wellbeing" with a logo of two birds. Below this is the text "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" selected. Under "Registration Type", a dropdown menu is open showing "Guest". At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" at the very bottom.

You have now logged in and registered for the AGM on completion of Step 3.

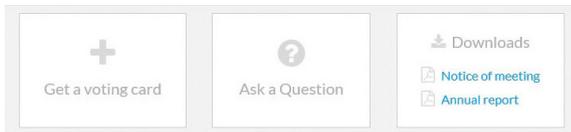
It is recommended you keep your browser open for the duration of the AGM.

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.

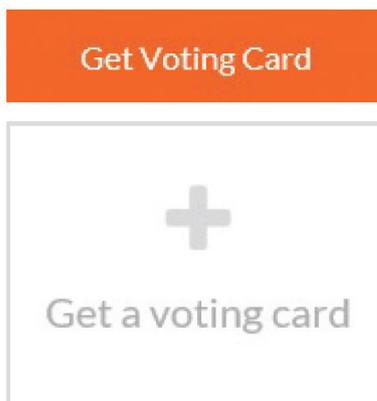
- ④ Get a voting card
- ⑤ Ask a question
- ⑥ Downloads



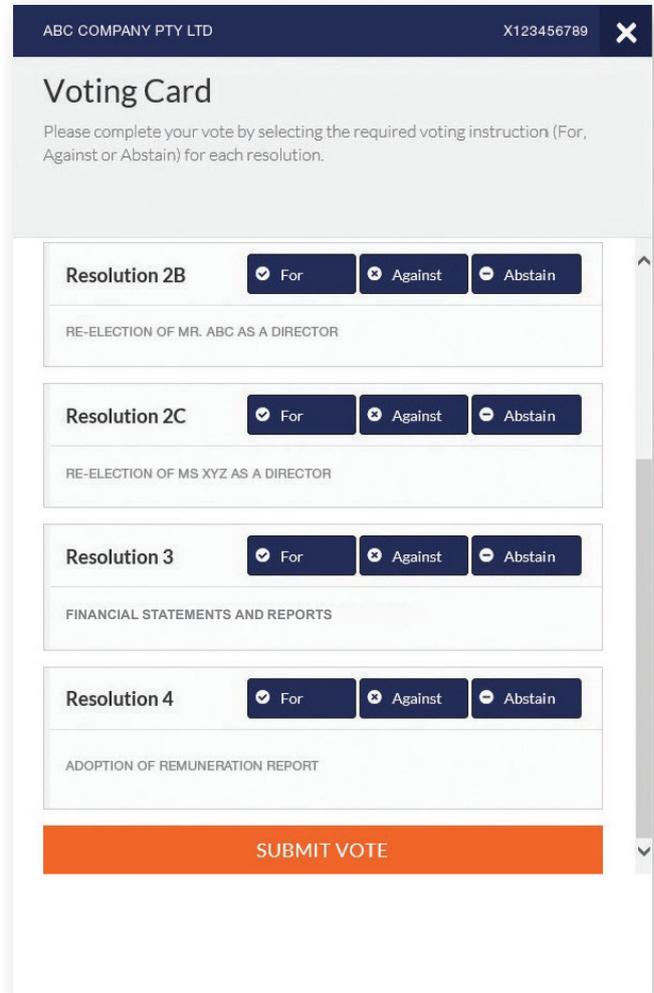
Step 4

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 presentation.



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 of the resolutions.



ABC COMPANY PTY LTD X123456789

Voting Card

Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution.

Resolution 2B	<input checked="" type="radio"/> For	<input type="radio"/> Against	<input type="radio"/> Abstain
RE-ELECTION OF MR. ABC AS A DIRECTOR			
Resolution 2C	<input checked="" type="radio"/> For	<input type="radio"/> Against	<input type="radio"/> Abstain
RE-ELECTION OF MS XYZ AS A DIRECTOR			
Resolution 3	<input checked="" type="radio"/> For	<input type="radio"/> Against	<input type="radio"/> Abstain
FINANCIAL STATEMENTS AND REPORTS			
Resolution 4	<input checked="" type="radio"/> For	<input type="radio"/> Against	<input type="radio"/> Abstain
ADOPTION OF REMUNERATION REPORT			

SUBMIT VOTE

Voting

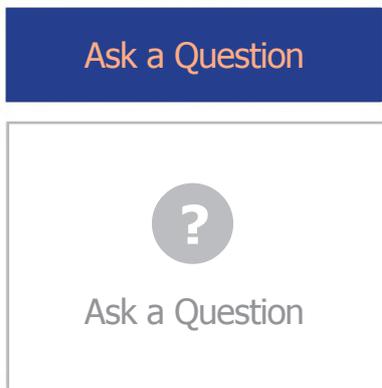
To submit a vote on a resolution, click on the 'For', 'Against', or 'Abstain' voting buttons.

Step 5

How to ask a question

Note: Only Members and Proxyholders 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.



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

A window titled 'Ask a Question' with a close button (X) in the top right. The text inside reads: 'We welcome any questions that you may have and the Chair will seek to address as many of the more frequently raised question topics as possible 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.' Below this is a 'Regarding' dropdown menu with 'General Business' selected. Underneath is a 'Question' text area with the placeholder 'Type your question here...'. At the bottom is a red 'Submit Question' button.

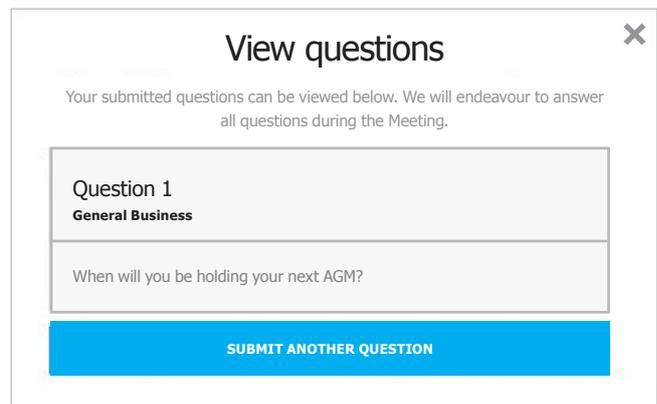
In the 'Regarding' section click on the drop-down arrow and select one of the categories.

Click in the 'Question' section and type your question.

Click the blue '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, Member Relations will respond to your question by email after the AGM.

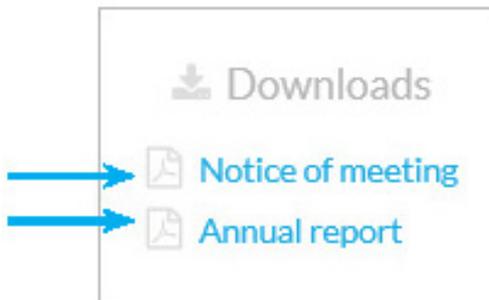
You can submit your questions by this method from when registration opens, if you have registered to vote. You can continue to submit questions up until the close of voting.

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

Step 6

Downloads

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



Step 7

Voting 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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