

ANNUAL GENERAL MEETING, THURSDAY 25 OCTOBER 2018

NOTES FOR MEMBERS

Right to attend

All Members have the right to attend, speak and vote at the Annual General Meeting.

Conduct at the AGM

Our AGM is intended to give our Members the opportunity to:

- Hear from the Chair about the performance and operations of TAI PAL and the outlook for the year ahead;
- Consider and, where eligible, vote on the resolutions before the AGM; and,
- Ask questions of the board. The Chair will generally answer questions on behalf of the Board and the management team.

To do this we will:

- Give Members a reasonable opportunity to ask questions of the Board, management and the Auditors about the performance, operations and management of TAI PAL; and,
- Inform Members of the proxy position on the resolutions to be considered by the AGM and the manner in which the Chair will vote undirected proxies

To assist us to achieve all this, we ask that Members

- Are courteous and respectful to all fellow members and all others attending the AGM, including those assisting in the running of the AGM;
- Keep their questions to a reasonable length without repetition to allow as many Members as possible to participate;
- Confine their questions to matters being considered at the AGM and which are relevant to Members as a whole; and
- Do not photograph, videotape or record the AGM.

Appointing a proxy

- Each Voting Member is entitled to appoint either another person as his/her proxy by notice given to the **Secretary no later than 48 hours before the time of commencement of the meeting.**
- A Voting Member holding one or more proxies shall be entitled to one vote in his/her own right and one for each proxy held.
- Proxies are to vote in accordance with their instructions on the Proxy form.
- If no instructions are given on the Proxy Form, the Proxy may vote as the Proxy sees fit.

Undirected proxies

- Where permitted and if no instructions are given on the Proxy Form, the Chair of the AGM may vote as he/she sees fit.

Proxy Forms must be returned **no later than 48 hours before the time of commencement of the meeting**

- Online at www.taxandsuperaustralia.com.au.
- By post to PO Box 226, Flinders Lane, Victoria 8009
- Personally, to Reception, Tax & Super Australia, Level 13, 303 Collins Street, Melbourne, Victoria 3000. (Office hours: 9:00 am to 5:00 pm Monday through Friday)
- Email address: TAIPALAGM@taxandsuperaustralia.com.au