

# Virtual Meeting Online Guide

## Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: [whatismybrowser.com](http://whatismybrowser.com)

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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 9 and up

**To attend and vote you must have your Member Number and PIN.**

Appointed Proxy: Your proxy number will be provided by Link before the meeting.

**Please make sure you have this information before proceeding.**

# Virtual Meeting Online Guide

## Step 1

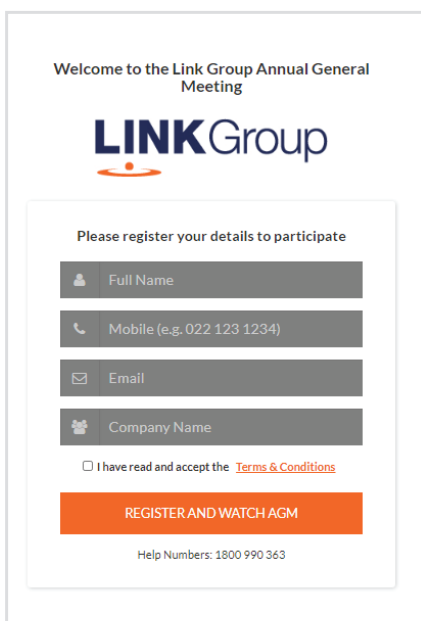
Open your web browser and go to <https://agmlive.link/AMB21>

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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.



Welcome to the Link Group Annual General Meeting

**LINKGroup**

Please register your details to participate

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

I have read and accept the [Terms & Conditions](#)

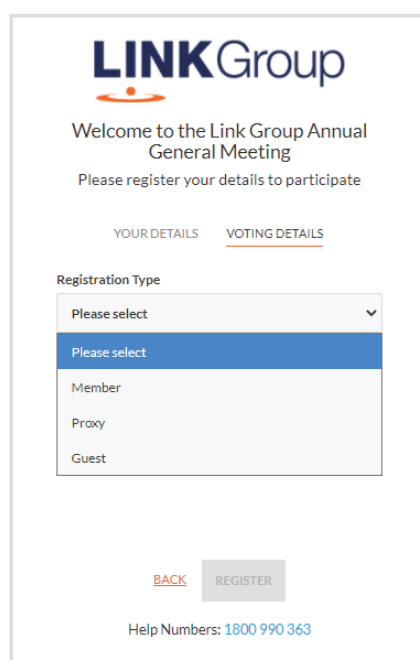
**REGISTER AND WATCH AGM**

Help Numbers: 1800 990 363

## Step 2

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

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**LINKGroup**

Welcome to the Link Group Annual General Meeting

Please register your details to participate

[YOUR DETAILS](#) [VOTING DETAILS](#)

Registration Type

Please select

Please select

Member

Proxy

Guest

[BACK](#) **REGISTER**

Help Numbers: 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 and PIN.

Click the 'Register' button.

The screenshot shows the LINK Group registration page. At the top is the LINK Group logo. Below it, the text reads: "Welcome to the Link Group Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "MEMBER DETAILS", with "MEMBER DETAILS" selected. The form includes a "Registration Type" dropdown menu set to "Member", a "Member Number" text input field, and a "PIN" text input field. Below the input fields is a link for "Outside Australia". At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363".

### 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, the text reads: "Welcome to the Link Group Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" selected. The form includes a "Registration Type" dropdown menu set to "Proxy", and a "Proxy Number" text input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Numbers: 1800 990 363".

## Navigating

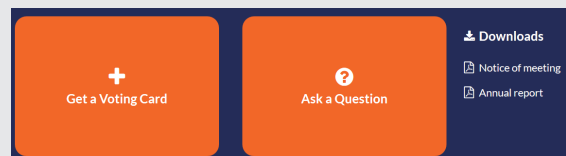
Once you have logged in you will see:

- On the left – a live audio webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting.

**Note:** After you have logged in we recommend that you keep your browser open for the duration of the meeting. If you close your browser, your session will expire. If you attempt to log in again, you will be sent a recovery link via email for security purposes.

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

If you have logged in as a member, 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 view all resolutions.

If you have multiple votes to register– click on the **‘Get a Voting Card’** button.

**Voting Card**  
Please provide your Member or Proxy details

**MEMBER DETAILS**

Member Number  PIN

**SUBMIT DETAILS AND VOTE**

OR

**PROXY DETAILS**

Proxy Number

**SUBMIT DETAILS AND VOTE**

If you are an individual or joint Member you will need to register and provide validation by entering your Member Number and PIN.

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.

ABC COMPANY PTY LTD X123456789

### 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.

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.

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.

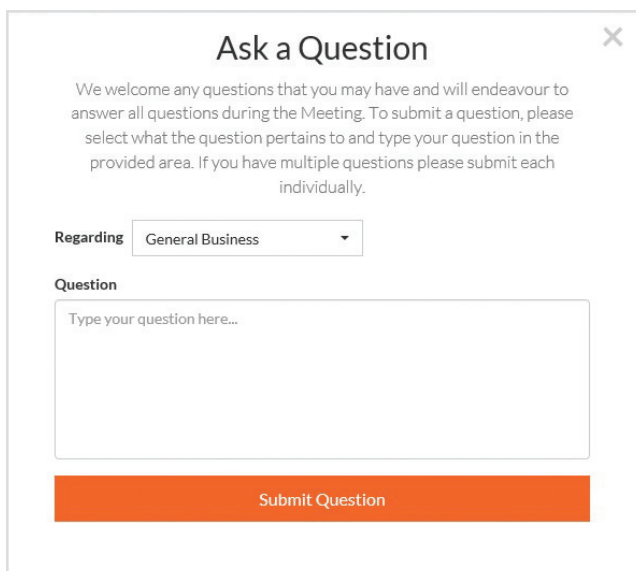
## 5. How to ask a question

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

To ask a question, click on the **'Ask a Question'** box either at the top or bottom of the webpage.

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



The 'Ask a Question' dialog box features a title bar with a close button (X). The main text reads: "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." Below this is a 'Regarding' section with a dropdown menu currently set to 'General Business'. Underneath is a 'Question' section with a text input field containing the placeholder text "Type your question here...". At the bottom of the dialog is a prominent orange button labeled "Submit Question".

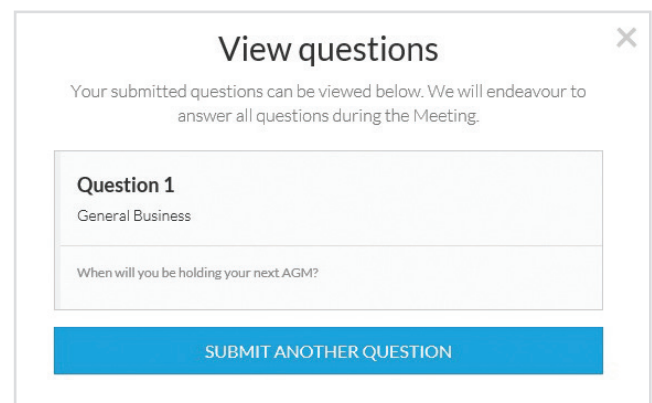
In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

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 do so by submitting another question.

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



The 'View questions' dialog box has a title bar with a close button (X). The main text states: "Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting." Below this is a list of questions, with the first one shown: "Question 1" under the category "General Business". The question text is "When will you be holding your next AGM?". At the bottom of the dialog is a blue button labeled "SUBMIT ANOTHER QUESTION".

## 6. Downloads

View relevant documentation in the Downloads section.

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## 7. Voting closing

Voting will end 5 minutes after the close of the Meeting.

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At the conclusion of the Meeting 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.

## Contact us

### Australia

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