Company Secretary

22nd April 2022

Ms. Nicola Lombardi
ASX Limited
Exchange Centre
20 Bridge Street
Sydney NSW 2000
Australia

By Electronic Lodgment

Dear Ms. Lombardi,

BSP Financial Group Limited – 2022 Annual General Meeting Documents

In accordance with the ASX Listing Rules, BSP Financial Group Limited **(ASX: BFL | PNGX: BSP)** provides to ASX the following documents for release to market:

- Letter to Shareholders dated 20th April 2022;
- Notice of Meeting of 2022 Annual General Meeting;
- Sample Proxy Forms (Australia and PNG); and
- Virtual Meeting Online Guide.

Sincerely,
BSP Financial Group Limited

Mary Johns
Company Secretary

Enclosure

BSP Financial Group Limited
Incorporated in Papua New Guinea | ARBN 649 704 656
P +675 305 7159 E MJohns@bsp.com.pg
A Section 34 Allotments 6 & 7, Klinki Street, Waigani Drive, Port Moresby, National Capital District
A PO Box 78, Port Moresby, Papua New Guinea W www.bsp.com.pg

20th April 2022

Dear Shareholder,

With careful consideration of the COVID-19 pandemic and the restrictions currently in place in Papua New Guinea, the Board of Directors of BSP Financial Group Limited (**BSP** or the **Company**) has decided on a hybrid approach for the Company's 2022 Annual General Meeting ((**AGM** or **Meeting**) of Shareholders.

The Meeting will be held at **10.30am (AEST)** on **Friday 20 May 2022** at **Ballrooms 1 & 2, Level 1, APEC Haus, Port Moresby, Papua New Guinea** and also **online** at https://meetings.linkgroup.com/BSP22

Please be advised that the Company will be observing social distancing rules and any other government requirements that apply at the time. Due to the ongoing health and safety risks posed by COVID-19, restrictions and precautionary measures will be imposed on attendance with no more than 100 persons allowed to attend.

As such, it may not be possible to admit all shareholders who wish to attend and the Company encourages participation through the online platform. Nonetheless, shareholders who plan to attend in person or participate online are urged to submit a directed proxy before the AGM, so that the votes can still be counted in the event the physical meeting arrangements change or there is a technical difficulty.

The Company will continue to closely monitor the COVID-19 situation in Port Moresby ahead of the AGM. If it becomes necessary or appropriate to make alternative or supplementary arrangements to hold the Meeting to those set out in the Notice of Meeting, shareholders will be given as much notice as possible. Information relating to alternate arrangements will be communicated to shareholders by way of a market announcement on the PNGX and ASX platforms and published at http://www.bsp.com.pg/Investor-Relations/.

All necessary details will be in the Notice of Meeting and the Link Market Service Online Platform Guide. Both documents will be filed on the PNGX and ASX platforms and also made available on the Company's website at http://www.bsp.com.pg/Investor-Relations/.

The Online Platform Guide will provide details on how to ensure your browser is compatible with the online platform and a step-by-step guide to successfully log in and navigate the site. The technology of the online platform enables shareholder participation irrespective of geographicallocations of investors and the Company is looking forward to the use of this technology once again to engage with shareholders and investors at the AGM.

If you are unable to attend the Meeting whether in person or via the online platform, you are encouraged to complete and return the enclosed Proxy Form no later than 10:30 am (AEST) on Wednesday, 18th May 2022 to PNG Registries Limited or Link Market Services via email/fax/post or hand delivery as specified in the Proxy Form.

You are encouraged to read the enclosed Notice of Meeting and the Explanatory Memorandum in full before a decision is reached on each resolution. The enclosed Proxy Form is to be used to direct your proxy votes for each resolution by marking either the “For” box, the “Against” box or the “Abstain” box.

If you would like to ask a question prior to the AGM, please log onto www.linkmarketservices.com.au and select ‘Voting”, then click “Ask a Question” by 5:00pm (AEST) on Friday, 13th May 2022.

Thank you for your continued support of the Company and I look forward to your participation and the opportunity to engage with you either in person or through the online platform.

By order of the Board of Directors.

Mary Johns
Company Secretary

NOTICE OF ANNUAL GENERAL MEETING

BSP FINANCIAL GROUP LIMITED

ARBN 649 705 656

Notice is hereby given that the 2022 Annual General Meeting (the "**Meeting**") of Shareholders of the BSP Financial Group Limited (the "**Company**") will be held:

Date: **Friday, 20th May 2022**
Time: **10: 30 am** (AEST)
Venue: **Ballrooms 1 & 2, Level 1, APEC Haus, Port Moresby, Papua New Guinea**
Online at https://meetings.linkgroup.com/BSP22.linkgroup.com

In light of the restrictions in place, physical attendance is restricted to not more than 100 attendees. Shareholders and investors who are not in Port Moresby or are unable to attend in person are encouraged to join the Meeting online.

An Explanatory Memorandum containing information in relation to each of the following resolutions accompanies this Notice of Meeting.

ITEMS OF BUSINESS

General Business: Minutes of the Previous Meeting held on 21st May 2021

To receive, consider and accept the Minutes of the previous Annual General Meeting held on 21st May 2021 as acorrect record of that meeting.

Ordinary Business:

Item 1: Annual Report and Financial Statements for the Year Ended 31st December 2021

To receive the Annual Report, including the Financial Statements, Director's Report and Auditor's Report, for the Company and its subsidiaries for the year ended 31st December 2021.

Item 2: Remuneration Report for the Year Ended 31st December 2021

To adopt the Remuneration Report of the Company for the year ended 31st December 2021.

Item 3: Re-Election of Directors

To elect the following directors:

(a) Dr Matagialofi Lua'iufi who retires by rotation and offers herself for re-election as a Director of the Company;

(b) Stuart Davis who retires by rotation and offers himself for re-election as a Director of the Company.

Item 4: Election of Director – Patricia Taureka-Seruvatu

To elect Patricia Taureka-Seruvatu who was appointed to fill a casual vacancy and offers herself for election as a Director.

Item 5: Appointment of Auditor

To appoint PricewaterhouseCoopers as auditor of the Company from the conclusion of this meeting until the conclusion of the next annual meeting of the Company and that the Board be authorized to fix their remuneration.

Item 6: Any other Business

To consider any other business of the day.

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EXPLANATORY MEMORANDUM

This Explanatory Note is intended to provide Shareholders with sufficient information to assess the merits of the resolutions contained in the Notice of Annual General Meeting.

The Directors recommend Shareholders read this Explanatory Memorandum in full before making any decision in relation to the resolutions.

GENERAL BUSINESS

Minutes of the Previous Meeting held on 21st May 2021
The Chairman will table the 2021 AGM Meeting Minutes dated 21st May 2021 as a correct record of the Meeting.

ORDINARY BUSINESS

Item 1: Financial Reports
The Annual Report, including the Financial Statements, Director's Report and the Auditor's Report included inthe 2021 Annual Report, for the Company and its subsidiaries for the year ended 31st December 2021 are attached to this Explanatory Note for the Shareholders to read prior to the meeting. The Annual Reports is also available on the Company's website at: https://www.bsp.com.pg/investor-relations/investor-resources/annual-reports/

While neither the *Companies Act 1997* nor the Company's constitution require Shareholders to vote on such Reports, Shareholders will be given the opportunity to raise questions on the Reports at the Meeting.

Item 2: Remuneration Report

As a listed company on the Australian Stock Exchange, the Company is required under the Australian *Corporations Act 2001* to include a Remuneration Report in the Directors' Report. The Remuneration Report relates to the remuneration of directors and key management personnel of the Company and has been prepared in conformity with the requirements of section 300A of that Act. It can be found on pages 48 - 58 of the Annual Report.

It is a requirement under Section 250R (2) of that Act that the Remuneration Report be put to the vote of shareholders for adoption. This resolution is advisory only and does not bind the Directors or the Company. However, the outcome of the vote will be considered by the Board going forward when formulating remuneration policy for future years.

In the interests of good corporate governance, the Directors abstain from making a recommendation in relation to Item 2.

Item 3: Re-Election of Directors:

The Board proposes that Dr Matagialofi Lua'iufi and Stuart Davis be re-appointed as directors of the Company. The Board considers that each nominee possesses attributes necessary for the development of the Company and details of each Director is set out below.

(a) Dr Matagialofi Lua'iufi BA, MSC, PhD

Dr Lua'iufi was appointed as Director on 21 December 2016 and re-elected by the Shareholders on 24th May 2019. Specializing in the fields of Public Sector governance, organization development and human resources management, Dr. Lua'iufi holds a Doctorate in Philosophy in Management, a Master of Science (Management Sciences), a Bachelor of Arts, in Sociology and Political Science and Diplomas in Training and Management.

Aside from her directorships on the Company's subsidiaries namely BSP Finance Ltd and Bank South Pacific (Samoa) Limited, her extensive board experience includes being a member of the Council and the Executive Committee of the National University of Samoa, Samoa Institute of Directors and the British Institute of Consulting.

In accordance with the Company's constitution, and being eligible, Dr Lua'iufi offers herself for re-election by the Shareholders.

The Board has assessed Dr Lua'iufi to be an independent director and with Dr Lua'iufi abstaining, recommends that Shareholders vote in favor of her re-election.

(b) Stuart Davis, LLB, GAICD

Stuart Davis was appointed as a Director on 11 August 2017 and re-elected by the Shareholders on 22nd May 2020. He holds a Bachelor of Laws Degree with honors from the University of Adelaide and is a Graduate of the Australian Institute of Company Directors.

His extensive board experience includes serving as Non-Executive director of ASX 100 company NextDC Limited, ASX 200 company Appen Limited and PayPal Australia Pty Limited.

Mr Davis is a seasoned senior banking executive with over 30 years banking experience, majority of which was spent with HSBC where he was formerly CEO OF HSBC Australia from 2002 to 2009 prior to becoming to becoming CEO of HSBC India from 2009 to 2012.

His expertise in acquiring, restructuring and growing businesses, and experience in leading and integrating businesses and people in both developed and emerging markets makes him a valuable asset to the Board.

In accordance with the Company's constitution, and being eligible, Stuart Davis offers himself for re-election by the Shareholders.

The Board has assessed Mr. Davis to be an independent director and, with Mr. Davis abstaining, recommends that Shareholders vote in favor of his re-election.

Item 4: Election of Director – Patricia Taureka-Seruvatu LLB, MAICD

The Board proposes that Patricia Taureka-Seruvatu be appointed as a director of the Company. Mrs. Taureka-Seruvatu was appointed tothe Board in January 2022 after having satisfied the Fit & Proper Person requirements of the Bank of PNG.

A lawyer by profession, she has over 30 years' experience in the legal, superannuation, property, commercial and corporate services industries in PNG. Mrs. Taureka-Seruvatu previously served as Company Secretary for Nambawan Super Limited from 2001 to 2019 and is currently the Company Secretary and General Counsel at Dirio Gas & Power Company Ltd.

The Board recognizes that Mrs. Taureka-Seruvatu has the requisite capability in corporate governance and knowledge of regulatory requirements and considers these attributes necessary for the development of the Company.

In accordance with the Company's constitution, and being eligible, Patricia Taureka-Seruvatu offers herself for election by the Shareholders.

The Board has assessed Mrs. Taureka-Seruvatu to be an independent director and with Mrs. Taureka-Seruvatu abstaining, recommends that Shareholders vote in favor of her election.

Item 5: Appointment of Auditor

The Board proposes that PricewaterhouseCoopers be appointed auditor of the Company from the conclusion ofthis meeting until the conclusion of the next annual meeting of the Company and that the Board be authorized to fix their remuneration.

VOTING EXCLUSION STATEMENT

The Company will disregard any votes cast on Item 2:

- by or on behalf of a member of the Company's Key Management Personnel (KMP) named in the Company's Remuneration Report for the year ended 31 December 2021 or their closely related parties, regardless of the capacity in which the vote is cast; or
- as a proxy by a person who is a member of the Company's KMP at the date of the meeting or their closely related parties,

unless the vote is cast as proxy for a person entitled to vote on Item 2:

- in accordance with a direction in the proxy form; or
- by the Chairman of the meeting pursuant to an express authorisation in the proxy form to exercise the proxy, even though Item 2 is connected with the remuneration of the Company's KMP.

BSP

BSP Financial Group Limited
ARBN 649704656

LODGE YOUR VOTE

ONLINE
www.linkmarketservices.com.au

BY MAIL
BSP Financial Group Limited
C/- Link Market Services Limited
Locked Bag A14
Sydney South NSW 1235 Australia

BY FAX
+61 2 9287 0309

BY HAND
Link Market Services Limited
Parramatta Square, Level 22, Tower 6,
10 Darcy Street, Parramatta NSW 2150; or
Level 12, 680 George Street, Sydney NSW 2000

ALL ENQUIRIES TO
Telephone: +61 1300 554 474

X99999999999

PROXY FORM

I/We being a member(s) of BSP Financial Group Limited and entitled to attend and vote hereby appoint:

STEP 1

APPOINT A PROXY

☐ **the Chairman of the Meeting (mark box)**

OR if you are **NOT** appointing the Chairman of the Meeting as your proxy, please write the name and email of the person or body corporate you are appointing as your proxy. An email will be sent to your appointed proxy with details on how to access the virtual meeting.

Name

Email

or failing the person or body corporate named, or if no person or body corporate is named, the Chairman of the Meeting, as my/our proxy to act on my/our behalf (including to vote in accordance with the following directions or, if no directions have been given and to the extent permitted by the law, as the proxy sees fit) at the Annual General Meeting of the Company to be held in person at **Ballroom 1 & 2, Level 1, APEC Haus, Port Moresby, Papua New Guinea** and online at https://meetings.linkgroup.com/BSP22 on **Friday, 20 May 2022**, commencing at **10:30am (AEST)** and at any adjournment or postponement of that meeting.

For details on how to participate online, please refer to the Virtual Meeting Online Guide.

Chairman authorised to exercise undirected proxies on remuneration related resolutions: Where I/we have appointed the Chairman of the Meeting as my/our proxy (or the Chairman becomes my/our proxy by default), I/we expressly authorise the Chairman to exercise my/our proxy on Item 2 (except where I/we have indicated a different voting intention in step 2) even though Item 2 is connected directly or indirectly with the remuneration of a member of key management personnel, which includes the Chairman. **The Chairman of the Meeting intends to vote undirected proxies in favour of each item of business.**

STEP 2

VOTING DIRECTIONS

Proxies will only be valid and accepted by the Company if they are signed and received no later than 48 hours before the Meeting.

Please read the voting instructions overleaf before marking any boxes with an ☒

Resolutions

Resolutions	For	Against	Abstain*
1 Annual Report and Financial Statements for the Year Ended 31st December 2021	☐	☐	☐
2 Remuneration Report for the Year Ended 31st December 2021	☐	☐	☐
3a Re-Election of Director - Dr Matagialofi Lua'iufi	☐	☐	☐
3b Re-Election of Director - Stuart Davis	☐	☐	☐
4 Election of Director - Patricia Taureka-Seruvatu	☐	☐	☐
5 Appointment of Auditor	☐	☐	☐

* If you mark the Abstain box for a particular Item, you are directing your proxy not to vote on your behalf on a poll and your votes will not be counted in computing the required majority on a poll.

STEP 3

SIGNATURE OF SHAREHOLDERS – THIS MUST BE COMPLETED

Shareholder 1 (Individual)	Joint Shareholder 2 (Individual)	Joint Shareholder 3 (Individual)
Sole Director and Sole Company Secretary	Director/Company Secretary (Delete one)	Director

This form should be signed by the shareholder. If a joint holding, either shareholder may sign. If signed by the shareholder's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the company's constitution and the *Corporations Act 2001* (Cth).

HOW TO COMPLETE THIS SHAREHOLDER PROXY FORM

YOUR NAME AND ADDRESS

This is your name and address as it appears on the Company's share register. If this information is incorrect, please make the correction on the form. Shareholders sponsored by a broker should advise their broker of any changes. **Please note: you cannot change ownership of your shares using this form.**

APPOINTMENT OF PROXY

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box in Step 1. If you wish to appoint someone other than the Chairman of the Meeting as your proxy, please write the name of that individual or body corporate in Step 1. A proxy need not be a shareholder of the Company.

DEFAULT TO CHAIRMAN OF THE MEETING

Any directed proxies that are not voted on a poll at the Meeting will default to the Chairman of the Meeting, who is required to vote those proxies as directed. Any undirected proxies that default to the Chairman of the Meeting will be voted according to the instructions set out in this Proxy Form.

VOTES ON ITEMS OF BUSINESS – PROXY APPOINTMENT

You may direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. All your shares will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of shares you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

APPOINTMENT OF A SECOND PROXY

You are entitled to appoint up to two persons as proxies to attend the Meeting and vote on a poll. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by telephoning the Company's share registry or you may copy this form and return them both together.

To appoint a second proxy you must:

(a) on each of the first Proxy Form and the second Proxy Form state the percentage of your voting rights or number of shares applicable to that form. If the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise half your votes. Fractions of votes will be disregarded; and

(b) return both forms together.

SIGNING INSTRUCTIONS

You must sign this form as follows in the spaces provided:

Individual: where the holding is in one name, the holder must sign.

Joint Holding: where the holding is in more than one name, either shareholder may sign.

Power of Attorney: to sign under Power of Attorney, you must lodge the Power of Attorney with the registry. If you have not previously lodged this document for notation, please attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: where the company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the company (pursuant to section 204A of the *Corporations Act 2001*) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please indicate the office held by signing in the appropriate place.

CORPORATE REPRESENTATIVES

If a representative of the corporation is to attend the Meeting virtually the appropriate "Certificate of Appointment of Corporate Representative" must be received at registrars@linkmarketservices.com.au prior to admission in accordance with the Notice of Annual General Meeting. A form of the certificate may be obtained from the Company's share registry or online at www.linkmarketservices.com.au.

LODGEMENT OF A PROXY FORM

This Proxy Form (and any Power of Attorney under which it is signed) must be received at an address given below by **10:30am (AEST) on Wednesday, 18 May 2022,** being not later than 48 hours before the commencement of the Meeting. Any Proxy Form received after that time will not be valid for the scheduled Meeting.

Proxy Forms may be lodged using the reply paid envelope or:

ONLINE

www.linkmarketservices.com.au

Login to the Link website using the holding details as shown on the Proxy Form. Select 'Voting' and follow the prompts to lodge your vote. To use the online lodgement facility, shareholders will need their "Holder Identifier" - Securityholder Reference Number (SRN) or Holder Identification Number (HIN).

BY MOBILE DEVICE

QR Code

Our voting website is designed specifically for voting online. You can now lodge your proxy by scanning the QR code adjacent or enter the voting link **www.linkmarketservices.com.au** into your mobile device. Log in using the Holder Identifier and postcode for your shareholding.

To scan the code you will need a QR code reader application which can be downloaded for free on your mobile device.

BY MAIL

BSP Financial Group Limited
C/- Link Market Services Limited
Locked Bag A14
Sydney South NSW 1235
Australia

BY FAX

+61 2 9287 0309

BY HAND

delivering it to Link Market Services Limited*
Parramatta Square
Level 22, Tower 6
10 Darcy Street
Parramatta NSW 2150

or

Level 12
680 George Street
Sydney NSW 2000

* During business hours (Monday to Friday, 9:00am–5:00pm)

BSP

BSP Financial Group Limited
ARBN 649704656

LODGE YOUR VOTE

EMAIL
pngregistries@linkgroup.com

BY MAIL
PNG Registries Limited
PO Box 1265
PORT MORESBY NCD
Papua New Guinea

BY FAX
+675 321 6379

BY HAND
Level 4, Cuthbertson House, Cuthbertson Street
Port Moresby NCD

ALL ENQUIRIES TO
Telephone: (+675) 321 6377 or 321 6378

X99999999999

PROXY FORM

I/We being a member(s) of BSP Financial Group Limited and entitled to participate in and vote hereby appoint:

STEP 1

APPOINT A PROXY

☐ **the Chairman of the Meeting (mark box)**

OR if you are **NOT** appointing the Chairman of the Meeting as your proxy, please write the name of the person or body corporate you are appointing as your proxy

or failing the person or body corporate named, or if no person or body corporate is named, the Chairman of the Meeting, as my/our proxy to act on my/our behalf (including to vote in accordance with the following directions or, if no directions have been given and to the extent permitted by the law, as the proxy sees fit) at the Annual General Meeting of the Company to be held in person at **Ballroom 1 & 2, Level 1, APEC Haus, Port Moresby, Papua New Guinea** and online at **https://meetings.linkgroup.com/BSP22** on **Friday, 20 May 2022**, commencing at **10:30am (AEST)** and at any adjournment or postponement of that meeting.

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STEP 2

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Resolutions	For	Against	Abstain*
1 Annual Report and Financial Statements for the Year Ended 31st December 2021			
2 Remuneration Report for the Year Ended 31st December 2021			
3a Re-Election of Director - Dr Matagialofi Lua'iufi			
3b Re-Election of Director - Stuart Davis			
4 Election of Director - Patricia Taureka-Seruvatu			
5 Appointment of Auditor			

ⓘ * If you mark the Abstain box for a particular Item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in computing the required majority on a poll.

STEP 3

SIGNATURE OF SHAREHOLDERS – THIS MUST BE COMPLETED

Shareholder 1 (Individual)	Joint Shareholder 2 (Individual)	Joint Shareholder 3 (Individual)
Sole Director and Sole Company Secretary	Director/Company Secretary (Delete one)	Director

This form should be signed by the shareholder. If a joint holding, either shareholder may sign. If signed by the shareholder's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the company's constitution and the *Corporations Act 2001* (Cth).

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VOTES ON ITEMS OF BUSINESS – PROXY APPOINTMENT

You may direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. All your shares will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of shares you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

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www.linkmarketservices.com.au

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BY MOBILE DEVICE

QR Code

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To scan the code you will need a QR code reader application which can be downloaded for free on your mobile device.

BY MAIL

PNG Registries Limited
PO Box 1265
PORT MORESBY NCD
Papua New Guinea

BY FAX

+675 321 6379

BY HAND

Level 4,
Cuthbertson House,
Cuthbertson Street
Port Moresby NCD

*During business hours Monday to Friday (9:00am - 5:00pm)

IF YOU WOULD LIKE TO PARTICIPATE IN AND VOTE AT THE ANNUAL GENERAL MEETING, PLEASE BRING THIS FORM WITH YOU. THIS WILL ASSIST IN REGISTERING YOUR ATTENDANCE.

LINK Group

Virtual Meeting Online Guide

Before you begin

Ensure your browser is compatible. 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 & OS X v10.10 and after
- Internet Explorer – 11 and up
- Microsoft Edge – 92.0 and after

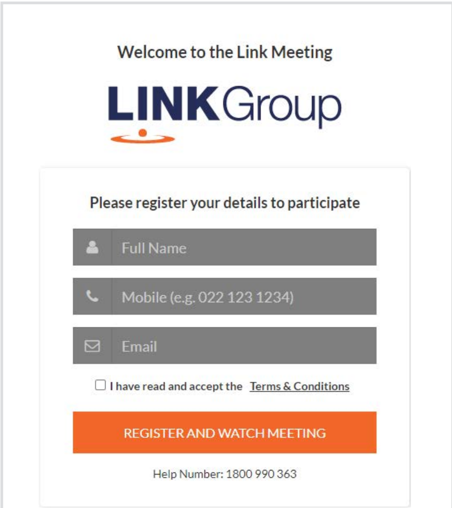
To attend and vote you must have your securityholder number and postcode.

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

Please make sure you have this information before proceeding.

Corporate Markets

Virtual Meeting Online Guide



Step 1

Open your web browser and go to https://meetings.linkgroup.com/BSP22

Step 2

Log in to the portal using your full name, mobile number and email address.

Please read and accept the terms and conditions before clicking on the blue **'Register and Watch Meeting'** button.

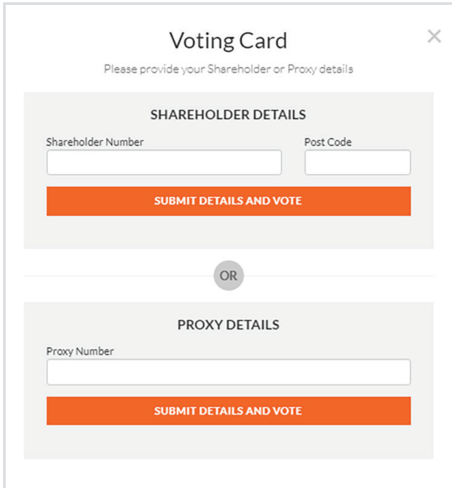
- On the left – a live webcast of the Meeting starts automatically once the meeting has commenced. If the webcast does not start automatically please press the play button and ensure the audio on your computer or device is turned on.
- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – buttons for 'Get a Voting Card', 'Ask a Question' and a list of company documents to download

Note: If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

1. Get a Voting Card

To register to vote – click on the 'Get a Voting Card' button.

This will bring up a box which looks like this.

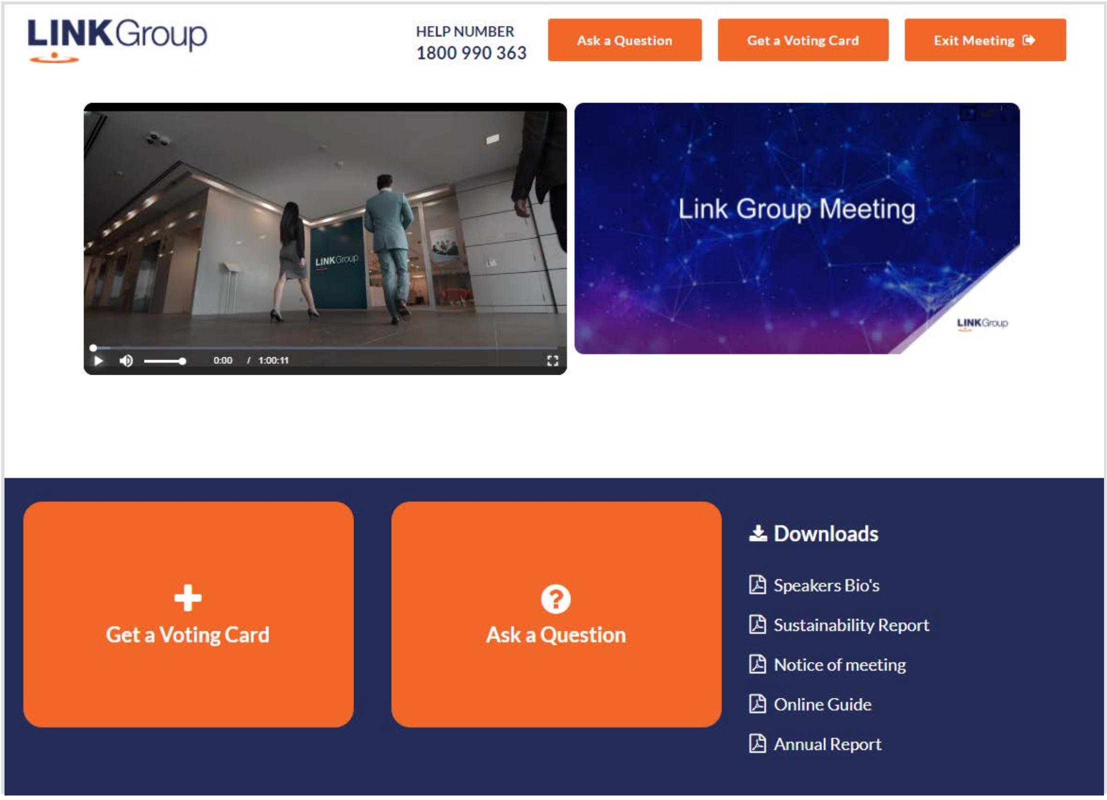


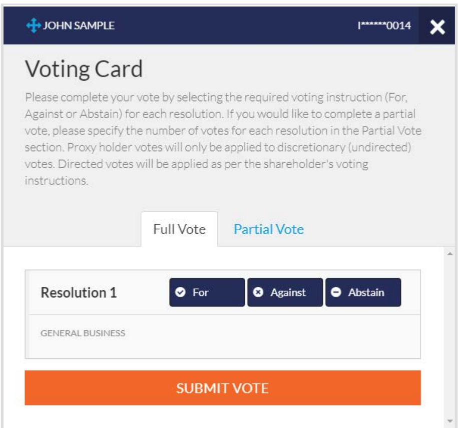
If you are an individual or joint securityholder you will need to register and provide validation by entering your securityholder number and postcode.

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.

Once you have registered, your voting card will appear with all of the resolutions to be voted on by securityholders 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.

Securityholders and proxies can either submit a Full Vote or Partial Vote.





Full Votes

To submit a full vote on a resolution ensure you are in the **'Full Vote'** tab. Place your vote by clicking on the **'For'**, **'Against'**, or **'Abstain'** voting buttons.

Partial Votes

To submit a partial vote on a resolution ensure you are in the **'Partial Vote'** tab. You can enter the number of votes (for any or all) resolution/s. The total amount of votes that you are entitled to vote for will be listed under each resolution. When you enter the number of votes it will automatically tally how many votes you have left.

Note: If you are submitting a partial vote and do not use all of your entitled votes, the un-voted portion will be submitted as No Instruction and therefore will not be counted.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click on the **'Submit Vote'** or **'Submit Partial Vote'** button.

Note: You can close your voting card without submitting your vote at any time while voting remains open. Any votes you have already made will be saved for the next time you open up the voting card. 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.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time. Please make any changes and submit your voting cards.

Once voting has been closed all submitted voting cards cannot be changed.

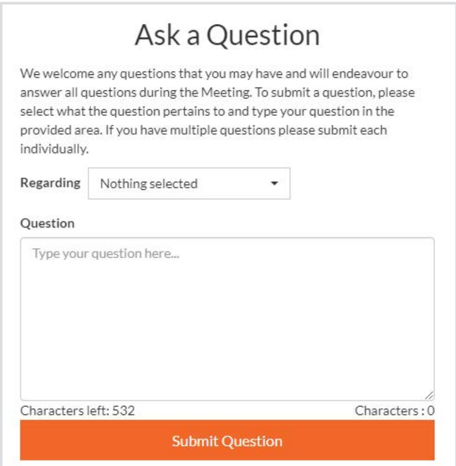
Virtual Meeting Online Guide *continued*

2. How to ask a question

Note: Only verified securityholders, Proxyholders and Company Representatives are eligible to ask questions.

If you have yet to obtain a voting card, you will prompted to enter your securityholder number or proxy details before you can ask a question. To ask a question, click on the 'Ask a Question' button either at the top or bottom of the webpage.

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



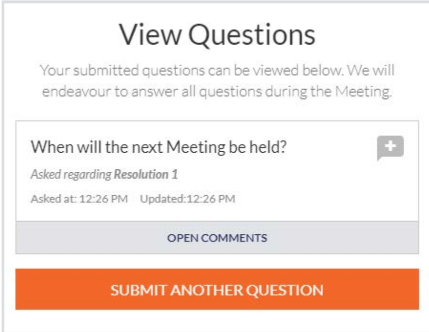
In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

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 submit 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.



3. Downloads

View relevant documentation in the Downloads section.

4. Voting closing

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

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.

5. Phone Participation

What you will need

a) Land line or mobile phone

b) The name and securityholder number of your holding/s

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 land line or mobile device,
call: +61 1800 416 518 (withing Australia) or
+61 2 9189 8864 (from Overseas)

Step 2

You will be greeted with a welcome message and provided with 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 provide your PIN by the moderator. This will verify you as a securityholder and allow you to ask a question on the resolutions at the Meeting.

Step 3

Once the moderator has verified your details you will be placed into a waiting room where you will hear music playing.

Note: If your holding cannot be verified by the moderator, you will attend the Meeting as a visitor 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 or comments on each item of business, **press *1** on your keypad for the item of business that your questions or comments relates to. if at any time you no longer wish to ask a question or make a comment, you can lower your hand by **pressing *2** on your keypad.

Step 2

When it is time to ask your question or make your comment, the moderator will introduce you to the meeting. Your line will be unmuted and you will be prompted to speak. If you have also joined the Meeting online, please mute your laptop, desktop, tablet or mobile device before you speak to avoid technical difficulties for you and other shareholders.

Step 3

Your line will be muted once your question or comment has been asked / responded to

Contact us

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T +61 1800 990 363
E info@linkmarketservices.com.au