



MUFG Corporate Markets
A division of MUFG Pension & Market Services

Online Meeting 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
- Edge – 92.0 and up

To attend and vote you must have your AICD Member Number and post code.

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

Please make sure you have this information before proceeding.

Online Meeting Guide

Step 1

Open your web browser and go to <https://meetings.openbriefing.com/AICD25>

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.

Australian Institute of Company Directors

Welcome to the AICD Annual General Meeting 2025

Please register your details to participate

YOUR DETAILS VOTING DETAILS

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

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

CONTINUE

Help Number: +61 1800 990 363

Step 2

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

Australian Institute of Company Directors

Welcome to the AICD Annual General Meeting 2025

Please register your details to participate

YOUR DETAILS VOTING DETAILS

Registration Type

Please select

Member

Proxy

Guest

[BACK](#) **REGISTER**

Help Number: +61 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.

Click the **‘Register’** button.

The screenshot shows the registration page for the Australian Institute of Company Directors (AICD) Annual General Meeting 2025. The page is titled "Australian Institute of Company Directors" and "Welcome to the AICD Annual General Meeting 2025". Below the title, it says "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS". Under "YOUR DETAILS", there is a "Registration Type" dropdown menu with "Member" selected, a "Member Number" input field, and a "Post Code" input field. Below these fields is a link "Outside Australia". At the bottom, there are two buttons: "BACK" and "REGISTER". Below the buttons is the "Help Number: +61 1800 990 363".

Proxyholder

At ‘Registration Type’ select **‘Proxy’** from the drop-down box.

Click the **‘Register’** button.

The screenshot shows the registration page for the Australian Institute of Company Directors (AICD) Annual General Meeting 2025. The page is titled "Australian Institute of Company Directors" and "Welcome to the AICD Annual General Meeting 2025". Below the title, it says "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS". Under "YOUR DETAILS", there is a "Registration Type" dropdown menu with "Proxy" selected, a "Proxy Number" input field, and a "Post Code" input field. Below these fields is a link "Outside Australia". At the bottom, there are two buttons: "BACK" and "REGISTER". Below the buttons is the "Help Number: +61 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

The screenshot shows the navigation bar at the bottom of the meeting page. It contains three main sections: "Get a Voting Card" with a plus icon, "Ask a Question" with a question mark icon, and "Downloads" with a download icon. Under "Downloads", there are links for "2025 AGM Notice of Meeting" and "Annual Report".

Online Meeting Guide *continued*

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 Post Code

SUBMIT DETAILS AND VOTE

OR

PROXY DETAILS

Proxy Number

SUBMIT DETAILS AND VOTE

If you are a Member, you will need to register and provide validation by entering your Member number and post code.

If you are an appointed Proxy, please enter the Proxy Number issued by MUFG in the PROXY DETAILS section. Then click the **‘SUBMIT DETAILS AND VOTE’** button.

JOHN SAMPLE *****0120

Voting Card

Please complete your vote by selecting the required voting instruction (For, Against, Abstain or No Instruction) for each resolution. If you would like to 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 shareholder's voting instructions.

Full Vote **Partial Vote**

Resolution 5 ☒ For ☐ Against ☐ Abstain

REMUNERATION REPORT

Resolution 6 ☒ For ☐ Against ☐ Abstain

CONDITIONAL SPILL RESOLUTION

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 verified Members and Proxyholders are eligible to ask questions.

You will be prompted to enter your member number or proxy details before you can ask a question. To ask a question, click on the 'Ask a Question' box either at the top or bottom of the webpage.

Ask a Question

Please provide your Member or Proxy details

MEMBER DETAILS

Member Number Post Code

SUBMIT DETAILS AND ASK A QUESTION

OR

PROXY DETAILS

Proxy Number

SUBMIT DETAILS AND ASK A QUESTION

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

Ask a Question

We welcome any questions that you may have and will endeavour to answer all questions during the AGM. 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.

Regarding

Question

2a) Amendments to Constitution

2b) Director remuneration and Pool Amount

2c) Ancillary resolution

Type your question

Characters left: 532 Characters: 0

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, the company will do their best to address all questions.

View Questions

Your submitted questions can be viewed below. We will endeavour to answer all questions during the AGM.

Test question

Asked regarding General Business

Asked at: 3:50 PM Updated: 3:50 PM

OPEN COMMENTS

SUBMIT ANOTHER QUESTION

6. Downloads

View relevant documentation in the Downloads section.

7. 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.

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

Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name of the company (AICD) and your AICD Member Number.
- c) To obtain your unique PIN, please contact MUFG Corporate Markets on +61 1800 990 363 by 5.00pm Sydney time (AEDT) on Tuesday, 25 November 2025.

Joining the Meeting via Phone

Step 1

From your land line or mobile device, call:

- Australia Toll Free: 1800 416 188
- International: +61 2 9189 1107

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 holder and allow you to ask a question and vote on the resolutions at the Meeting.

Step 3

You will be greeted by a moderator. Once the moderator has verified your details you will then be placed into a waiting room and 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 vote or 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 on each resolution, 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 *1** 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.

Contact us

Australia

T +61 1800 990 363