

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
- Edge – 92.0 and up

**To attend and ask questions you must have
your Member Number.**

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

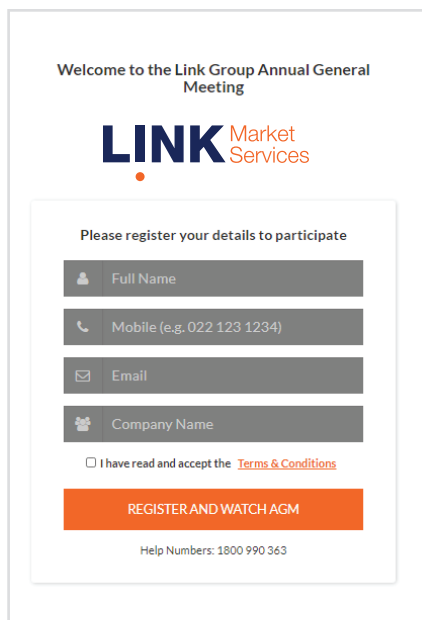
Step 1

Open your web browser and go to <https://meetings.linkgroup.com/QBANK24>

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 **'Register and watch AGM'** button.



Welcome to the Link Group Annual General Meeting

LINK Market Services

Please register your details to participate

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

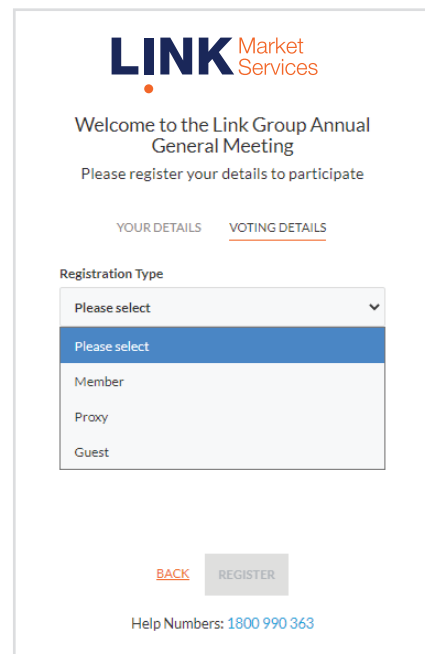
☐ I have read and accept the [Terms & Conditions](#)

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.



LINK Market Services

Welcome to the Link Group Annual General Meeting

Please register your details to participate

YOUR DETAILS VOTING DETAILS

Registration Type

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.

Click the **'Register'** button.

The screenshot shows the LINK Market Services registration page. At the top, it says "Welcome to the Link Group Annual General Meeting" and "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, and a "Member Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Numbers: 1800 990 363" link.

Proxyholder

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

Click the **'Register'** button.

The screenshot shows the LINK Market Services registration page. At the top, it says "Welcome to the Link Group Annual General Meeting" and "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, and a "Proxy Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Numbers: 1800 990 363" link.

Navigating

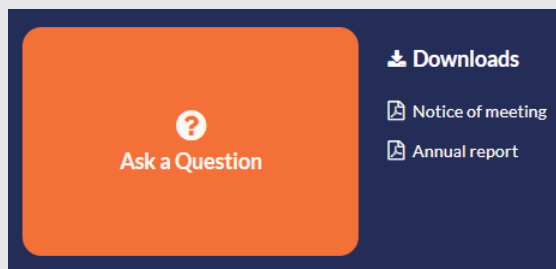
Once you have logged in you will see:

- On the left – a live video 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 two boxes. Refer to each section below for operating instructions.

- 4 Ask a Question
- 5 Downloads



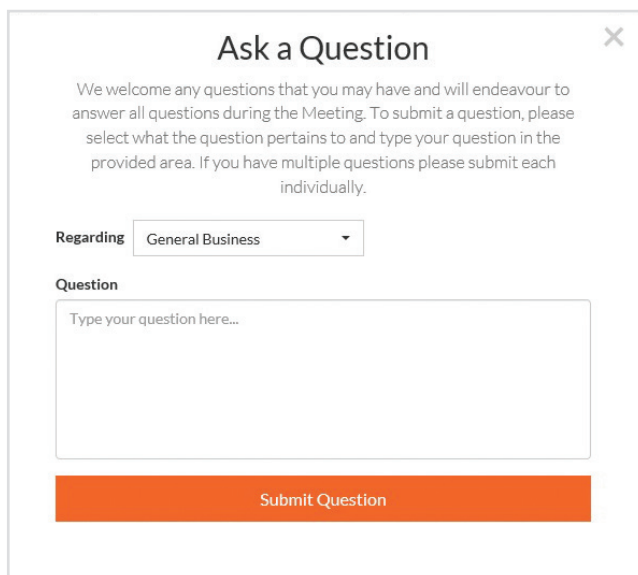
Virtual Meeting Online Guide *continued*

4. How to ask a question

Note: Only Members 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.

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



The 'Ask a Question' pop-up box has 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 'Type your question here...'. At the bottom is a large orange button labeled 'Submit Question'.

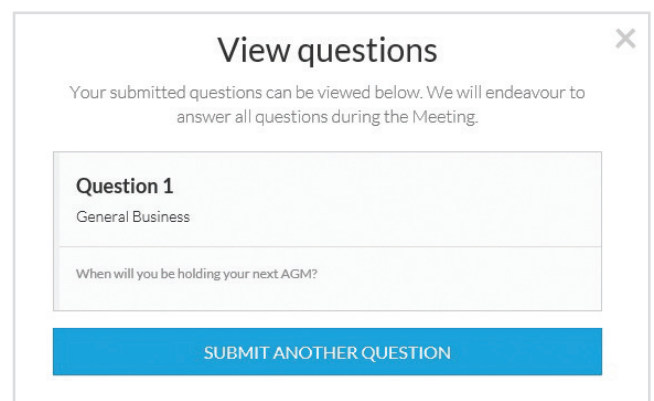
In the 'Regarding' section click on the drop down arrow and select the category/resolution for your question.

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 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.



The 'View questions' pop-up box has a title bar with a close button (X). The main text reads: 'Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.' Below this is a box containing 'Question 1' with the category 'General Business' and the question text 'When will you be holding your next AGM?'. At the bottom is a blue button labeled 'SUBMIT ANOTHER QUESTION'.

5. Downloads

View relevant documentation in the Downloads section.

Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name 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 572 288

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

Step 3

Once you have entered your **PIN**, you will be greeted by a moderator. Once the moderator has verified your details you will 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

E info@linkmarketservices.com.au