

29

Metals

**Unlocking value**  
to empower the future

Online Meeting Guide



# Online Meeting Guide

## Before you begin

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

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Safari – OS X v10.9 & OS X v10.10 and after
- Firefox – 40.0.2 and after
- Internet Explorer 11 and up

To attend and vote you must have your shareholder number and postcode. Your proxy number will be provided by Link before the meeting. **Please make sure you have this information before proceeding.**

## Step 1

Open your web browser and go to <https://meetings.linkgroup.com/29MAGM23> and select the relevant meeting.

## 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.

## Step 2

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

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 electronic 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.

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

If you are an appointed proxy, please enter the proxy number issued by Link Market Services in the PROXY DETAILS section. Then click the ‘**SUBMIT DETAILS AND VOTE**’ button.

If you need assistance in locating your shareholder number or proxy number, please contact Link on 1300 554 474 where they may assist you or direct you to your broker (if applicable).

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

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



The presentation will begin at 11:00am (Melbourne time)



**Get a Voting Card**



Ask a Question

📄 Downloads



## Notice of Meeting



2022 Annual Report



## Online Meeting Guide

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## Voting Card

Please complete your vote by selecting the required voting instruction (For, Against, Abstain) or his 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 1

☐ For
 ☐ Against
 ☐ Abstain

DISCRETIONARY RESOLUTION

SUBMIT 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.



# Online Meeting Guide *continued*

## 2. How to ask a question

Note: Only verified shareholders, proxyholders and Company Representatives are eligible to ask questions.

If you have yet to obtain a voting card, you will be prompted to enter your shareholder number or proxy number 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.

A screenshot of a web form titled 'Ask a Question'. The form has a close button (X) in the top right corner. Below the title, there is a welcome message: '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.' Below this is a 'Regarding' section with a dropdown menu currently set to 'General Business'. Underneath is a 'Question' section with a large text area containing the placeholder text 'Type your question here...'. At the bottom left of the text area, it says 'Characters left: 532' and at the bottom right 'Characters: 0'. A 'Submit Question' button is located at the bottom center of the form.

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.

If you wish to ask a question orally during the Meeting, instructions to do so are set out over-page under 'Phone Participation'.

The Chair of the Meeting will seek to address as many of the more frequently raised topics as possible although it is possible that not all questions will be answered.

We encourage you to submit questions and comments online ahead of the Meeting and as early as possible during the Meeting.

A screenshot of a web box titled 'View Questions'. It has a close button (X) in the top right corner. The text inside says: 'Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.' Below this is a question preview: 'When will the next AGM be held?' followed by 'Asked on: 12/28/2014' and 'Last edited: 12/28/2014'. There is a 'VIEW COMMENTS' link and a 'SUBMIT ANOTHER QUESTION' button at the bottom.

## 3. Downloads

View relevant documentation in the Downloads section.

## 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.

To ensure that your vote is counted, we encourage you to submit your votes on resolutions as early as possible during the Meeting.

## Phone Participation

### What you will need

- a) A land line or mobile phone
- b) The name of your holding/s
- c) Your unique PIN. To obtain your PIN, please contact Link Market Services at any time before or during the AGM by calling +61 1800 990 363.

### Joining the Meeting via Phone

#### Step 1

From your land line or mobile device, call:  
Australia: 1800 921 305  
International: +61 2 8016 6115

#### 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 for your PIN by the moderator. This will verify you as a shareholder and allow you to ask a question and vote on the resolutions at the Meeting.

#### Step 3

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 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 Chair 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.

**IMPORTANT:** 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 question or comment has been asked/responded to.

If you experience any technical difficulties during the Meeting, please contact Link by phoning: 1800 990 363.

## Contact details

### Australia

T 1300 554 474

E [info@linkmarketservices.com.au](mailto:info@linkmarketservices.com.au)