

# 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 – 11 and up
- Edge – 92.0 and up

**To attend and vote you must have your security 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.**

# Virtual Meeting Online Guide

## Step 1

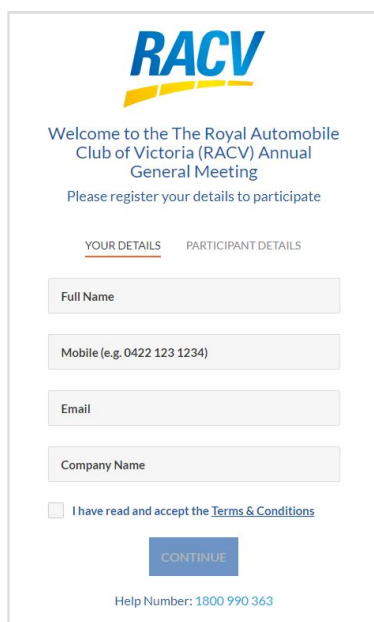
Open your web browser and go to <https://meetings.linkgroup.com/RACV24>

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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.

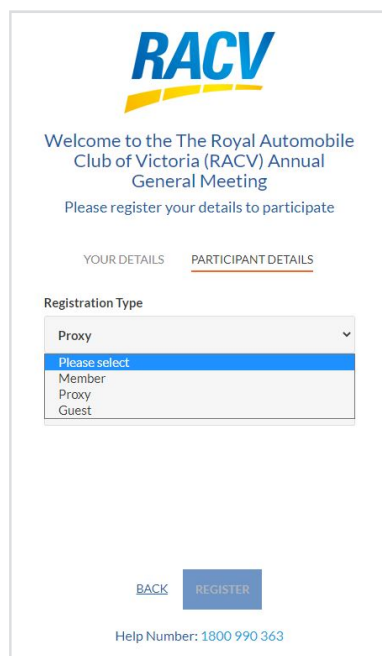


The screenshot shows the registration form for the RACV Annual General Meeting. At the top is the RACV logo. Below it, the text reads: "Welcome to the The Royal Automobile Club of Victoria (RACV) Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" (selected) and "PARTICIPANT DETAILS". The form includes input fields for "Full Name", "Mobile (e.g. 0422 123 1234)", "Email", and "Company Name". Below these is a checkbox labeled "I have read and accept the [Terms & Conditions](#)". At the bottom is a blue "CONTINUE" button and the text "Help Number: 1800 990 363".

## Step 2

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

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The screenshot shows the registration form for the RACV Annual General Meeting, specifically the "PARTICIPANT DETAILS" tab. At the top is the RACV logo. Below it, the text reads: "Welcome to the The Royal Automobile Club of Victoria (RACV) Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "PARTICIPANT DETAILS" (selected). The form features a "Registration Type" dropdown menu with the following options: "Proxy", "Please select" (highlighted), "Member", "Proxy", and "Guest". Below the dropdown are two buttons: "BACK" and "REGISTER". At the bottom is the text "Help Number: 1800 990 363".

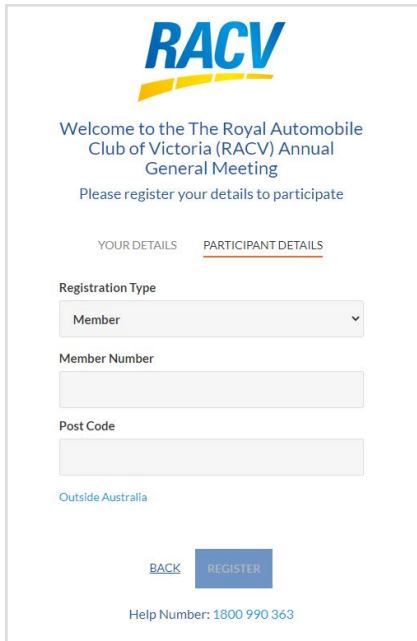
## Step 3

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 postcode.

Click the **'Register'** button.

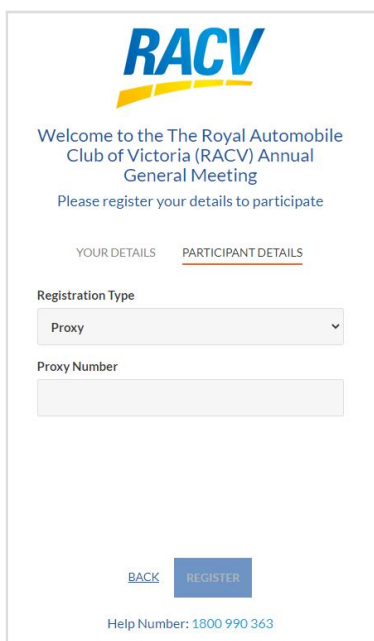


The screenshot shows the RACV registration page. At the top is the RACV logo. Below it, the text reads: "Welcome to the The Royal Automobile Club of Victoria (RACV) Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "PARTICIPANT DETAILS", with the latter being selected. Under "PARTICIPANT DETAILS", there is a "Registration Type" dropdown menu with "Member" selected. Below this are input fields for "Member Number" and "Post Code". At the bottom left is a "BACK" link, and at the bottom right is a blue "REGISTER" button. At the very bottom, it says "Help Number: 1800 990 363".

### Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box and enter your Proxy number provided to you by Link.

Click the **'Register'** button.



The screenshot shows the RACV registration page. At the top is the RACV logo. Below it, the text reads: "Welcome to the The Royal Automobile Club of Victoria (RACV) Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "PARTICIPANT DETAILS", with the latter being selected. Under "PARTICIPANT DETAILS", there is a "Registration Type" dropdown menu with "Proxy" selected. Below this is an input field for "Proxy Number". At the bottom left is a "BACK" link, and at the bottom right is a blue "REGISTER" button. At the very bottom, it says "Help Number: 1800 990 363".

## Navigating

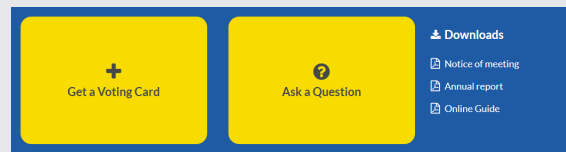
Once you have logged in you will see a live video webcast of the Meeting.

**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 there are two boxes.

Refer to each section below for operating instructions.

- 4 Get a Voting Card
- 5 Ask a Question
- 6 Downloads



# Virtual Meeting Online 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.

The screenshot shows a 'Voting Card' window with a close button (X) in the top right corner. Below the title, it says 'Please provide your Member or Proxy details'. There are two sections: 'MEMBER DETAILS' and 'PROXY DETAILS', separated by an 'OR' button. The 'MEMBER DETAILS' section has a 'Member Number' input field and a 'SUBMIT DETAILS AND VOTE' button. The 'PROXY DETAILS' section has a 'Proxy Number' input field and a 'SUBMIT DETAILS AND VOTE' button.

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

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.

The screenshot shows a 'Voting Card' window for 'JOHN SAMPLE' with a close button (X) in the top right corner. Below the title, it says 'Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution. Proxy holder votes will only be applied to discretionary (undirected) votes. Directed votes will be applied as per the shareholder's voting instructions.' There is a 'Vote' button. Below this, there is a section for 'Resolution 1' with three buttons: 'For', 'Against', and 'Abstain'. Below the resolution section, there is a 'GENERAL BUSINESS' section and a 'SUBMIT VOTE' button.

## 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.

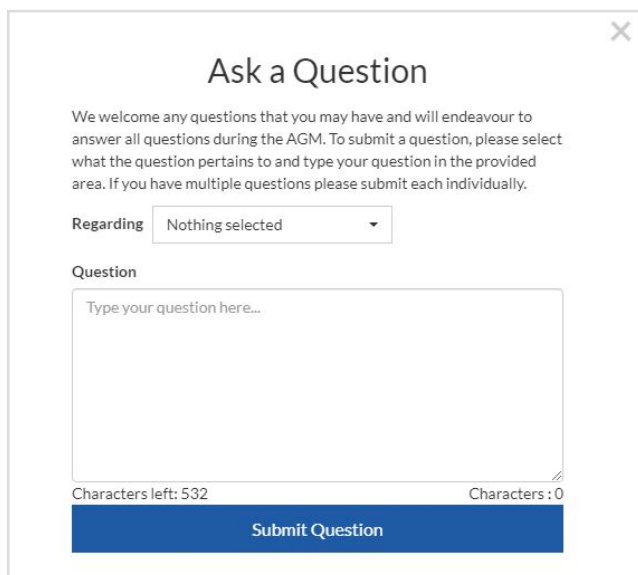
# Virtual Meeting Online Guide continued

## 5. How to ask a question

**Note:** Only 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.

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



The 'Ask a Question' dialog box features 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' dropdown menu currently set to 'Nothing selected'. A 'Question' section contains a large text input field with the placeholder text "Type your question here...". At the bottom left of the input field, it says "Characters left: 532" and at the bottom right, "Characters : 0". A blue 'Submit Question' button is located at the bottom center.

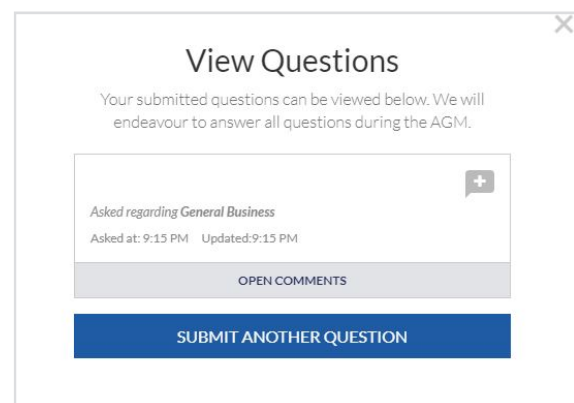
In the 'Regarding' section click on the drop down arrow and select the category/resolution for your question.

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' dialog box has a close button (X) in the top right corner. Below the title, it says: "Your submitted questions can be viewed below. We will endeavour to answer all questions during the AGM." Below this is a list of questions. The first entry is "Asked regarding General Business" with a plus icon in a grey box to its right. Below the question text, it shows "Asked at: 9:15 PM" and "Updated: 9:15 PM". Below the question entry is a grey button labeled "OPEN COMMENTS". At the bottom of the dialog is a large blue button labeled "SUBMIT ANOTHER QUESTION".

## 6. Downloads

View relevant documentation in the Downloads section.

## Phone Participation

### What you will need

- a) Land line or mobile phone
- b) The name and member number of your holding/s
- c) To obtain your unique PIN, please contact Link Market Services on +61 1800 990 363 by 10:00am (AEDT) on Monday, 11 November 2024.

### Joining the Meeting via Phone

#### Step 1

From your land line or mobile device, call: 1800 071 092 or +61 2 8072 4165

#### 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 provide your **PIN** by the moderator. This will verify you as a Member and allow you to ask a question 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 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](mailto:info@linkmarketservices.com.au)