

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 9 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

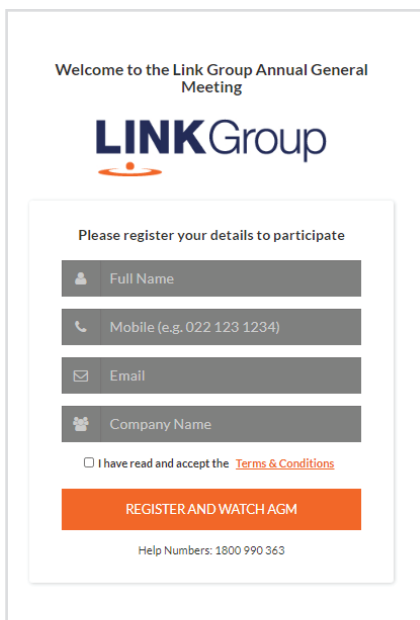
Step 1

Open your web browser and go to <https://agmlive.link/BBA21>

Login to the online portal using your full name, mobile number, email address and company name (if applicable).

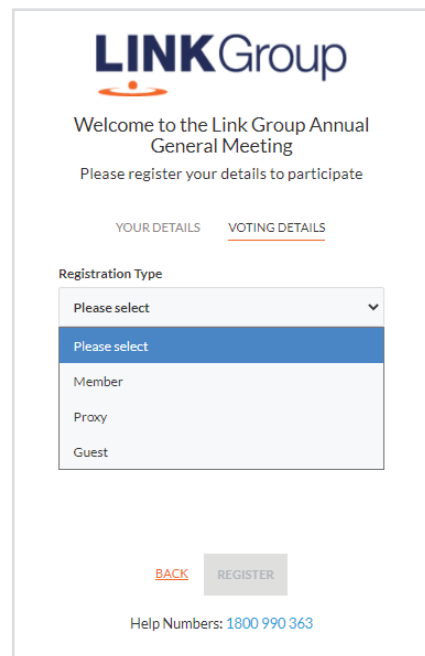
To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the **'Continue'** button.



Step 2

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



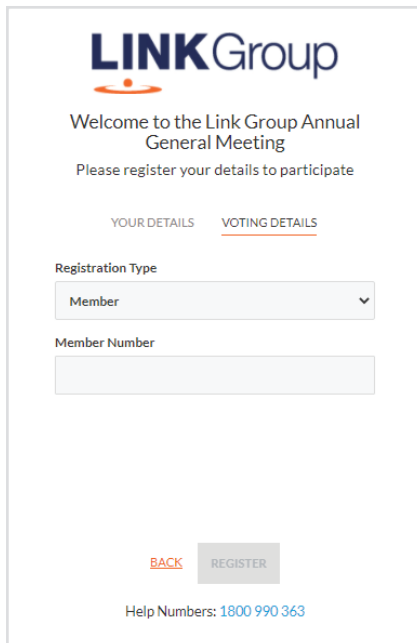
Step 3

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.

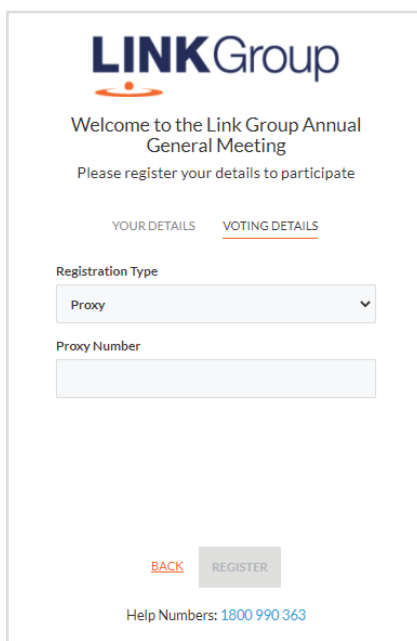


The screenshot shows the LINK Group registration page. At the top is the LINK Group logo. Below it, the text reads "Welcome to the Link Group Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu with "Member" selected. Below that is a "Member Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a help number: "Help Numbers: 1800 990 363".

Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box and enter your Proxy Number.

Click the **'Register'** button.



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Navigating

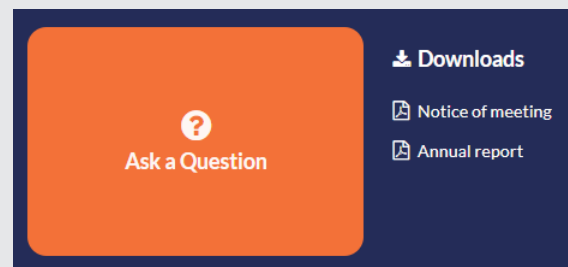
Once you have logged in you will see:

- 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 and their proxies 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.

Ask a Question

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.

Regarding

General Business

Question

Type your question here...

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.

We may not be able to answer all questions raised during the Meeting, but we will do our best to address your concerns.

View questions

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

Question 1

General Business

When will you be holding your next AGM?

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) Your name and member number, or - if you are a proxyholder - your name and proxy number
- 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:

- Toll Free Number: 1800 798 136
- International Number: +612 9189 1102

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 or Proxy 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 membership 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

Please advise if your question relates to an item of business or General Business. The moderator will make a note and ask if you have any additional questions.

Step 3

When it is your time to ask your question, the moderator will introduce you to the meeting, your line will be 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 *2** on your key pad. If you also joined the Meeting Online, we ask that you mute your laptop, desktop tablet or mobile device while you ask your question.

Step 4

Your line will be muted once your question has been answered.