

Proxies and Direct Online Voting Open	Proxies close	AGM Meeting Starts
Monday, 21 October 2024	Monday, 25 November 2024 3.00PM (AEDT)	Wednesday, 27 November 2024 3.00PM (AEDT)

All members can access the Vero Voting portal at <https://amb.verovoting.com.au> and login using their Member Number and the unique PIN provided by email or in an AGM pack received in the mail. When logged into the AGM portal all actions discussed below can be performed.

The Vero AGM and voting platform are accessible on desktop, laptop and mobile devices

In order to participate online you will need to:

- Ensure your browser is compatible –the latest versions of Chrome, Safari, Firefox, and Edge are supported
- Visit the meeting link above on your desktop or mobile device
- Login using your Member Number and Unique PIN to review all documents and information about the AGM
- To ask questions, you can do so prior to or during the meeting by selecting the Q&A tab.

Register to attend the online AGM prior to the meeting

- Login to the Vero Voting portal
- Select AGM 2024 and respond Yes or No to attending the meeting.

Voting during the meeting

Voting during the meeting is performed by selecting the "Vote Tab" when instructed to do so. The desired voting response (For, Against or Abstain) is then selected. When the response turns **Green** your vote has been submitted. You can change your vote at any time while the voting period is open by clicking the Change button.

Direct voting in advance of the meeting for the resolutions

All members who are eligible to vote and are not attending the online meeting, are encouraged to vote by this method before the meeting.

- Login to the Vero voting portal
- Select the Voting tab
- Resolution voting – select your desired voting option by clicking on your response to cast your vote.
- You can change your vote at any time (*while the voting period is open*) by clicking "Change".
- Your vote is logged once the tab turns **Blue** and a "vote successfully submitted green tick with a date time stamp" is displayed. You do not need to do anything further; your vote has been counted.

How to nominate a proxy if you are not attending the online meeting

A member who is entitled to vote but unable to attend the meeting can vote by the Direct Voting process above prior to the meeting. Members may also elect to appoint the Chair or another eligible person as their proxy and provide instructions on how your votes for resolutions are to be exercised via the Vero Voting platform. If nominating a person other than the Chair, you will be required to type that person's name in the edit box that will appear. Proxies can be directed how you would like your votes on resolutions cast by selecting the "Direct Your Vote" button and indicating your voting preferences. If you choose not to provide voting directions to your Proxy, this can be performed by clicking on the Submit Proxy button without indicating voting preferences.

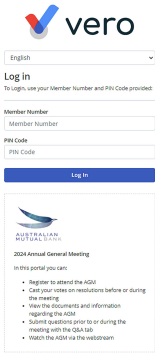
Asking questions prior to or during the meeting (Q&A)

To ask a question prior to or during the meeting click the Q&A tab. Type your question in the box and when done, click Submit. If you want to speak during the meeting, please register this requirement prior to the meeting using the Q&A facility. Our team will ensure you have the necessary access (either via weblink or phone) to be able to ask your question at the appropriate time during the meeting.

Support

If you have any questions, or need assistance with the online process, please contact Vero Voting via email support@verovoting.com.au OR call 1300 702 898 between 9.30am–7.00pm Monday to Friday (AEDT).

Using Vero AGM



1. Signing In (on your mobile, laptop or desktop computer)

- You will be provided with AGM information.
- Visit <https://amb.verovoting.com.au>. Enter your **MEMBER NUMBER** and Unique PIN to sign in.
- Ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Firefox, Edge, and Safari.
- Register your attendance.

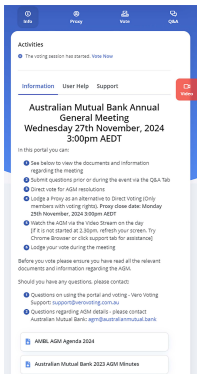
Note: If you misplace your Unique PIN, call 1300 702 898 for tech support.

2. Attending and Watching the Meeting


- Make sure you have a good stable internet connection.
- If you are on a mobile select the **video** icon on the right side on the screen.
- Press unmute and play to start watching your AGM.
- You have the option to view full screen and adjust volume.

Recommended Browsers

- > Desktop/Laptop: Chrome, Firefox, Edge, or Safari (latest versions)
- > Mobile iOS (12.2+): Safari Mobile
- Mobile Android (6.0+): Chrome Mobile



3. Asking Questions (Q&A)

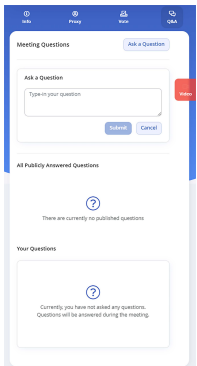
- To ask a question *prior or during the meeting* press the Q&A tab .
- Start typing your question in the box and when done, click Submit. Once sent, it will appear in the column with the icon "NEW".
- Once you have submitted your question, it will be flagged as one of the following statuses:



This status appears when your question will be answered below your question.


This status appears if your question is regarding a support issue. Support personnel will reach out to answer your question.

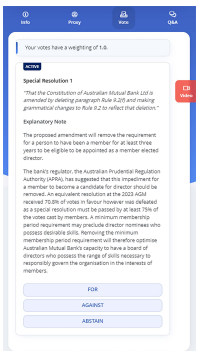
- To ask a question verbally during the meeting, please register this requirement prior to the meeting using the Q&A facility. You will be supplied with a weblink or a phone number to call at the appropriate time to verbally ask your question.



4. Voting

The voting starts when the meeting Chair opens the poll. From your screen, you can see the resolutions and the voting choices set.

- To vote, click on the Vote tab  to navigate to the Voting page.
- Simply select your options to cast your vote.
- Your vote is logged once the tab turns BLUE and has a "vote successfully submitted green tick with a date time stamp". This indicates that it is submitted correctly.



For more assistance with the online processes, contact 1300 702 898 or email support@verovoting.com.au