



Proxy Guidance Notes

- Insert full name and address of creditor, contributory or member on the top line.
 - An employee would state their own name.
 - A sub-contractor would state their business/company name.
- On the second line, insert the address of the creditor, contributory or member.
 - An employee would state their personal address.
 - A sub-contractor would state their business/company's address.
- On the next line insert either:
 - the name of the company of which you are a creditor (refer Table 1 in Proxy form), or;
 - the voting reference number of the company of which you are a creditor (refer Table 1 in Proxy form).
- If you are a creditor of more than one company, you **must** provide a Proxy form for each company.
- On the next line insert the name of the person you appoint as your proxy. You may insert "the Chairperson of the meeting" if you wish. If the Chairperson is appointed as your first proxy, you are nominating the Chairperson to attend the meetings on your behalf and you will not be sent a meeting link.
- You may appoint an alternate proxy on the fifth line who may act if your first appointed proxy cannot attend the meeting. You may insert "the Chairperson of the meeting" if you wish.
- Make sure you select whether the proxy is a general or special proxy.
 - A general proxy is where you leave it to the proxy to decide how to vote on each of the resolutions put before the meeting.
 - A special proxy is where you specify how the proxy is to vote on each resolution and the proxy must vote in accordance with that instruction.
- If you select special proxy, you must complete the Resolution table to indicate whether the proxy holder is to cast their vote in favour or against each resolution or abstain from voting.
- Date and sign the Proxy form, indicating in which capacity you are signing the form. The person signing must be authorised to do so.
- You must complete and return your Proxy form by no later than **4:00 PM (AEST) on Wednesday, 4 August 2021**.