

# 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)**

---

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 after

**To attend and vote 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://meetings.linkgroup.com/QBANK23>

---

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.

**LINKGroup**

Welcome to the Link Group Meeting  
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

☐ I have read and accept the [Terms & Conditions](#)

**CONTINUE**

Help Number: 1800 990 363

## Step 2

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

---

**LINKGroup**

Welcome to the Link Group Meeting  
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Registration Type

Please select

Member

Proxy

Guest

**BACK** **REGISTER**

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.

Click the **'Register'** button.

The screenshot shows the LINK Group Meeting registration interface. At the top is the LINK Group logo. Below it, the text reads "Welcome to the Link Group 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 set to "Member" and a "Member Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" link.

### Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box.

Click the **'Register'** button.

The screenshot shows the LINK Group Meeting registration interface for a Proxyholder. It follows the same layout as the Member page, but the "Registration Type" dropdown menu is set to "Proxy" and the input field is labeled "Proxy Number". The "BACK" and "REGISTER" buttons, along with the "Help Number: 1800 990 363" link, are also present at the bottom.

## Navigating

Once you have logged in you will see:

- 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 device is turned on.
- 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 three boxes. Refer to each section below for operating instructions.

- 4 Get a voting card
- 5 Ask a Question
- 6 Downloads

The screenshot shows the bottom navigation bar of the LINK Group Meeting interface. It contains three main sections: "Get a Voting Card" with a plus icon, "Ask a Question" with a question mark icon, and "Downloads" with a download icon. Under "Downloads", there are links for "Notice of meeting" and "Annual report".

# 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. Below the title, it says 'Please provide your Member or Proxy details'. There are two main sections: 'MEMBER & EMPLOYEE DETAILS' and 'PROXY DETAILS', separated by an 'OR' button. The 'MEMBER & EMPLOYEE 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 with a close button (X) in the top right. Below the title, it says 'Please complete your vote by selecting the required voting instruction (For, Against or Abstain) 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 member's voting instructions..'. There are two tabs: 'Full Vote' and 'Partial Vote'. Below the tabs, there is a section for 'Resolution 1' with three buttons: 'For', 'Against', and 'Abstain'. Below this, there is a section for 'GENERAL BUSINESS' 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.

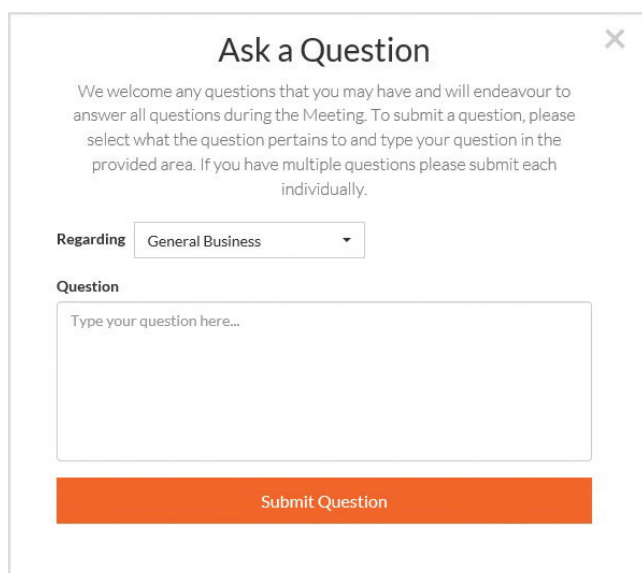
## 5. How to ask a question

**Note:** Only verified Members and Proxyholders are eligible to ask questions.

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' modal box has a title bar with a close button (X). The main text reads: "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." Below this is a 'Regarding' section with a dropdown menu currently set to 'General Business'. Underneath is a 'Question' section with a text input field containing the placeholder 'Type your question here...'. At the bottom is an orange button labeled 'Submit Question'.

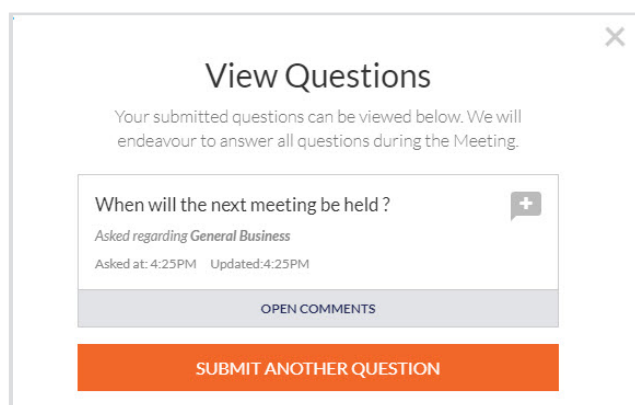
In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

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 do so by submitting 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' modal box has a title bar with a close button (X). The main text reads: "Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting." Below this is a card for a question: "When will the next meeting be held ?" with a plus icon in a speech bubble. Underneath the question is the text "Asked regarding General Business" and "Asked at: 4:25PM Updated: 4:25PM". Below the card is a grey button labeled 'OPEN COMMENTS'. At the bottom is an orange button labeled 'SUBMIT ANOTHER QUESTION'.

## 6. Downloads

View relevant documentation in the Downloads section.

---

## 7. 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. If you have not submitted your vote, you should do so now.

## 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

### Joining the Meeting via Phone

#### Step 1

From your land line or mobile device, call: 1800 497 114 (from Australia) or +61 7 3107 0229 (from Overseas)

#### 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 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 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 or comments on each item of business **press \*1** on your keypad for the item of business that your question 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 your time to ask your question or make a comment, the moderator will introduce you to the meeting, your line will be unmuted and you will be prompted to speak. 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 members.

#### Step 3

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)