

Notice of Annual General Meeting

The Royal Automobile Club of Queensland Limited ACN 009 660 575

Notice is given that the 115th Annual General Meeting (AGM) of The Royal Automobile Club of Queensland Limited (RACQ) will be held as follows:

Date	Tuesday, 17 November 2020
Time	10am (Brisbane time)
Online platform available at	racq.com/AGM

The Meeting Information accompanying this Notice of Meeting provides additional information on the matters to be considered at the AGM and forms part of the Notice of Meeting.

The AGM will be held as a virtual meeting. In planning for the AGM, RACQ has prioritised the health and safety of members, staff and other stakeholders due to the uncertainty surrounding the COVID-19 pandemic. We are pleased to provide members the opportunity to attend and participate through an online platform at racq.com/AGM where members will be able to watch, listen and submit written questions.

Instructions for attending the AGM via the online platform are contained in the Meeting Information accompanying this Notice of Meeting.

We also encourage members to monitor RACQ's AGM website, events.miraqle.com/RACQ/home for updates (if any) post the issuing of this Notice.

Consideration of Reports

To receive and consider RACQ's Financial Report and the reports of the directors and the auditor for the financial year ended 30 June 2020.

All members will be able to view the Annual Statutory Report which contains the Financial Report for the year ended 30 June 2020 on RACQ's website, racq.com/annualreports.

Dated: 24 August 2020

BY ORDER OF THE BOARD



Brad Bowes
Group Company Secretary

Notes

- A member who is entitled to attend the meeting is entitled to appoint a proxy. The proxy need not be a member of RACQ.
- No Proxy Form is enclosed with this Notice of Meeting as there are no resolutions on which to vote. However, if you wish to lodge a proxy (for example, to attend on your behalf), you can do so by following the instructions set out in the attached Meeting Information.

Meeting Information

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Attending the AGM

The Annual General Meeting (AGM) will be held as a virtual meeting, meaning that members are able to participate in the AGM virtually via the online platform at **racq.com/AGM**. To participate you will need a desktop or mobile/tablet device with internet access.

Attendance via online platform

We recommend logging on at least 15 minutes prior to the scheduled start time for the AGM using the instructions set out below:

- enter **racq.com/AGM** into a web browser on your computer or online device
- members need to enter their member card number
- proxyholders will need their proxy code that Link Market Services will provide prior to the AGM.

Members unable to log into the online platform may be using an outdated member card number. Current card numbers can be confirmed by:

- logging into My RACQ Profile at **racq.com/login**, or registering for a My RACQ Profile if you are a first-time user
- logging out of any RACQ apps, and then logging back in to refresh account details
- visiting **racq.com** and click-to-chat or calling **13 1905** to speak to one of our consultants.

Please use the help details provided on the online platform if you have any other problems logging on.

You will be given details as to how to ask questions during the AGM once you have logged on. More information is contained in the Online Platform Guide available at **events.miraql.com/RACQ/home**.

Attendance by proxy

Members are welcome to appoint a proxy if they do not plan to participate in the meeting through the online platform. A proxy has certain rights, such as the right to attend the meeting and participate on your behalf. Proxy Forms and online appointments of proxies must be received by Link Market Services by no later than 10am (Brisbane time) on Sunday, 15 November 2020. You can appoint a proxy by:

1. Appoint a proxy online:

Go to **events.miraql.com/RACQ/home** and follow the below steps:

- log in using the number on your RACQ member card
- verify your identity with your post code.

Members unable to log on may be using an outdated member card number. Current card numbers can be confirmed by:

- logging into your My RACQ Profile at **racq.com/login**, or registering for a My RACQ Profile if you are a first-time user
- logging out of any RACQ apps, and then logging back in to refresh account details
- visiting **racq.com** and click-to-chat or calling **13 1905** to speak to one of our consultants.

Please use the help details provided on the site if you have any other problems logging on. Further assistance will be available by calling **1800 250 297**.

2. Lodge a Proxy Form by post, email or fax:

Contact Link Market Service on **1800 250 297**, and a Proxy Form and reply-paid envelope will be sent to you. This form must be returned to Link Market Services by post, email or fax, as detailed in the form, by 10am on Sunday, 15 November 2020.

Appointment of an attorney

If you have appointed an attorney to attend the AGM, or if your Proxy Form is signed by an attorney, you must provide the power of attorney (or certified copy) to RACQ by no later than 10am on Sunday, 15 November 2020 in accordance with lodgement details set out under **Further Information** below.

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Corporate representative

A corporation that is a member may appoint a representative to attend the AGM in accordance with the *Corporations Act 2001* (Cth). Evidence of the representative's appointment must be provided at least 48 hours before the AGM using the details set out under **Further Information** below.

Questions from members

In accordance with the *Corporations Act 2001* (Cth), the Chairman of the meeting will allow a reasonable opportunity at the AGM for members as a whole to ask questions or make comment about the management of RACQ (including an opportunity to ask questions of the auditor).

Members may submit written questions to RACQ if they are unable to attend the meeting, do not wish to appoint a proxy to participate on their behalf, or wish to submit the question beforehand. Questions can be submitted online at events.miraqle.com/RACQ/home or by using the contact details set out under **Further Information** below.

Members' special requirements

Members are asked to notify RACQ of any special requirements to enable them to participate in the meeting by no later than Monday, 9 November 2020. RACQ may be contacted using the details set out under **Further Information** below.

Financial statements and reports

The *Corporations Act 2001* (Cth) requires that the report of the directors, the auditor's report and the Financial Report be laid before members at the AGM.

Neither the *Corporations Act 2001* (Cth) nor RACQ's Constitution requires a vote of members at the AGM on the financial statements and reports. However, members will be given reasonable opportunity at the AGM to raise questions with respect to these reports.

RACQ's auditor, EY, will be present at the AGM and members will have an opportunity to ask the auditor questions in relation to the conduct of the audit, the auditor's report, RACQ's accounting policies, and the independence of the auditor.

The report of the directors, the auditor's report and the financial report will be available at the RACQ website racq.com/annualreports.

Further Information

Please use the contact details below if you need any further information about the AGM:

RACQ

C/- Link Market Services Limited
Locked Bag A14
Sydney South NSW 1235 Australia

Telephone: **1800 250 297**

Email: **racq@linkmarketservices.com.au**