

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 11 and up
- Microsoft Edge - 92.0 and after

To attend and vote you must have your member number and postcode.

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



The image shows a registration form for the CPA Australia Annual General Meeting. At the top, it says "Welcome to the CPA AUSTRALIA ANNUAL GENERAL MEETING". Below this is the CPA Australia logo and crest. The form asks for the following details:

- Full Name
- Mobile (e.g. 022 123 1234)
- Email
- I am a... (dropdown menu)

There is a checkbox for "I have read and accept the [Terms & Conditions](#)". Below the form is a yellow button labeled "REGISTER AND WATCH AGM". At the bottom, it provides a Help Number: 1800 990 363.

Step 1

Go to www.cpaaustralia.com.au/agm, select 'Webcast AGM' and click on the link to the meeting.

Step 2

Log in to the portal using your full name, mobile number, email address, and participant type.

Please read and accept the terms and conditions before clicking on the blue **'Register and Watch AGM'** button.

- On the left – a live video webcast of the Annual General Meeting (AGM) proceedings at 5:30pm (AEST) on Thursday, 16 May 2024
- On the right – the presentation slides that will be addressed during the AGM
- At the bottom – buttons 'Ask a Question' and a list of company documents to download

Note: If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

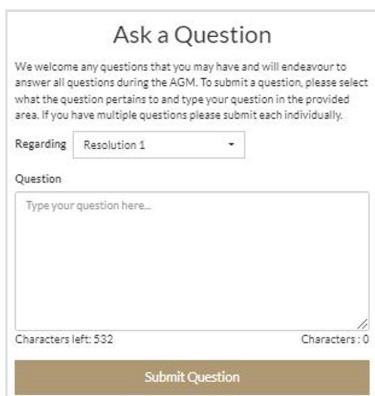
Virtual Meeting Online Guide *continued*

1. How to ask a question

Note: Only verified Members, Proxyholders and Company Representatives are eligible to ask questions.

To ask a question, click on the 'Ask a Question' button 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' form contains the following elements:

- Title:** Ask a Question
- Introduction:** We welcome any questions that you may have and will endeavour to answer all questions during the AGM. 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:** A dropdown menu currently showing 'Resolution 1'.
- Question:** A large text input area with the placeholder text 'Type your question here...'. Below the input area, it shows 'Characters left: 532' and 'Characters: 0'.
- Submit Button:** A brown button labeled 'Submit Question'.

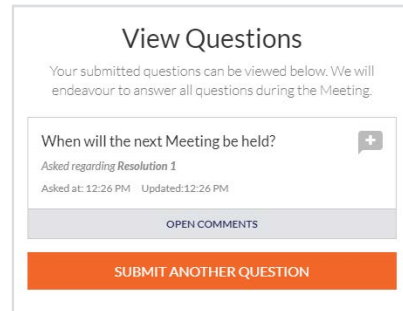
In the '**Regarding**' section click on the drop down arrow and select the category/resolution for your question.

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 submit 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' box displays the following information:

- Title:** View Questions
- Message:** Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.
- Question Preview:** 'When will the next Meeting be held?' with a plus icon in a grey box.
- Metadata:** 'Asked regarding Resolution 1', 'Asked at: 12:26 PM', and 'Updated: 12:26 PM'.
- Buttons:** A grey button labeled 'OPEN COMMENTS' and an orange button labeled 'SUBMIT ANOTHER QUESTION'.

2. Downloads

View relevant documentation in the Downloads section.

3. 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:

- Australian: 1800 798 136
- International: +61 2 9189 1102

Step 2

You will be greeted with a welcome message and provided with 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 where you 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 Chair calls for questions or comments on each item of business, **press *1** on your keypad for the item of business that your questions or comments 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 time to ask your question or make your 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 or comment has been asked / responded to.

Contact us

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