

Frequently Asked Questions for AGM

When is the AGM?

CPA Australia's Annual General Meeting will be held on Tuesday 14 May 2019 at 5:30pm AEST. Registration opens at 4:30pm AEST.

Where is the AGM?

CPA Australia's Annual General Meeting will be held at The Langham Hotel, 1 Southgate Avenue, Southbank in Melbourne, Victoria.

Who can vote?

Members entitled to vote at CPA Australia's Annual General Meeting are CPA and FCPA members* who have membership as at the time of the meeting – 5:30pm AEST on Tuesday 14 May 2019. Honorary Members are not entitled to vote.

* ASAs who joined before 1990 or completed the Board-prescribed Associate Program examination before 31 December 1990 may be eligible to vote.

How do I vote?

Members can either attend the AGM in person to vote, or they can lodge a proxy form up to 48 hours before the AGM (Sunday 12 May 2019, 5:30pm AEST).

How do I lodge a proxy?

Members can complete their proxy form online at www.cpaaustralia.com.au/agm, or they can complete a hard copy and submit it to Link Market Service by mail, fax or in person by 5:30pm AEST on Sunday 12 May 2019. Please note, forms sent via mail must be received by Link Market Service by this date/time.

Who can I appoint as my proxy?

Members can use the proxy form to appoint someone to attend the AGM on their behalf. This can be the Chair of the Meeting or someone else. The person does not have to be a CPA Australia member.

How do I complete a proxy?

When completing the online or hard copy proxy form, you can direct your appointed proxy holder on how you wish to vote by selecting either 'for', 'against', or 'abstain' against each resolution (a directed proxy). If you do not select 'for', 'against', or 'abstain', it is an undirected vote, and your proxy holder will determine how the vote is cast.

If I give the Chair of the meeting my undirected proxy, how will the Chair vote?

The Chair intends to vote any undirected proxies in favour of resolution 1.

The Chair intends to vote any undirected proxies against resolutions 2 to 5.

For more information about the Chair's voting intentions on each of the resolutions, please see the Notice of Meeting.

Do I have to vote on every resolution?

No. You can direct your proxy on how you wish to vote on each resolution, by selecting either 'for', 'against', or 'abstain' against each resolution on the online or hard copy proxy.

If you do not mark any of the boxes then your proxy will decide for you.

How do I lodge my proxy online?

Go to www.cpaaustralia.com.au/agm, and select the 'Appoint a Proxy' button on the right of the page:

CPA AUSTRALIA **ANNUAL GENERAL MEETING 2019**

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WELCOME

2019 CPA AUSTRALIA AGM

CPA Australia's Annual General Meeting will be held at the Langham Hotel, 1 Southgate Avenue, Southbank in Melbourne on Tuesday 14 May at 5:30pm (Melbourne time).

There are five resolutions in the Notice that have been submitted by three members and details of each of the resolutions are contained in the attached Notice of Meeting.

The Board has not put forward any resolutions to the 2019 AGM.

Members can vote by submitting their proxy by 5.30pm (Melbourne time) on 12 May or by attending the AGM in person.

CPA Australia is working with an external registry service, Link Market Services, to independently manage the distribution of the Notice of Meeting, lodgement of proxies, registration for the AGM, voting at the AGM and scrutineering of votes.

More details are included in the Notice of Meeting and Explanatory Memorandum. Click here

Members can register for a Webinar with the President and Company Secretary of CPA Australia via the CONTACTS AND FAQs tab.

TUESDAY 14 MAY 2019

We invite all Members to attend. The details for the AGM are as follows:

4:30pm	Registration desk opens
5:30pm	Annual General Meeting Opens

APPOINT A PROXY

ASK A QUESTION

KEY DATES

THE LANGHAM HOTEL

TUESDAY, 14 MAY AT 5.30PM
1 SOUTHGATE AVENUE,
SOUTHBANK IN MELBOURNE

You will be taken to a login page:

CPA AUSTRALIA **ANNUAL GENERAL MEETING 2019**

VALIDATION

Enter your Member Number, country and postcode (within Australia only).

Member Number:

Country:

Postcode:

NEXT

Steps for Online Proxy Lodgement:

1. In the Member No. section, enter your Member Number.
2. Enter your country and postcode (within Australia only).
3. Please confirm your details to continue.
4. Follow the instructions on screen to appoint your proxy.
5. Please enter your email address if wish to receive a confirmation email for record before you submit your proxy.
6. You will now have completed appointing a proxy.

How do I lodge a hard copy proxy form?

Details of how to submit hard copy forms are included on the document. All hard copy proxy forms must be submitted to and received by Link Market Services by mail, fax, or in person by 5:30pm AEST on Sunday 12 May 2019.

How do I get a hard copy proxy form?

If you elected to receive your AGM pack via post, a hard copy proxy form will have been sent to you.

What if I got my AGM pack via email but I want a hard copy proxy form?

Members are encouraged to complete their proxy form online, at www.cpaaustralia.com.au/agm. However, if you would like a hard copy form you can contact Link Market Services. Alternatively, printed copies will be available in CPA Australia offices.

Can my appointed proxy just bring my completed proxy form to the AGM?

No. All proxies must be lodged with Link Market Services by Sunday 12 May 2019, 5:30pm AEST, 48 hours before the AGM. If your proxy has not been lodged 48 hours prior to the meeting it will not be valid.

What if I submitted a proxy but now I plan to attend the AGM. Is the proxy still valid?

If you have submitted a proxy 48 hours prior the meeting, and you then attend the AGM in person, your proxy will be removed from the system and you will receive a card to vote at the AGM.

How will you know if I have submitted a proxy but still attend the AGM and vote in person?

Everyone attending the AGM in person will need to register with Link Market Services before being able to enter the meeting. Link Market Services will be able to see in their system if a proxy has already been lodged by you, and the proxy will then be removed from the system and you will receive a card to vote at the AGM.

Who is Link Market Services?

Link Market Services is an external registry service that delivers services to assist organisations globally to meet the obligations that come with the public ownership of their companies. For CPA Australia, Link Market Services independently manages the distribution of the Notice of Meeting, lodgement of proxies, registration for the AGM, voting at the AGM and scrutineering of votes.

I have been appointed by a member as their proxy, what do I have to do?

If you have been appointed as a proxy, you must attend the AGM in person and bring photo ID to register.

When you register with Link Market Services prior to the meeting, you will be given a summary of your proxy position (i.e. how many proxies you are holding, how many are directed proxies, and how many are undirected proxies). Link Market Services will provide you with a voting card attached to your summary of proxy position. How you complete that card will determine how any undirected proxies are voted.

If you are also a CPA Australia voting member, you will receive a separate voting card to complete your own vote.

How will I know if I have been appointed by someone as their proxy?

In most cases, people appoint someone they know and advise the person themselves. Link Market Services does not contact individuals who have been nominated as a proxy as the only information they receive is the nominated person's name. Anyone can be appointed as a proxy; they do not have to be a CPA Australia member.

When you register at the AGM, if you have been appointed by anyone as a proxy, you will receive a summary of the proxy position from Link Market Services.

I have been appointed as a proxy but am not able to attend the meeting. What happens to the proxies I have received?

Where a proxy holder does not attend the meeting, any directed votes (For, Against, Abstain), and any undirected votes will automatically roll to the Chair of the Meeting.

I have been appointed as a proxy and will attend the meeting. What happens if I do not submit my voting card in a Poll?

Where a proxy holder attends the AGM but does not submit their voting card in a Poll, any directed votes (For, Against, Abstain) will automatically roll to the Chair of the Meeting.

Undirected votes of proxy holders who have attended the meeting but do not submit their voting card in the Poll are disregarded.

What do I need to register at the AGM?

To register at the AGM, please bring your member number and photo ID. Registration opens at 4:30pm AEST Tuesday 14 May 2019.

Can I bring a non-member to the meeting?

Non-members are not able to attend the meeting unless they have been appointed by a member as their proxy.

However, in circumstances where a member with a disability needs a person to support them at the meeting, this person can attend as a visitor. Visitors are not able to vote or address the meeting.

How do I lodge a question beforehand?

Go to www.cpaaustralia.com.au/agm, and select the 'Ask a Question' button on the right of the page.

When will you respond to my question?

All questions are important.

It may not be possible to reply to each question individually; responses will be provided to as many frequently asked questions as possible and answers will be posted on the CPA Australia website after the AGM.

What's the difference between a Special Resolution and an Ordinary Resolution?

A Special Resolution seeks to make changes to CPA Australia's Constitution.

For a Special Resolution to be passed, at least 75 per cent of the votes cast (by Members entitled to vote on that resolution) must be in favour of it.

An Ordinary Resolution does not change CPA Australia's Constitution.

For an Ordinary Resolution to pass, more than 50 per cent of the votes cast (by Members entitled to vote on that resolution) must be in favour of it.

Where can I get more information about the resolutions?

All resolutions, along with a detailed Explanatory Memorandum, are available in the Notice of Meeting document.

Members can also view versions of copies of the Constitution of CPA Australia Ltd containing mark-ups of the proposed amendments with respect to the resolutions proposed by Members. These documents should be read together with the Notice of Annual General Meeting.

These can be viewed at www.cpaaustralia.com/agm.

In addition, two webinars with CPA Australia's President and Company Secretary are scheduled for the following dates:

Monday 6 May 2019 – 7:00 pm to 8:00pm AEST

Thursday 9 May 2019 – 4:00 pm to 5:00 pm AEST

Members can register via cpaaustralia.com.au/agm.

Can anyone attend the webinar?

Any member can attend the two webinars CPA Australia's President and Company Secretary.

They are scheduled for:

Monday 6 May 2019 – 7:00 pm to 8:00pm AEST

Thursday 9 May 2019 – 4:00 pm to 5:00 pm AEST

Members can register via cpaaustralia.com.au/agm.

Can I watch the AGM online?

Yes, there will be a live webcast of the AGM that can be accessed at www.cpaaustralia.com.au/agm

Can I ask a question as I watch the AGM online?

Yes. For the first time, members who cannot not attend the meeting and would like to ask a question can register to ask a question online. Please refer to the Online Question Guide on the Webcast AGM page for instructions on how to do this.

If you are an appointed proxy please contact the CPA Australia Ltd AGM Information Line 1300 657 539 (within Australia) or +61 1300 657 539 (outside Australia) before 5.00pm on the day of the meeting to obtain your proxy number. Please make sure you have this information before proceeding. When you have your proxy number please refer to the Online Question Guide on the Webcast AGM page for instructions on how to register to ask a question.

Where do I get more information?

For further information, please call the CPA Australia AGM Information line on 1300 657 539 (within Australia) or +61 1300 657 539 (outside Australia). The Information line is being supported by Link Market Services.

If you have any questions in relation to your CPA Australia Membership, please contact the CPA Australia on 1300 73 73 73 (within Australia) or +61 3 9606 9677 (outside Australia).