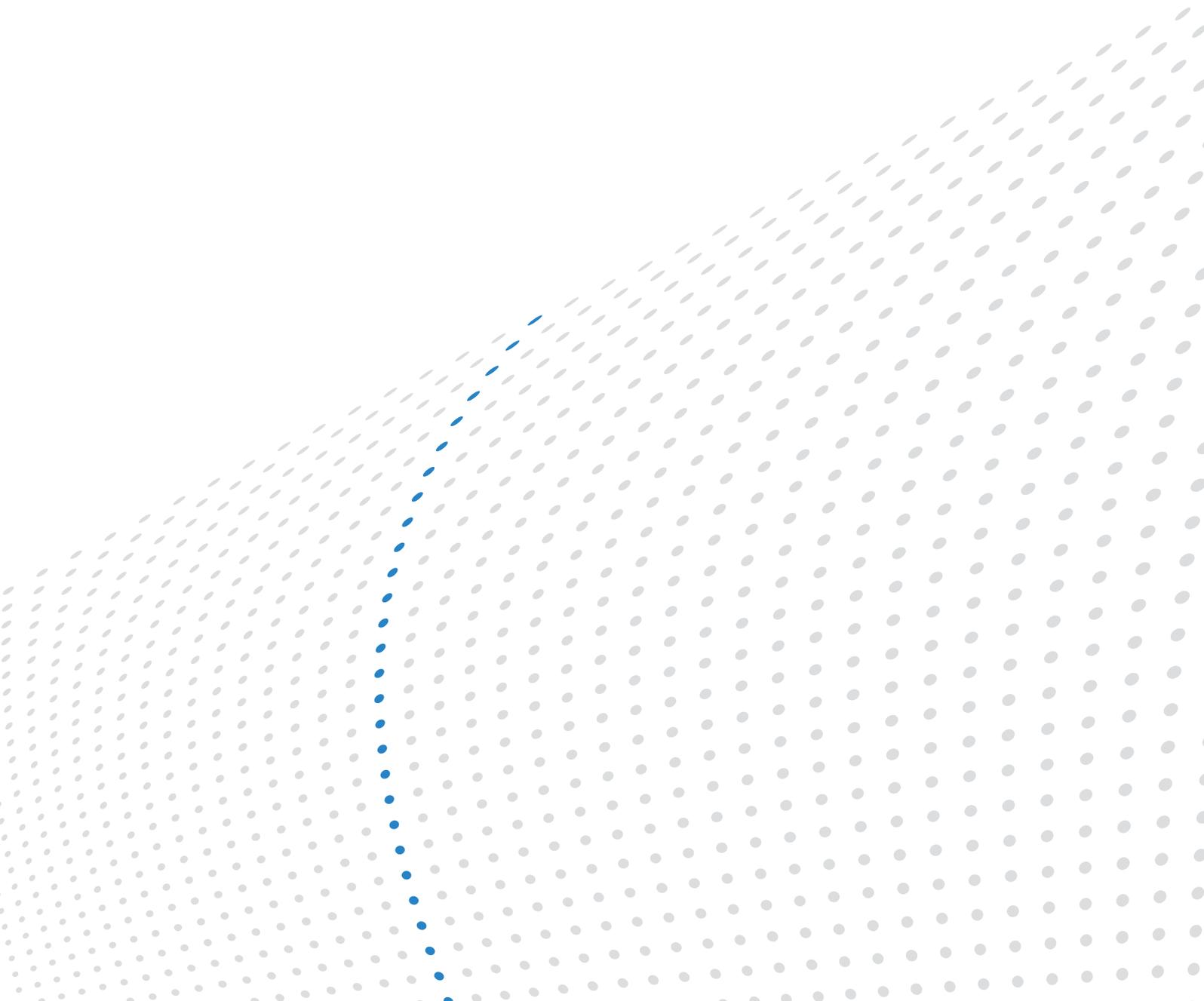




CPA Australia Ltd Online Question Guide



Getting started

Ensure your browser is compatible. You can easily check what your current browser is 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 “Mavericks” & OS X v10.10 “Yosemite” and after
- Internet Explorer 9 and after

The Annual General Meeting is viewable from desktops and mobile devices. To ask questions at the meeting through our online platform you must have your Member Number.

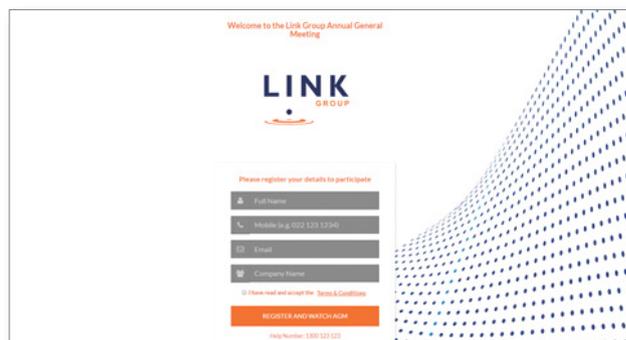
If you are an appointed proxy you will need your proxy number that will be provided by Link Market Services prior to the meeting. Please make sure you have this information before proceeding.

Step 1

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

Login to the portal using your full name, email address, mobile number and company name (if applicable).

Please read and accept the terms and conditions before proceeding to click the ‘Register and Watch AGM’ button.



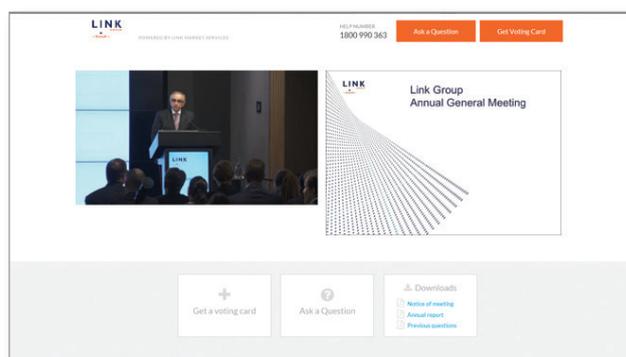
Step 2

Once you have logged in you will see two screens.

The left screen will display a live video webcast of the Annual General Meeting (AGM) proceedings at 5:30pm (AEST) on Tuesday, 27 April 2021.

The right screen will display the presentation slides from the AGM.

Note: We recommend you keep your browser open for the duration of the AGM. If you close your browser your session will expire. If you attempt to log in again, for security purposes you will be sent a recovery link via email.

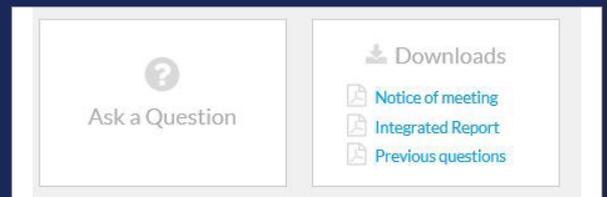


Navigating

At the bottom of the webpage under the webcast and presentation screens there are two boxes.

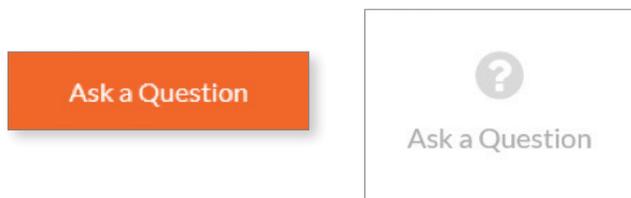
See each section below for operating instructions.

1. Ask a Question
2. Downloads



1. Ask a Question

To register to ask a question click on the 'Ask a Question' box at the top of the webpage or below the video. This will bring up the Ask a Question box (pictured right).



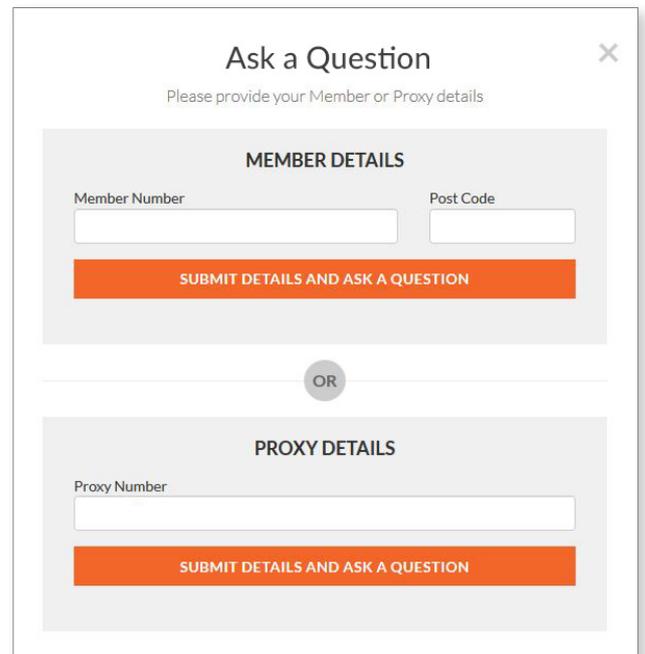
If you are a Member, you will need to register and validate yourself:

Australian members – enter your Member Number and postcode in the top section.

Overseas members – enter your Member Number and click on the 'Outside Australia' link which will appear to select your country.

If you are an appointed proxy, please enter the Proxy Number issued to you by Link Market Services in the bottom section.

Once you have entered your details click the 'Submit Details' button.



Navigating

1. Ask a Question

Note: Only members and proxyholders are eligible to ask questions.

You will only be able to ask a question after you have registered. Once you have registered to ask a question you can click on the 'Ask a Question' box at the top of the webpage or at the bottom of the webpage.



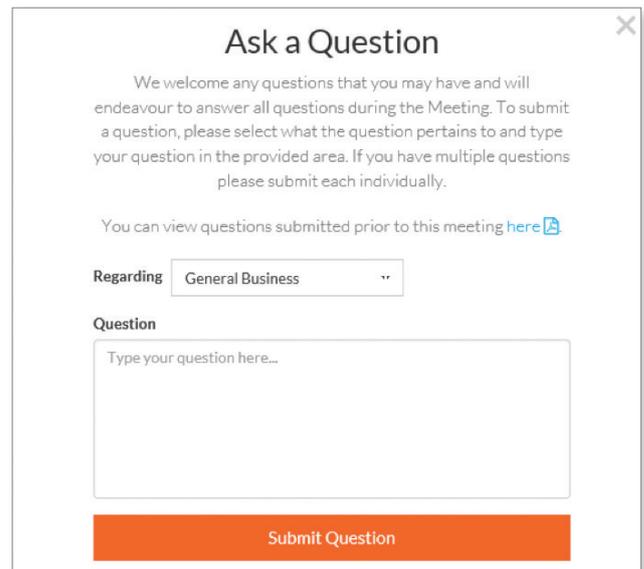
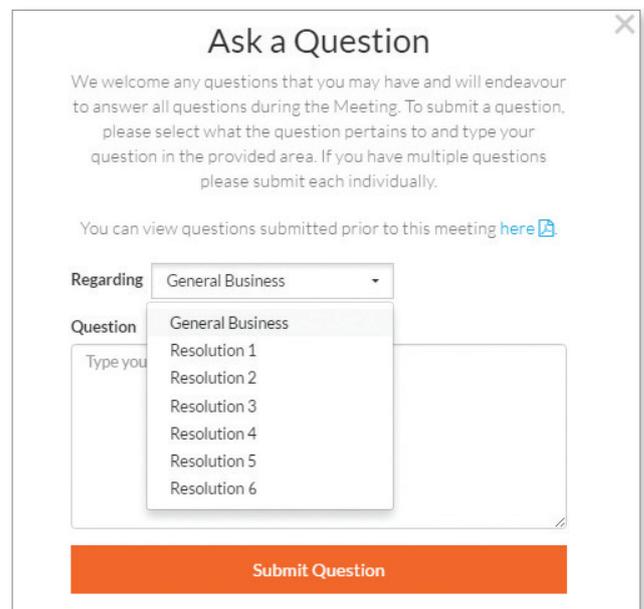
The 'Ask a Question' box will appear with two sections for completion (pictured right).

In the 'Regarding' section click on the drop down arrow and select from one of the following, which best relates to your question, for example:

- General Business

After you have selected your question category, click in the 'Question' section and type your question.

When you are ready to submit your question, click the 'Submit Question' button. This will send the question to a CPA Australia representative. Note that the Chair will give members a reasonable opportunity to ask questions but not all questions are guaranteed to be addressed during the AGM.

This is a screenshot of the 'Ask a Question' form. At the top, it says 'Ask a Question' with a close button (X). Below that is a welcome message: '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.' There is a link: 'You can view questions submitted prior to this meeting here'. The 'Regarding' section has a dropdown menu with 'General Business' selected. Below that is the 'Question' section with a text input field containing the placeholder 'Type your question here...'. At the bottom is an orange 'Submit Question' button.This is a screenshot of the 'Ask a Question' form, similar to the one above, but with the 'Regarding' dropdown menu open. The dropdown menu shows 'General Business' at the top, followed by 'Resolution 1', 'Resolution 2', 'Resolution 3', 'Resolution 4', 'Resolution 5', and 'Resolution 6'. The rest of the form, including the 'Question' text input field and the 'Submit Question' button, is visible in the background.

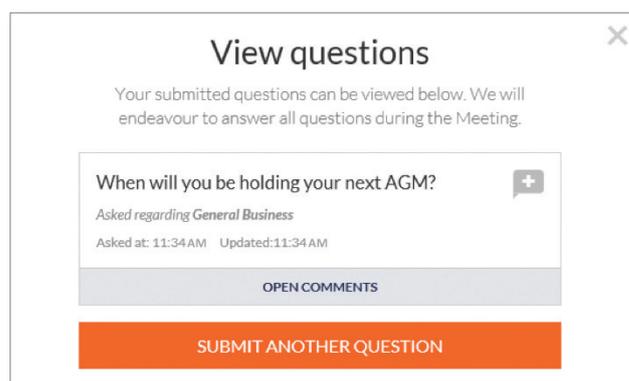
Navigating

1. Ask a Question (cont.)

Once you have asked a question a 'View Questions' box will appear.

At any point you can click on 'View Questions' to see all the questions you have submitted. Only you can see your questions.

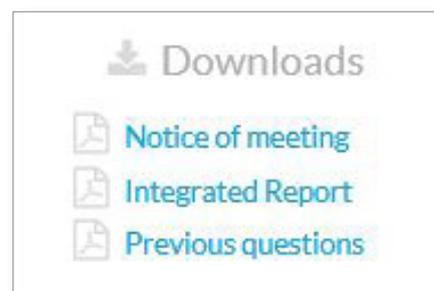
Note: You can submit your questions by this method once you have registered to vote. You can continue to submit questions up until the close of voting as announced by the Chair during the AGM.



2. Downloads

The Downloads section enables you to view the Notice of Annual General Meeting, Integrated Report and any questions raised prior to the AGM.

When you click on these links the files will open in a new tab in your browser.



Need help?

If you require any help using this system prior to or during the AGM, please call +61 1800 990 363 so we can assist you.

