

# 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)

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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.**

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/BHGET22>

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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.

**LINK Group**

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.

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**LINK Group**

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

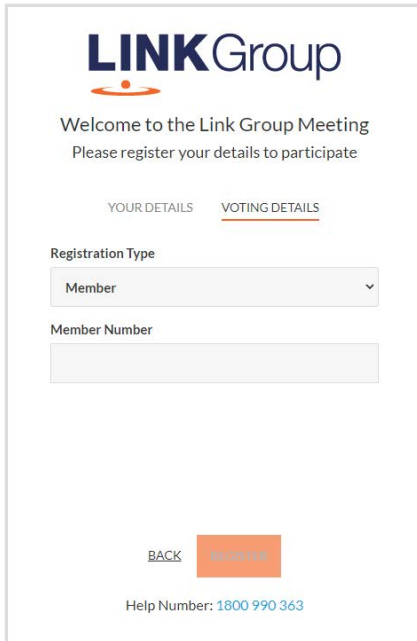
## Step 3

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.

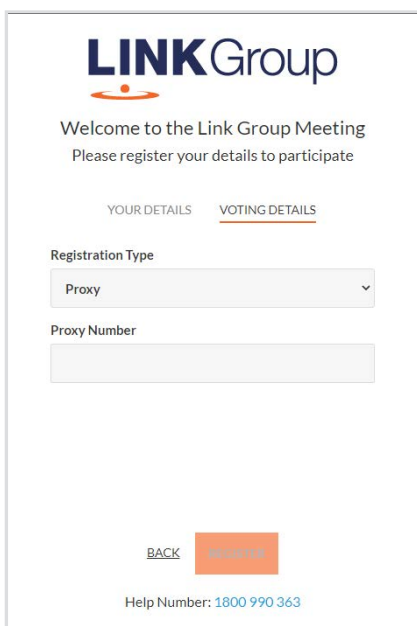


The screenshot shows the LINK Group registration page. At the top is the LINK Group logo. Below it, the text reads "Welcome to the Link Group Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu with "Member" selected. Below that is 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 registration page. 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 with "Proxy" selected. Below that is a "Proxy Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" link.

## Navigating

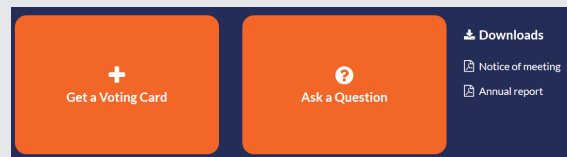
Once you have logged in you will see:

- 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.

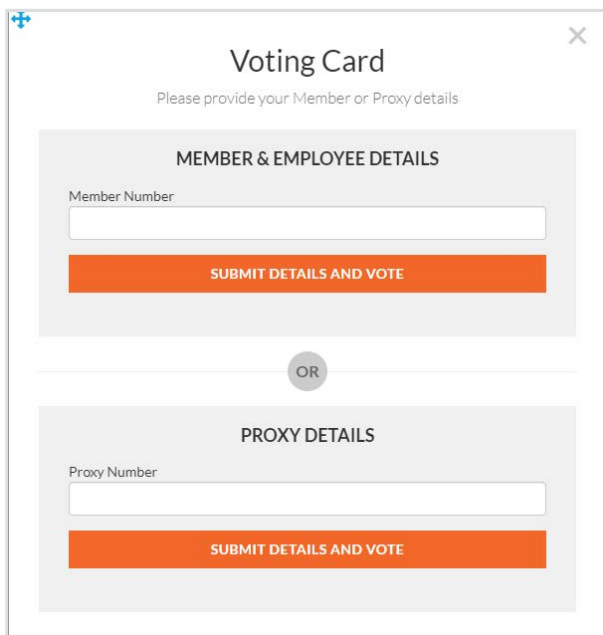
- 4 Get a voting card
- 5 Ask a Question
- 6 Downloads



## 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.

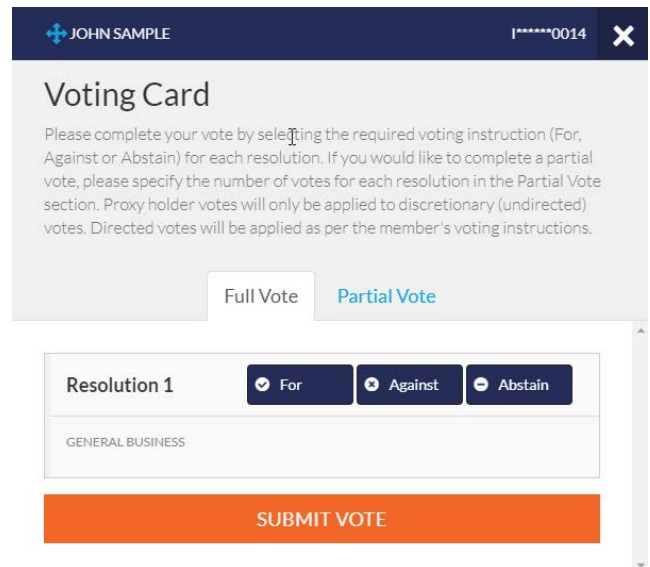
If you have multiple votes to register– click on the **'Get a Voting Card'** button.



The screenshot shows a 'Voting Card' window with the title 'Please provide your Member or Proxy details'. It contains two sections: 'MEMBER & EMPLOYEE DETAILS' with a 'Member Number' input field and a 'SUBMIT DETAILS AND VOTE' button, and 'PROXY DETAILS' with a 'Proxy Number' input field and another 'SUBMIT DETAILS AND VOTE' button. An 'OR' button is positioned between the two sections.

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 for a user named 'JOHN SAMPLE' with ID '\*\*\*\*\*0014'. It includes instructions: '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.' Below the instructions are two tabs: 'Full Vote' and 'Partial Vote'. A table shows 'Resolution 1' with 'GENERAL BUSINESS' as a sub-item, and three buttons: 'For' (checked), 'Against', and 'Abstain'. At the bottom is a large orange '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.

### Partial Votes

To submit a partial vote on a resolution ensure you are in the **'Partial Vote'** tab. You can enter the number of votes for the resolution. The total number of votes that you are entitled to vote for will be listed under the resolution. Please note, you units have been rounded up. When we process your vote the decimal place units will be included in the calculation.

When you enter the number of votes, it will automatically tally how many votes you have left.

**Note:** If you are submitting a partial vote and do not use all of your entitled votes, the un-voted portion will be submitted as 'No Instruction' and therefore will not be counted.

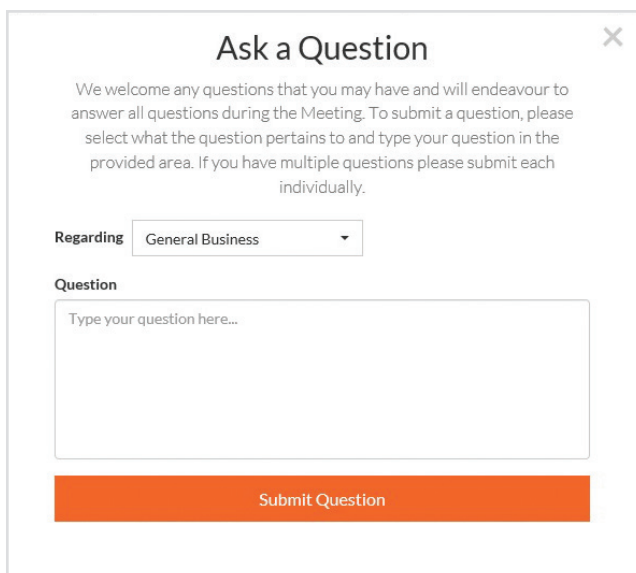
Once you have finished voting on the resolution click on **'Submit vote'** or **'Submit Partial Vote'** button.

## 5. How to ask a question

**Note:** Only verified Members and proxy holders 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' dialog box features 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'. The 'Question' section contains a large text input field with the placeholder text 'Type your question here...'. At the bottom is an orange 'Submit Question' button.

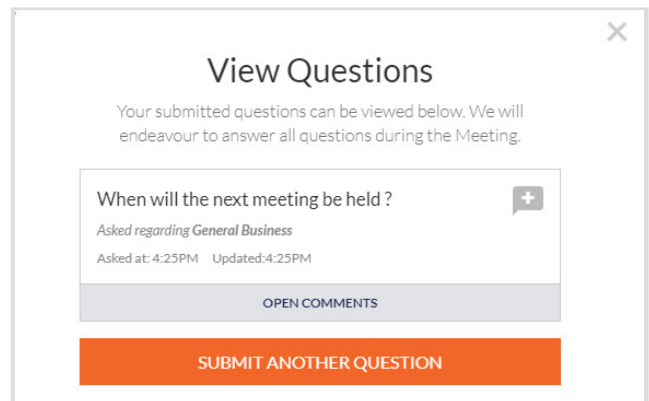
In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

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' dialog 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 list of questions. The first question is "When will the next meeting be held?" with a plus icon in a grey box to its right. Below the question text, it says "Asked regarding General Business" and "Asked at: 4:25PM Updated:4:25PM". Below the question is a grey bar with the text "OPEN COMMENTS". At the bottom of the dialog is an orange "SUBMIT ANOTHER QUESTION" button.

## 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.

## Contact us

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