

2020 Special General Meeting ('SGM') Voting Instructions and How to Participate in the SGM

1. Voting instructions

1.1 What can you vote on?

- Members are requested to vote on the Resolution regarding changes to the Constitution. Voting will be conducted at the SGM and will require that 75% of the participants vote in support of the resolution for it to be passed.
- **Resolution:** *That the Safety Institute of Australia Limited modify its Constitution as identified in tracked changes as set out in Attachment A in accordance with section 136(2) of the Corporations Act 2001 to be effective from the date this resolution is passed.*

Therefore:

- You can vote at the SGM on acceptance (or otherwise) of the resolution.

2. Who can vote?

Only current financial members of the AIHS can vote.

3. How do you cast your vote?

- 3.1 Voting will be held by a show of hands during the SGM – Thursday 26 November at 5:00pm AEDT.

4. Voting at the SGM

This year the SGM will be an online only event which does provide flexibility for members to access the proceedings. The results will be announced at the SGM.

5. Proxies

Provision of proxies is still required if you are not able to join the meeting but wish to vote on acceptance of the resolution and in order that your presence is counted towards the Quorum we need to conduct the SGM.

If giving a proxy to another member, that member must be present online and can be either given instructions to vote for or against the motion presented or not given instructions and allowed to make a decision on your behalf.

6. Participation at the SGM

6.1 How to participate

You can join the SGM via webcast – online from any smart device. Please register your attendance by clicking [HERE](#).

6.2 Joining the meeting in person.

Unfortunately, due to COVID-19 the SGM will not be held as a face-to-face event.

6.3 Joining the meeting by webcast

You may join the webcast from 5:00pm AEDT on Thursday 26 November by clicking [HERE](#).

Chris Deftereos
Company Secretary
4 November 2020