OFX Online AGM Guide

Annual General Meeting

Tuesday 11th August 2020
OFX is hosting its 2020 Annual General Meeting using Zoom Technology

You are invited to attend and below details the step by step instructions to register and join.

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**Step 1: Register to attend the AGM**

[https://ofx.zoom.us/webinar/register/WN_uA7HJoEWTEWH08lZGPYfQ](https://ofx.zoom.us/webinar/register/WN_uA7HJoEWTEWH08lZGPYfQ)

Anyone can join OFX’s Annual General Meeting ([AGM](#)) however only Shareholders and Proxies are able to vote or ask questions.

If you are a Shareholder or a Proxy holder, please ensure you enter your shareholder number or proxy code (provided by LINK Market Services) on the registration page. If you do not, you will NOT be able to ask questions.

After registering, you will receive an email with details of how to join the AGM, including your own unique joining link. If you do not receive an email, please complete the registration form again.

Contact [agm@ofx.com](mailto:agm@ofx.com) for support.

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**Step 2: Download and install the Zoom Client**

If you already have Zoom installed on your device, you can skip this step.

Visit:  [https://zoom.us/download](https://zoom.us/download) on any device; OR

Search:  Zoom Client Meetings in
  - any browser
  - iOS App Store or
  - Google Play Store

If you are unable to install Zoom Client on your device, you can join the AGM by telephone by dialing into the meeting using the dial in details listed in your registration email.

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**Step 3: Access your invitation email**

Following registration you will receive an invitation email that will include all the details you need to join OFX’s Annual General Meeting:

- Date: 11 August 2020
- Time: 2:00PM EST
- Link to join
- Call numbers for audio if required
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What to do if you don’t receive your invitation email:

If you don’t receive your invitation email, please complete the registration process again.

Contact [agm@ofx.com](mailto:agm@ofx.com) for support.
Step 4: Test your Zoom client prior to the AGM

The AGM is scheduled to commence at 2pm 11 August 2020. You can test your Zoom client by clicking on the link in your invitation email, shown to the right in the green box OR by launching Zoom directly on your device.

For technical issues, please visit the Zoom Help Centre.

If you are unable to resolve your issue via the Zoom Help Centre, please email agm@ofx.com and provide details of the issue you are experiencing and an OFXer will be in contact to assist.

Step 5: Join the AGM Tuesday 11 August 2020 at 2PM

Join the AGM by clicking on the link in your invitation email.

You will receive a reminder email with details of the AGM including details on how to join both 1 day, and 1 hour before the AGM.

We recommend you join the AGM at least 10 minutes before the commencement, to ensure you are able to connect and resolve any potential technical issues.

Note, support for connectivity will not be provided after the commencement of the AGM. If you are unable to join via Zoom, please refer to your invitation email which has dial-in numbers to enable you to join by telephone.

What to do if you have problems joining the AGM:

1. Try restarting your Zoom client
2. Revisit your invitation email and ensure you are selecting the correct link to join.
3. Try another device such as your smartphone. Zoom works on both iPhone and Android devices:
   - Apple – visit App Store
   - Android – visit Google Play Store
4. Dial into the AGM by phone on the global phone numbers provided in your invitation email
5. Contact the OFX team on +61 492 828 366 – please note limited support can be provided once the AGM meeting commences.
Shareholders or Proxy holders who have provided their shareholder number or proxy code when registering can ask questions during the Annual General Meeting. Questions from attendees who have not provided their shareholder or proxy details will not be answered.

You can submit a question to the management/board online by typing it in the Q&A box at any time during the AGM, or you can ask a question verbally during the AGM.

*Note that not all questions are guaranteed to be answered during the AGM, but we will do our best to address your concerns.*

**Step 1: Select the Q&A Button from the bottom menu bar.**

Navigate to the lowest section of your Zoom window and the bottom menu bar will appear.

Click on the Q&A button, shown to the right by the green box.

**Step 2: Enter your full name, your shareholder number or proxy code and indicate if you will:**
- type your question into the Q&A box; or
- ask your question verbally.

As only shareholders and proxies can ask questions, your name and shareholder number or proxy code must be validated before your question can be asked.

**Step 3a: Type in your question**

If you would like to submit your question online, please type in your question in the Q&A box and click send.

**Step 3b: Ask your question verbally during the AGM**

If you would like to ask your question verbally during the AGM, at the appropriate time, the moderator will indicate directly to you via the Q&A Box that you can ask your question and your microphone will be turned on enabling you to ask your question.

In the event your question can not be heard, the moderator will ask you to type your question into the Q&A box and the moderator will ask the question on your behalf.
Shareholders or Proxy holders who have not previously voted are able to cast their vote at any time between the start of voting and the closure of voting as announced by the Chairman during the AGM.

Please ensure you have provided your Shareholder number or Proxy code when registering your attendance otherwise your vote will not be valid. You will cast your vote on the voting card via the Zoom Poll.

*Note if you have already voted using the Voting/Proxy form prior to the meeting and then vote again using the voting card during the meeting, your prior vote will not be valid.*

**Step 1: Complete the voting card**

During the meeting, the Chairman will indicate that the voting is open and the voting card will be shown.

The voting card can be repositioned on your screen.

There are 6 items to be voted on by shareholders at the AGM (as set out in the Notice of Meeting). In order to submit your voting card you must select one of the following options for each item:

- For
- Against
- Abstain

Please use the scroll bar on the right-hand side of the voting card to view and respond to all items on the voting card.

**Step 2: Submit your vote**

After completing all items in the vote, please click the Submit button at the bottom of the voting card.

**What to do if you have any issues joining the AGM**

For any issues, please contact agm@ofx.com and a member of the OFX team will be in contact.

For urgent issues occurring on the day of the meeting, please call +61 492 828 366.