



# OFX Online AGM Guide

**Annual General Meeting**

Thursday 26<sup>th</sup> August 2021

# OFX is hosting its 2021 Annual General Meeting using Zoom Technology

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

## Step 1: Register to attend the AGM

[https://ofx.zoom.us/webinar/register/WN\\_75i6nUdgT\\_ad1TWR28uBSA](https://ofx.zoom.us/webinar/register/WN_75i6nUdgT_ad1TWR28uBSA)

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.

The screenshot shows a 'Webinar Registration' form. At the top, it says 'Topic: OFX's Annual General Meeting 2021' and 'Description: OFX's Annual General Meeting 2021'. The time is listed as 'Aug 26, 2021 02:00 PM in Canberra, Melbourne, Sydney'. The OFX logo is in the top right. Below the header, there are several input fields: 'First Name', 'Last Name', 'Email Address', 'Confirm Email Address', and 'Organization'. There are also fields for 'Shareholder Number(s)' and 'Proxy Code(s)'. A 'Register' button is at the bottom. A disclaimer at the bottom states: 'Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy.'

## Step 2: Download and install the Zoom Client

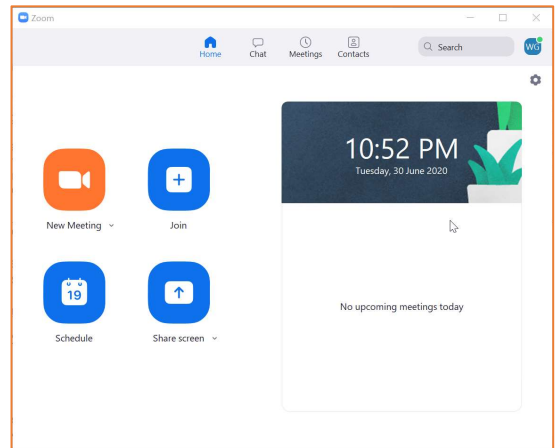
If you already have Zoom installed on your device, you can skip this step.

Visit: <https://zoom.us/download> 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.



## Step 3: Access your invitation email

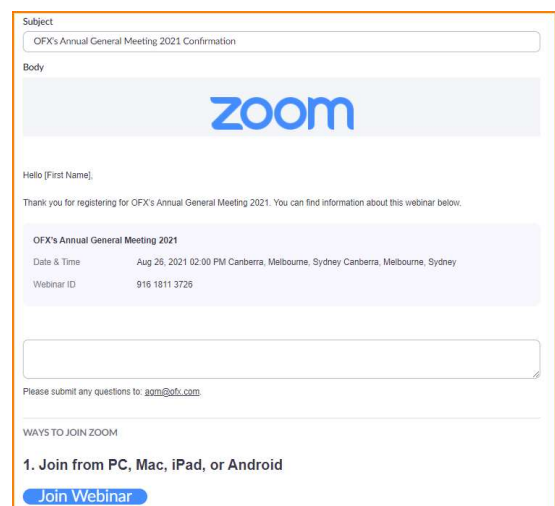
Following registration, you will receive an invitation email that will include all the details you need to join OFX's Annual General Meeting:

- Date: 26 August 2021
- Time: 2:00PM EST
- Link to join
- Call numbers for audio if required
- 

### 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.



# Attending OFX's 2021 Annual General Meeting using Zoom Technology

[Continued]

## Step 4: Test your Zoom client prior to the AGM

The AGM is scheduled to commence at 2pm 26 August 2021. You can test your Zoom client by clicking on the link in [your invitation email](#) x 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](mailto: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 26 August 2021 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.

 Sydney, Australia AEST (UTC +10)	Thu, 26 Aug 2021	2:00 pm	●
 Auckland, New Zealand NZST (UTC +12)	Thu, 26 Aug 2021	4:00 pm	●
 London, United Kingdom* BST (UTC +1)	Thu, 26 Aug 2021	5:00 am	●
 San Francisco, CA, USA* PDT (UTC -7)	Wed, 25 Aug 2021	9:00 pm	●
 Toronto, Canada* EDT (UTC -4)	Thu, 26 Aug 2021	12:00 midn	●
 Hong Kong, Hong Kong HKT (UTC +8)	Thu, 26 Aug 2021	12:00 noon	●
 Singapore, Singapore SGT (UTC +8)	Thu, 26 Aug 2021	12:00 noon	●

## 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 2 8667 9196 – please note limited support can be provided once the AGM meeting commences.

# Asking a Question During the Annual General Meeting

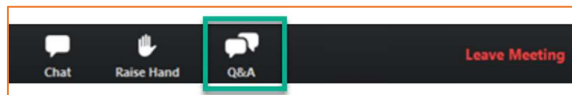
For registered Shareholders or Proxies, please see the instructions below to ask a question.

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.



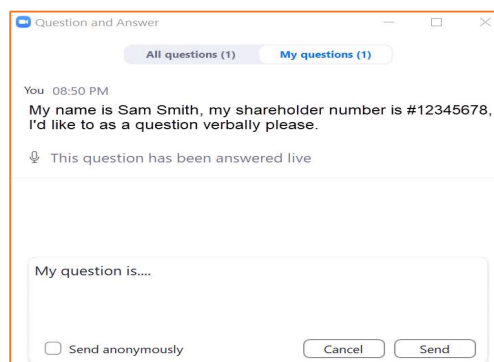
Navigate to the lowest section of your Zoom window and the bottom menu bar will appear.

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:

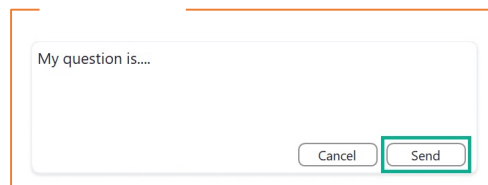
- type your question into the Q&A box; or
- ask your question verbally.

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.

# Voting during the Annual General Meeting

For registered Shareholders or Proxies who have not already voted, see below for how to vote.

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

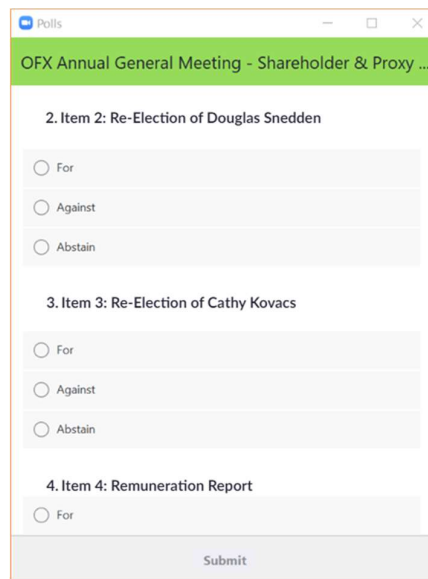
During the meeting, the Chairman will indicate that the voting is open and the voting card will be shown.

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.



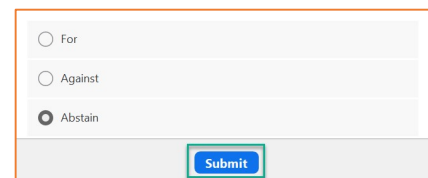
The screenshot shows a web browser window titled "Polls" with a green header "OFX Annual General Meeting - Shareholder & Proxy ...". The main content area lists three items for voting:

- 2. Item 2: Re-Election of Douglas Snedden  
 For  
 Against  
 Abstain
- 3. Item 3: Re-Election of Cathy Kovacs  
 For  
 Against  
 Abstain
- 4. Item 4: Remuneration Report  
 For

A "Submit" button is visible at the bottom of the 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.



This close-up shows the voting options for an item:

- For
- Against
- Abstain

The "Submit" button is highlighted with a blue border.

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

For any issues, please contact [agm@ofx.com](mailto: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 2 8667 9196 .

-End of Document-