

**This document is important. If you are in any doubt about what action you should take, you are recommended to consult your financial adviser. If you have sold or transferred all your shares, you should send this document and the Form of Proxy to the purchaser or to the stockbroker or other agent through whom the sale or transfer was effected, for transmission to the purchaser or transferee.**

LEI 213800WFIVE6RUK3CR22

Registered number: 01919797

Registered office: Trifast House, Bellbrook Park, Uckfield, East Sussex TN22 1QW

14 August 2020



Dear Shareholder

## **ANNUAL GENERAL MEETING**

This letter explains the business to be conducted at this year's Annual General Meeting ("AGM"), which is to be held at Trifast House, Bellbrook Park, Uckfield, East Sussex TN22 1QW, on 22 September 2020 at 12 noon.

### **Shareholders must not attend the AGM in person**

As the situation with COVID-19 continues to evolve and develop, we are closely monitoring and observing Public Health England advice in line with the UK Government restrictions on social gathering. Based on the most recent guidance, public gatherings for annual general meetings will not be permitted on the date the AGM is due to be held, and accordingly **shareholders must not attend the AGM in person.**

For the 2020 AGM, Trifast plc will be enabling shareholders to attend and participate in the Meeting electronically, should they wish to do so. This can be done by either downloading the dedicated "Lumi AGM" app or by accessing the AGM website, <https://web.lumiagm.com>. Further details of how this will work, together with an online shareholders' guide, can be found at Annexure 2 to this letter.

Notwithstanding the paragraph above, we encourage shareholders to consider voting remotely on the resolutions by completing the form of proxy which is attached to this Notice of Meeting. The appointment of a proxy will not prevent a shareholder from subsequently attending and voting at the Meeting electronically, in which case any votes cast by the proxy will be excluded.

Should shareholders wish to put questions to the plc Board, these can be submitted via the investor website in advance of the AGM or via email to [corporate.enquiries@trifast.com](mailto:corporate.enquiries@trifast.com), or through the AGM app or website. Any questions raised will be published on the website after the AGM together with results of voting.

## **Ordinary Business**

### **1 Annual Report and Financial Statements**

The Directors must present their Annual Report and Financial Statements to the Meeting. This gives shareholders the opportunity to ask questions on the content before voting on the resolution.

### **2-3 Remuneration Report and Remuneration Policy**

Shareholder approval is required for the Directors' Remuneration Report and proposed new Directors' Remuneration Policy. If the Directors' Remuneration Policy is changed in the future it will need to be approved by shareholders at the next general meeting of the Company, but otherwise will not be put before shareholders for a three-year period. Refer to pages 108-118 of the Annual Report for full details of the proposed new Remuneration Policy.

### **4-9 Re-election of Directors**

In accordance with the Corporate Governance Code, all Directors are subject to annual re-election. Accordingly, Mark Belton, Clare Foster, Scott Mac Meekin and Jonathan Shearman (appointed as Chair on 1 April 2020) are offering themselves for re-election. Claire Balmforth and Clive Watson (both as Non-Executive Directors) are offering themselves for election.

Biographical details for all Directors can be found in the Annual Report, or online at [www.trifast.com](http://www.trifast.com).

### **10 Appointment of Auditor**

An ordinary resolution will be proposed to appoint BDO LLP as the Company's auditor to hold office until the conclusion of the next general meeting at which Accounts are laid before the Company.

### **11 Remuneration of the Auditor**

An ordinary resolution will be proposed to authorise the Directors to determine the remuneration payable to the auditor.

## Special Business

### 12 Authority to allot relevant securities

At the Company's last AGM, shareholders authorised the Directors, under section 551 of the Companies Act 2006 and the Company's Articles of Association, to allot ordinary shares and grant other share rights without the prior consent of shareholders. It is proposed by ordinary resolution to seek renewal of this authority and to so authorise the Directors for the period until the AGM in 2021 or, if sooner, 22 December 2021. The £2,242,829 nominal amount of the ordinary shares to which this authority relates (referred to as the Section 551 Amount) represents approximately 33% of the nominal amount of issued share capital of the Company as at the date hereof. The Directors have no present intention of exercising this authority.

### 13 Disapplication of pre-emption rights (unrestricted basis)

At the Company's last AGM, the Directors were empowered to allot ordinary shares for cash without first being required to offer such shares to existing shareholders pursuant to section 561 of the Companies Act 2006 and the Company's Articles of Association. It is proposed by special resolution that this authority also be renewed for the same period as the authority under Resolution 12. The £339,822 nominal amount of ordinary shares to which this authority relates represents approximately 5% of the issued share capital of the Company as at the date hereof.

### 14 Disapplication of pre-emption rights (acquisition basis)

In addition to the authority for disapplication of pre-emption rights set out at Resolution 13 above, in accordance with the guidance of the Pre-Emption Group, the Directors seek renewal of an additional authority to allot ordinary shares for cash without first being required to offer such shares to existing shareholders pursuant to section 561 of the Companies Act 2006 and the Company's Articles of Association for a further £339,822 nominal amount of ordinary shares representing approximately 5% of the issued share capital of the Company as at the date hereof. This allotment authority is only to be used for an acquisition or other capital investment of a kind contemplated by the Pre-Emption Group. It is proposed by special resolution that this authority be given for the same period as the authority under Resolution 12.

### 15 Authority to purchase shares

This special resolution seeks renewal of the authority for the Company to make market purchases of its own shares. If passed, the resolution gives authority for the Company to purchase up to 13,592,904 ordinary shares, representing approximately 10% of the Company's issued share capital (excluding treasury shares) as at the date hereof.

The resolution specifies the minimum and maximum prices which may be paid for any shares purchased under this authority. The authority will expire at the AGM in 2021 or, if sooner, 22 December 2021.

The Directors only intend to exercise the authority to purchase shares where they consider that such purchases will be in the best interests of shareholders generally and will result in an increase in earnings per share.

The Company may either cancel any shares it purchases under this authority or transfer them into treasury (and subsequently sell or transfer them out of treasury or cancel them).

### 16 Notice periods for general meetings

The Companies Act 2006 allows shareholders to approve by special resolution a shorter notice period than 21 clear days to apply to general meetings, which cannot however be less than 14 clear days. Annual General Meetings will continue to be held on at least 21 clear days' notice.

In order to enable Directors to be able to utilise this ability, Resolution 16 seeks the renewal of such approval. The approval will be effective until the Company's next AGM, when it is intended that a similar resolution will be proposed.

### 17 Amendment to Articles of Association

The Company last updated its Articles of Association in 2010. The proposed new Articles of Association contain a limited number of changes. The key changes are summarised in Annexure 1 to this letter and a track changed version of the proposed new Articles of Association as against the existing Articles of Association is available on the Company's website at [www.trifast.com](http://www.trifast.com). This is proposed as a special resolution.

### Form of Proxy

You will find enclosed the Form of Proxy for use at the AGM. You are asked to complete and return it to the Company's Registrar as soon as possible, and in any event, not later than 12 noon on the day that is two working days prior to the Meeting.

Please note that this year, due to restrictions on social gatherings, it will not be possible for you to attend and vote in person, but please see details above and at Annexure 2 regarding participation on the electronic AGM platform.

### Recommendation

The Directors believe that the proposals set out in the Notice of Meeting are in the best interests of the shareholders as a whole. Accordingly, they unanimously recommend that you vote in favour of these resolutions, as they intend to do in respect of their own beneficial shareholdings.

Yours sincerely

**Jonathan Shearman**  
**Non-Executive Chairman**

## **NOTICE OF ANNUAL GENERAL MEETING TRIFAST PLC**

### **Notice of Meeting**

Notice is hereby given that the Annual General Meeting of Trifast plc will be held at Trifast House, Bellbrook Park, Uckfield, East Sussex TN22 1QW on 22 September 2020 at 12 noon for the following purposes:

### **ORDINARY RESOLUTIONS**

- 1 To consider the Company's Annual Report and Financial Statements and the reports of the Directors and Auditors for the year ended 31 March 2020.
- 2 To receive and approve the Directors' Remuneration Report contained in the Annual Report.
- 3 To receive and approve the Directors' Remuneration Policy contained in the Annual Report.
- 4 To re-elect Mark Belton as a Director.
- 5 To re-elect Clare Foster as a Director.
- 6 To re-elect Scott Mac Meekin as a Director.
- 7 To re-elect Jonathan Shearman as a Director.
- 8 To elect Claire Balmforth as a Director.
- 9 To elect Clive Watson as a Director.
- 10 To appoint BDO LLP as auditor of the Company to hold office until the conclusion of the next general meeting at which accounts are laid before the Company.
- 11 To authorise the Directors to fix the remuneration of the auditor.

As special business, to consider and, if thought fit, pass the following resolutions (Resolution 12 is proposed as an ordinary resolution, Resolutions 13, 14, 15, 16 and 17 as special resolutions):

- 12 THAT the authority and power conferred on the Directors by the Company's Articles of Association to allot shares in the Company or to grant rights to subscribe for, or to convert any security into, shares in the Company be renewed for the period ending on the date of the Annual General Meeting in 2021 or 22 December 2021, whichever is the earlier, and for such period the Section 551 Amount be £2,242,829.

### **SPECIAL RESOLUTIONS**

- 13 THAT the authority and power conferred on the Directors by the Company's Articles of Association to allot equity securities or to sell treasury shares wholly for cash be renewed for the period ending on the date of the Annual General Meeting in 2021 or 22 December 2021, whichever is the earlier:
  - (a) in connection with a rights issue; or
  - (b) otherwise than in connection with a rights issue, with a section 561 Amount of £339,822.
- 14 THAT in addition to the authority granted under Resolution 13, the authority and power conferred on the Directors by the Company's Articles of Association to allot equity securities or to sell treasury shares wholly for cash be further renewed for the period ending on the date of the Annual General Meeting in 2021 or 22 December 2021, whichever is the earlier, with an additional Section 561 Amount of £339,822 to be used only for the purposes of financing (or refinancing if the authority is to be used within six months after the original transaction) a transaction which the Directors determine to be an acquisition or other capital investment pursuant to the Statement of Principles on Disapplying Pre-Emption Rights most recently published by the Pre-Emption Group.

- 15 THAT the Company be and is hereby generally and unconditionally authorised to make market purchases (within the meaning of section 693(4) of the Companies Act 2006) of ordinary shares of 5p each in the capital of the Company ("ordinary shares") provided that:
- (a) the maximum number of ordinary shares which may be purchased is 13,592,904 ordinary shares;
  - (b) the maximum price at which ordinary shares may be purchased is an amount equal to 5% above the average of the middle market quotations for the ordinary shares as taken from the London Stock Exchange Daily Official List for the five business days preceding the date of purchase and the minimum price is 5p per ordinary share (in both cases exclusive of expenses);
  - (c) the authority to purchase conferred by this resolution shall expire on the date of the Annual General Meeting in 2021 or, if earlier, 22 December 2021 save that the Company may, before such expiry, enter into a contract to purchase ordinary shares under which such purchases will or may be completed or executed wholly or partly after the expiration of this authority and may make a purchase of ordinary shares in pursuance of any such contract; and
  - (d) all ordinary shares purchased pursuant to the said authority shall be either:
    - (i) cancelled immediately upon completion of the purchase; or
    - (ii) held, sold, transferred or otherwise dealt with as treasury shares in accordance with the provisions of the Companies Act 2006.
- 16 THAT a general meeting other than an Annual General Meeting may be called on not less than 14 clear days' notice.
- 17 THAT the existing Articles of Association be deleted in their entirety and that the Company adopt the new Articles of Association in the form initialled by the Chairman of the Meeting.

A member entitled to attend and vote is entitled to appoint a proxy or proxies to vote on his/her behalf at the Meeting. If more than one proxy is appointed each proxy must be appointed in respect of different shares held by that member. A proxy need not be a member of the Company.

By order of the Board,

**Lyndsey Case**  
**Company Secretary**

14 August 2020  
Registered office:  
Trifast House  
Bellbrook Park  
Uckfield  
East Sussex  
TN22 1QW

## NOTES:

- 1 A Form of Proxy is enclosed. Note that this year, in accordance with guidance on social distancing, shareholders may not attend and vote at the Meeting in person. The appointment of a proxy will not prevent a shareholder from subsequently attending and voting at the Meeting electronically, in which case any votes cast by the proxy will be excluded.
- 2 To be effective the instrument appointing a proxy, and (failing prior registration) any letter or power of attorney under which it is executed (or a duly certified copy thereof) must be deposited at Computershare Investor Services PLC, The Pavilions, Bridgwater Road, Bristol, BS99 6ZY.

As an alternative to completing the hard copy proxy form, shareholders can vote and appoint a proxy electronically by going to the following website [www.investorcentre.co.uk/eproxy](http://www.investorcentre.co.uk/eproxy). You will be asked to enter the Control Number, the Shareholder Reference Number (SRN) and PIN as provided on your proxy card and agree to certain terms and conditions.

For either format of proxy to be valid, it must be received no later than 12 noon on the day that is two working days prior to the Meeting. Further details relating to the appointment of proxies are included in the proxy form.

- 3 CREST members who wish to appoint a proxy or proxies through the CREST electronic proxy appointment service may do so for the AGM and any adjournment by using the procedures described in the CREST Manual ([www.euroclear.com/CREST](http://www.euroclear.com/CREST)). CREST personal members or other CREST sponsored members, and those CREST members who have appointed a voting service provider, should refer to their CREST sponsor or voting service provider, who will be able to take the appropriate action on their behalf.

In order for a proxy appointment or instruction made using the CREST service to be valid, the appropriate CREST message (a CREST Proxy Instruction) must be properly authenticated in accordance with Euroclear's specifications and must contain the information required for such instructions, as described in the CREST Manual. All messages relating to the appointment of a proxy or an instruction to a previously appointed proxy must be transmitted so as to be received by the Company's agent (ID. 3RA50) no later than 12 noon on the day that is two working days prior to the Meeting. It is the responsibility of the CREST member concerned to take such action as shall be necessary to ensure that a message is transmitted by means of the CREST system by any particular time. In this connection, CREST members and, where applicable, their CREST sponsors or voting service providers are referred, in particular, to those sections of the CREST Manual concerning practical limitations of the CREST system and timings. The Company may treat a CREST Proxy Instruction as invalid in the circumstances set out in Regulation 35(5)(a) of the Uncertificated Securities Regulations 2001.

- 4 If you are an institutional investor you may be able to appoint a proxy electronically via the Proxymity platform, a process which has been agreed by the Company and approved by the Registrar. For further information regarding Proxymity, please go to [www.proxymity.io](http://www.proxymity.io). Your proxy must be received no later than 12 noon on the day that is two working days prior to the Meeting in order to be considered valid. Before you can appoint a proxy via this process you will need to have agreed to Proxymity's associated terms and conditions. It is important that you read these carefully as you will be bound by them and they will govern the electronic appointment of your proxy.
- 5 Information regarding the Meeting is also available from [www.trifast.com](http://www.trifast.com).
- 6 Any corporation which is a member can appoint one or more corporate representatives who may exercise on its behalf all of its powers as a member provided they do not do so in relation to the same shares.
- 7 Copies of all contracts of service or letters of appointment under which Directors of the Company are engaged by the Company or any of its subsidiaries, together with the full new proposed Articles of Association are available for inspection at the Company's Registered Office during business hours on any weekday (Saturdays and public holidays excluded) as well as at the offices of Charles Russell Speechlys LLP, 5 Fleet Place, London, EC4M 7RD and will also be available for inspection at the place of the Meeting from fifteen minutes before it is held until its conclusion. Please note that due to guidance on social distancing, it may not be possible to facilitate inspection, and you are advised to contact the Company Secretary in advance to arrange inspection.
- 8 On 14 August 2020, the total number of outstanding options under the Company's share option schemes to subscribe for shares in the Company amounted to 5,190,801. This represents approximately 3.8% of the Company's issued share capital (excluding treasury shares) on that date. If the authority to purchase shares in Resolution 15 was exercised in full, the options would represent approximately 4.2% of the issued share capital (excluding treasury shares) as at 14 August 2020. The Company currently holds no treasury shares.
- 9 Any person to whom this Notice of Meeting is sent who is a person nominated under section 146 of the Companies Act 2006 to enjoy information rights (a "Nominated Person") may, under an agreement between him/her and the shareholder by whom he/she was nominated, have a right to be appointed (or to have someone else appointed) as a proxy for the AGM. If a Nominated Person has no such proxy appointment right or does not wish to exercise it, he/she may, under any such agreement, have a right to give instructions to the shareholder as to the exercise of voting rights. The statement of the rights of shareholders in relation to the appointment of proxies in paragraphs 1, 2 and 3 above does not apply to Nominated Persons. The rights described in these paragraphs can only be exercised by shareholders of the Company.

- 10 Pursuant to Regulation 41 of the Uncertificated Securities Regulations 2001, the Company specifies that only those shareholders registered in the Register of members of the Company as at 6pm on 18 September 2020 (or, if the Meeting is adjourned, by 6pm on the day that is two working days prior to the adjourned meeting) shall be entitled to attend or vote at the Meeting in respect of the number of shares registered in their name at that time. Changes to entries on the relevant register of securities after 6pm on the relevant day shall be disregarded in determining the rights of any person to attend or vote at the Meeting.
- 11 The vote on the Directors' Remuneration Report is advisory in nature. A Remuneration Policy will be put to shareholders again no later than the Company's AGM in three years' time. See notes 2-3 of the resolutions for details of the new Remuneration Policy.
- 12 Under section 527 of the Companies Act 2006, members meeting the threshold requirements set out in that section have the right to require the Company to publish a statement on a website setting out any matter relating to: (i) the audit of the Company's accounts (including the auditor's report and the conduct of the audit) that are to be laid before the AGM; or (ii) any circumstances connected with an auditor of the Company ceasing to hold office since the last AGM. The Company may not require the shareholders requesting any such website publication to pay its expenses in complying with sections 527 or 528 of the Companies Act 2006. Where the Company is required to place a statement on a website under section 527 of the Companies Act 2006, it must forward the statement to the Company's auditor not later than the time when it makes the statement available on the website. The business which may be dealt with at the AGM includes any statement that the Company has been required under section 527 of the Companies Act 2006 to publish on a website.
- 13 Although shareholders will not be able to attend the AGM in person this year, shareholders can submit questions to the Board via the investor website in advance of the AGM or via email to [corporate.enquiries@trifast.com](mailto:corporate.enquiries@trifast.com), or through means of the electronic AGM platform (see Annexure 2 for more details). Any questions raised will be published on the website after the AGM together with results of voting. Questions may not be answered at the Meeting through the electronic platform if answering the question would interfere unduly with the preparation for the Meeting or involve the disclosure of confidential information, the answer has already been given on a website in the form of an answer to a question, or it is undesirable in the interests of the Company that the question be answered.

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ANNEXURE 1  
EXPLANATION OF KEY CHANGES TO ARTICLES OF ASSOCIATION

- 1 Update of provisions which required the Directors to be re-elected at only every third AGM to confirm that all directors must be re-elected at each AGM in line with the latest version of the Corporate Governance Code.
- 2 New provisions to allow for general meetings to be held in part through virtual means. The new draft does not allow for virtual-only meetings, so there will always be a physical element to general meetings.
- 3 Clarification that poll votes must be taken unless the meeting is a physical-only meeting (since those participating virtually would not be able to take part in a show of hands).
- 4 Update of provisions relating to mental health to reflect current laws and practice.
- 5 Ensuring that the Articles of Association refer to the governing statutes affecting the Company where applicable. This should enable the Company to track changes in legislation without amending the Articles of Association in each case.
- 6 Removal of Article allowing for a president of the Company to be appointed, which has never been used, and is not intended to be used in the future.
- 7 Clarification of delegation rights for the company secretary.
- 8 Updating or removing outdated statutory references.

Note: this is a summary of some of the changes considered most substantial by the Directors. Shareholders are directed to the Company's website at [www.trifast.com](http://www.trifast.com) for a track changed document comprehensively showing the changes. The full new proposed Articles of Association (and track change document) are also available for inspection at the Company's Registered Office during business hours on any weekday (Saturdays and public holidays excluded) as well as at the offices of Charles Russell Speechlys LLP, 5 Fleet Place, London, EC4M 7RD and will also be available for inspection at the place of the Meeting from fifteen minutes before it is held until its conclusion. Please note that due to guidance on social distancing, it may not be possible to facilitate inspection, and you are advised to contact the Company Secretary in advance to arrange inspection.

ANNEXURE 2  
DETAILS FOR ACCESSING ELECTRONIC AGM

### **Electronic Meeting**

For the 2020 AGM, Trifast plc will be enabling shareholders to attend and participate in the meeting electronically, should they wish to do so. This can be done by either downloading the dedicated “Lumi AGM” app or by accessing the AGM website, <https://web.lumiagm.com>.

### **Downloading the AGM App**

To access the AGM, you will need to download the latest version of the dedicated AGM App, called “Lumi AGM”, onto your smartphone from the Google Play Store™ or the Apple® App Store. We recommend that you do this in advance of the meeting date. Please note that the app is not compatible with older devices operating Android 4.4 (and below) or iOS 9 (and below).

### **Accessing the AGM Website**

Lumi AGM can also be accessed online using most well-known internet browsers such as Internet Explorer (not compatible with versions 10 and below), Chrome, Firefox and Safari on a PC, laptop or internet-enabled device such as a tablet or smartphone. If you wish to access the AGM using this method, please go to <https://web.lumiagm.com> on the day.

### **Logging In**

On accessing either the app or AGM website, you will be asked to enter a Meeting ID which is **185-959-295**. You will then be prompted to enter your unique SRN and Pin. These can be found printed on your form of proxy. Access to the meeting via the app or website will be available from 11.00am on 22 September 2020; however, please note that your ability to vote will not be enabled until the chairman of the meeting formally opens the meeting at 12 noon.

### **Audiocast**

The electronic meeting will be broadcast in audio format with presentation slides. Once logged in, and at the commencement of the meeting, you will be able to listen to the proceeding of the meeting on your device, as well as being able to see the slides of the meeting which will include the resolutions to be put forward to the meeting.

### **Voting**

Once the chairman of the meeting has formally opened the meeting, they will explain the voting procedure. Voting will be enabled on all resolutions at the start of the formal meeting on the chairman of the meeting's instruction. This means shareholders may, at any time while the poll is open, vote electronically on any or all of the resolutions in the Notice of Meeting, resolutions will not be put forward separately.

Once the resolutions have been proposed, the list of resolutions will appear along with the voting options available. Select the option that corresponds with how you wish to vote, “FOR”, “AGAINST” or “WITHHELD”. Once you have selected your choice, the option will change colour and a confirmation message will appear to indicate your vote has been cast and received – There is no submit button. If you make a mistake or wish to change your vote, simply select the correct choice, if you wish to “cancel” your vote, select the “cancel” button. You will be able to do this at any time whilst the poll remains open and before the chairman of the meeting announces its closure at the end of the meeting.

### **Questions**

Shareholders attending electronically may ask questions via the app or website by typing and submitting their question in writing – Select the messaging icon from within the navigation bar and type your question at the bottom of the screen, once finished, press the ‘send’ icon to the right of the message box to submit your question. The chairman of the meeting will read the question aloud before providing an answer. Questions may not be answered at the meeting if answering the question would interfere unduly with the preparation for the meeting or involve the disclosure of confidential information, the answer has already been given on a website in the form of an answer to a question, or it is undesirable in the interests of the Company that the question be answered.

### **Requirements**

An active internet connection is required at all times in order to allow you to cast your vote when the poll opens, submit questions and listen to the audiocast. It is the user's responsibility to ensure you remain connected for the duration of the meeting.

### **Duly appointed proxies and corporate representatives**

Please contact the Company's registrar before 10.00am on 22 September on 0370 707 1340 for your unique SRN and Pin. Lines are open 8.30am to 5.30pm Monday to Friday (excluding public holidays in England & Wales).



## Online Shareholders' Guide 2020

For the 2020 AGM, Trifast plc will be enabling shareholders to attend and participate in the Meeting electronically, should they wish to do so. This can be done by either downloading the dedicated "Lumi AGM" app or by accessing the AGM website, <https://web.lumiagm.com>.

If you choose to participate online you will be able to view a live webcast of the meeting, ask the board questions and submit your votes in real time and you will need to either:

- (a) Download the Lumi AGM app from the Apple App or Google Play Stores by searching for Lumi AGM.
- (b) Visit <https://web.lumiagm.com> on your smartphone, tablet or computer. You will need the latest versions of Chrome, Safari, Internet Explorer 11, Edge and Firefox. Please ensure your browser is compatible.

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**Meeting ID: 185-959-295**  
**To login you must have your SRN and Pin**  
**(see Form of Proxy)**

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### Access

Once you have either downloaded the **Lumi AGM app** or entered [web.lumiagm.com](https://web.lumiagm.com) into your web browser, you'll be prompted to enter the Meeting ID as above.

You will then be required to click 'I have a login' and enter your:

- (a) SRN; and
- (b) Pin.


**You will be able to log into the site on 22 September 2020 at 11.00am.**

To enter as a shareholder, select '**I have a login**' and enter your SRN and Pin. If you are a visitor, select '**I am a guest**'.

As a guest, you will be prompted to complete all the relevant fields including; title, first name, last name and email address.

**Please note, guests will not be able to ask questions or vote at the meeting.**

### Audiocast


When successfully authenticated, the info screen  will be displayed. You can view company information, ask questions and listen to the audiocast.

If you would like to listen to the **audiocast** press the broadcast icon  at the bottom of the screen.

If viewing on a computer, the broadcast will appear at the side automatically once the meeting has started.



**Voting**

The chairman will open voting on all resolutions at the start of the meeting. Once the voting has opened, the polling icon  will appear on the navigation bar at the bottom of the screen.

From here, the resolutions and voting choices will be displayed.

To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.

**For - Vote received**

To change your vote, simply select another direction. If you wish to cancel your vote, please press Cancel.


Once the chairman has opened voting, voting can be performed at any time during the meeting until the chairman closes the voting on the resolutions. At that point your last choice will be submitted.

You will still be able to send messages and view the webcast whilst the poll is open.



**Questions**

Any shareholder or appointed proxy attending the meeting is eligible to ask questions.

If you would like to ask a question, select the messaging icon .

Messages can be submitted at any time during the Q&A session up until the chairman closes the session.

Type your message within the chat box at the bottom of the messaging screen.

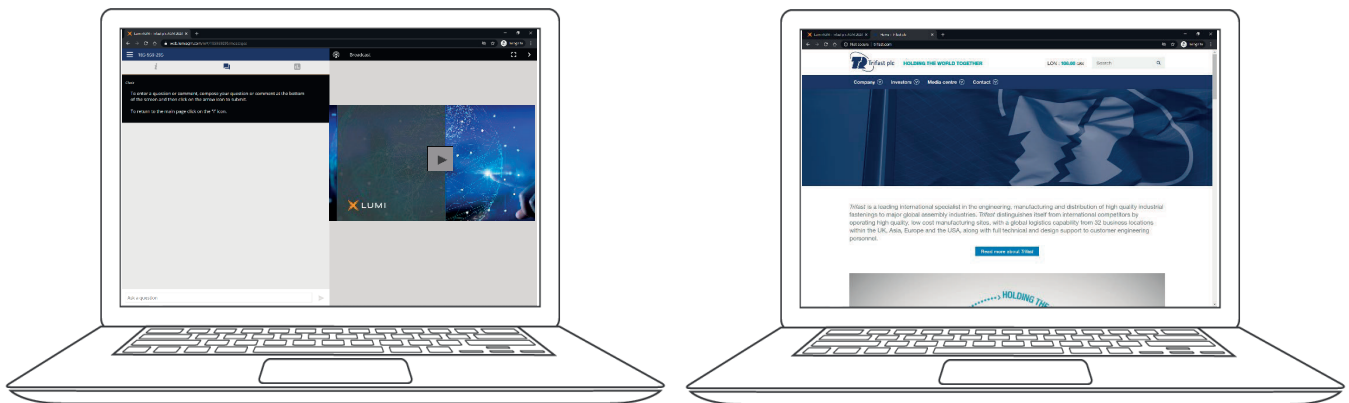
Once you are happy with your message click the send button.

Questions sent via the Lumi AGM online platform will be moderated before being sent to the chairman. This is to avoid repetition and in accordance with note 13 to the Notice of Meeting.

**Downloads**

Links are present on the info screen. When you click on a link, the selected document will open in your browser.

Data usage for streaming the annual shareholders' meeting or downloading documents via the AGM platform varies depending on individual use, the specific device being used for streaming or download (Android, iPhone, etc) and the network connection (3G, 4G).



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