LINKGroup

Virtual Meeting Online Guide

Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: **whatismybrowser.com**

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 9 and up

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.

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Step 1

Open your web browser and go to https://agmlive.link/creditunionSA21

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.

Step 2

Select your **'Registration Type'** from the drop-down box by choosing – Member, Proxyholder or Guest.
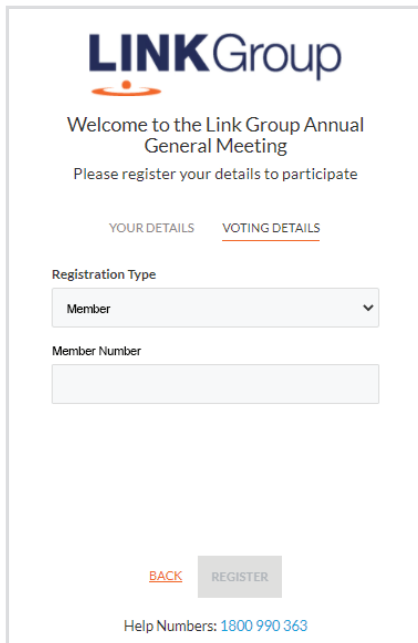
Step 3

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.
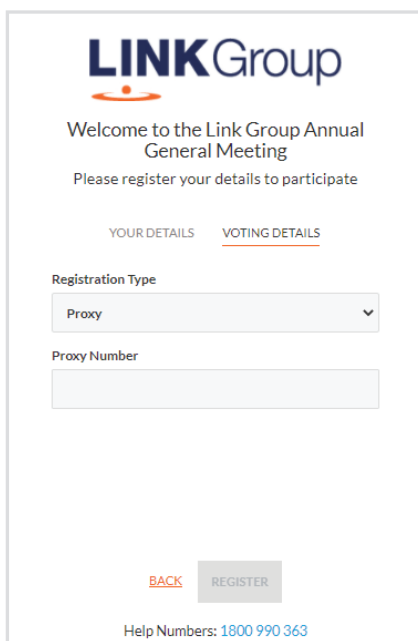
Click the **'Register'** button.

Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box.

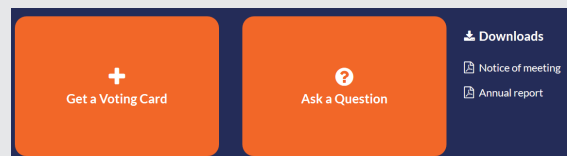Click the **'Register'** button.

Navigating

Once you have logged in you will see:

- On the left – a live video webcast of the Meeting
- 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.

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.

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.
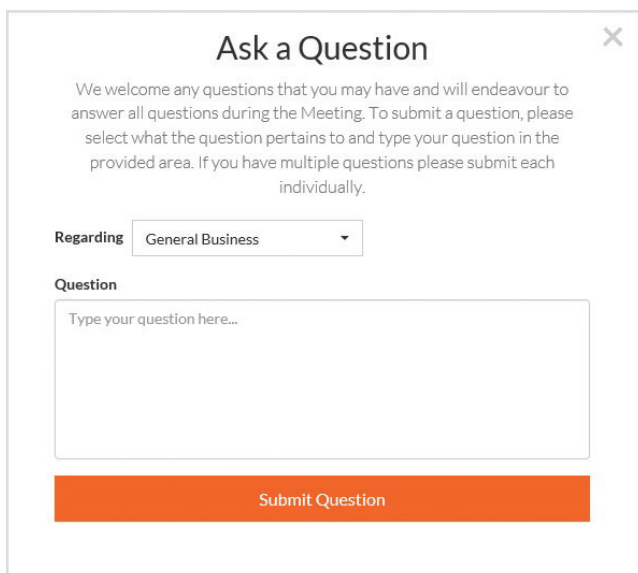
You can edit your voting card at any point while voting is open by clicking on **'Edit Card'**. This will reopen the voting card with any previous votes made.

5. How to ask a question

Note: Only Members 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.
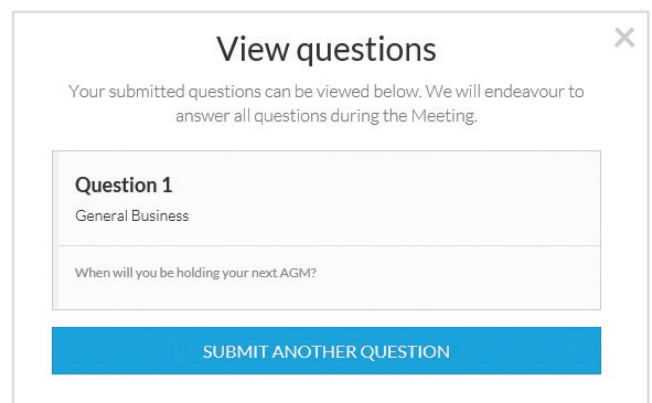

In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

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.

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.