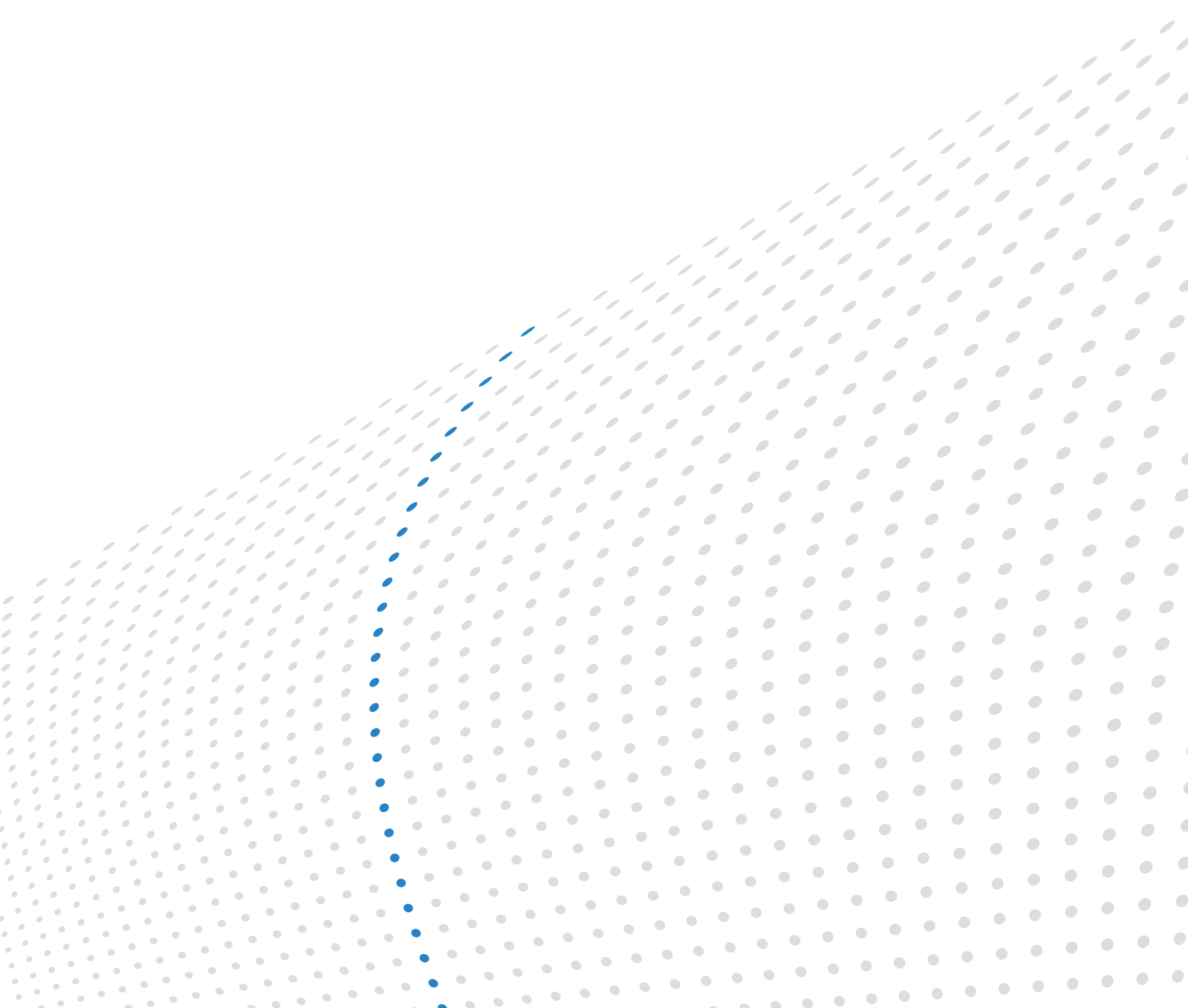




Link Group Online Platform Guide

**Link Administration
Holdings Limited**
(ACN 120 964 098)



Getting started

Ensure your browser is compatible. You can easily check what your current browser is by going to the website whatismybrowser.com

Supported browsers are:

- Chrome – Version 44 & 45
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 “Mavericks” & OS X v10.10 “Yosemite”
- Internet Explorer 9 and up

The Annual General Meeting is viewable from desktops and mobile devices. To vote and ask questions at the meeting through our online platform you must have your shareholder number and postcode.

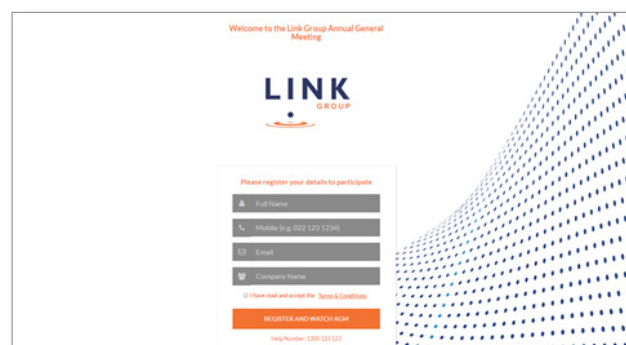
If you are an appointed proxy you will need your proxy number that will be provided by Link Market Services prior to the meeting. **Please make sure you have this information before proceeding.**

Step 1

Open your web browser and go to <https://agmlive.link/LNK16>

Login to the portal using your full name, email address, mobile number and company name (if applicable).

Please read and accept the terms and conditions before proceeding to click the **‘Register and Watch AGM’** button.



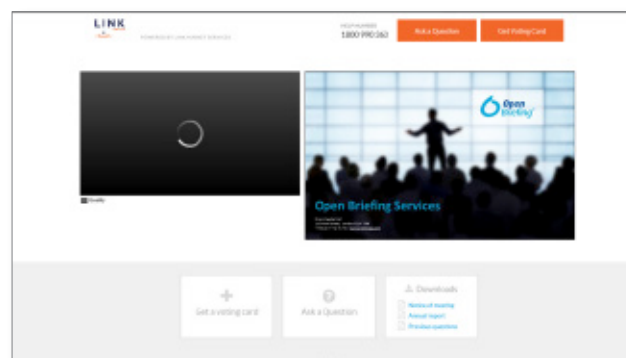
Step 2

Once you have logged in you will see two screens at the top of the window.

The left screen will play a live video webcast of the Annual General Meeting at **10:00am (AEDT) on Friday, 18 November 2016.**

The right screen will show the presentation slides that will be talked to during the Annual General Meeting.

Note: We recommend once you have logged in 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 for security purposes you will be sent a recovery link via email.

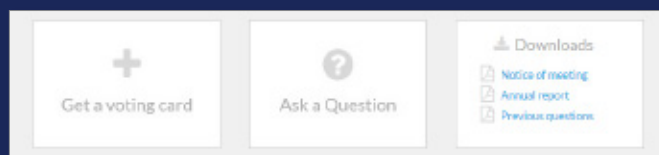


Navigating

At the bottom of the webpage under the webcast and presentation screens there are three boxes.

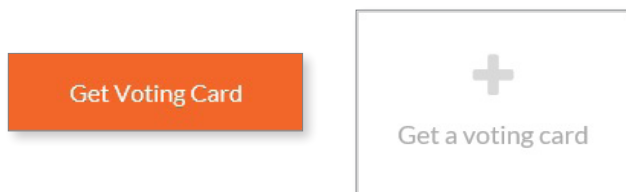
See each section below for operating instructions.

1. Get a Voting Card
2. Ask a Question
3. Downloads



1. Get a Voting Card

To register to vote click on the **'Get a voting card'** box at the top of the webpage or below the videos.



This will bring up a Voting Card box (pictured right).

If you are a Shareholder you will need to register and validate yourself by entering your shareholder number and postcode in the top section.

If you are an appointed Proxy, please enter the Proxy Number issued to you by Link Market Services in the bottom section.

Once you have entered your appropriate details click the **'Submit Details and Vote'** button.

A screenshot of a 'Voting Card' form. The title is 'Voting Card' with a close button (X) in the top right. Below the title is the instruction 'Please provide your Shareholder or Proxy details'. The form is divided into two sections: 'SHAREHOLDER DETAILS' and 'PROXY DETAILS', separated by an 'OR' button. The 'SHAREHOLDER DETAILS' section has two input fields: 'Shareholder Number' and 'Post Code'. Below these is a red link 'Outside Australia' and an orange 'SUBMIT DETAILS AND VOTE' button. The 'PROXY DETAILS' section has one input field: 'Proxy Number' and an orange 'SUBMIT DETAILS AND VOTE' button.

Navigating

1. Get a Voting Card (cont.)

Once you have registered your voting card will appear with all of the resolutions to be voted on by Shareholders at the Annual General 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 scroll up and down to view all resolutions.

Shareholders and proxies can either submit a Full Vote or a Partial Vote. You can move between the two tabs by clicking on **'Full Vote'** or **'Partial Vote'** at the top of the voting card.

Full Votes

To submit a full vote on a resolution ensure you are in the **'Full Vote'** tab. From here place your vote by clicking on the **'For'**, **'Against'**, or **'Abstain'** voting buttons.

Partial Votes

To submit a partial vote on a resolution ensure you are in the **'Partial Vote'** tab. From here you can enter the number of votes you would like to vote (any or all) for each resolution. The total amount of votes that you are entitled to vote will be listed under each resolution. When you enter the number of votes in a certain box it will automatically tally how many votes you have left to allocate.

Note: If you are submitting a partial vote and do not vote all of your entitled votes the un-voted portion will be submitted as no instruction and therefore not counted.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click the **'Submit Vote'** or **'Submit Partial Vote'** button.

Note: You are able to close your voting card during the meeting without submitting your vote at any time while voting remains open.

Any votes you have already made will be saved for the next time you open up the card. The voting card will appear on the bottom left corner of the webpage. It will say **'Not yet submitted'** along the bottom.

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 already made.

If at any point you have submitted your voting card and wish to make a change while voting is still open you can do so by clicking the **'Edit Card'** button and making the change required. Once you have completed your card select the **'Submit Vote'** or **'Submit Partial Vote'** button.

At the closure of voting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time available to shareholders. Please make any changes required to your voting cards at this point and submit your voting cards.

Note: Registration for the Annual General Meeting opens one hour before the meeting begins.

The screenshot displays a 'Voting Card' window with a dark blue header and a close button (X) in the top right corner. Below the header, there is a title 'Voting Card' and a paragraph of instructions: 'Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution. If you would like complete a partial vote, please specify the number of votes for each resolution in the Partial Vote section. Proxy holder votes will only be applied to discretionary (undirected) votes. Directed votes will be applied as per the the shareholder's voting instructions.'

Below the instructions are two tabs: 'Full Vote' and 'Partial Vote'. The 'Full Vote' tab is currently selected. The card lists several resolutions, each with three buttons: 'For', 'Against', and 'Abstain'. The resolutions shown are:

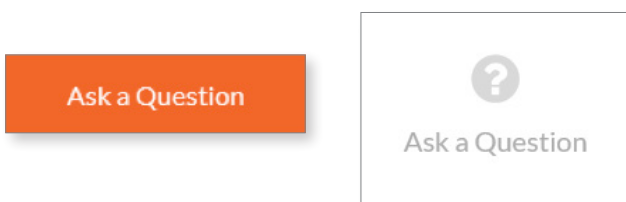
- Resolution 3: REMUNERATION REPORT
- Resolution 4: LINK GROUP OMNIBUS EQUITY PLAN
- Resolution 5: APPROVAL OF MANAGING DIRECTOR'S PARTICIPATION IN THE LINK GROUP OMNIBUS EQUITY PLAN
- Resolution 6: APPOINTMENT OF KPMG AS AUDITOR

At the bottom of the card is a large orange button labeled 'SUBMIT VOTE'.

2. Ask a Question

Note: Only shareholders and proxyholders are eligible to ask questions.

You will only be able to ask a question after you have registered to vote. If you would like to ask a question click on the **'Ask a Question'** box either at the top of the webpage, or at the bottom of the webpage.



The **'Ask a Question'** box will then pop up with two sections for completion (pictured right).

In the **'Regarding'** section click on the drop down arrow and select from one of the following, which best relates to your question:

- General Business
- Resolution 1
- Resolution 2
- Resolution 3
- Resolution 4
- Resolution 5
- Resolution 6

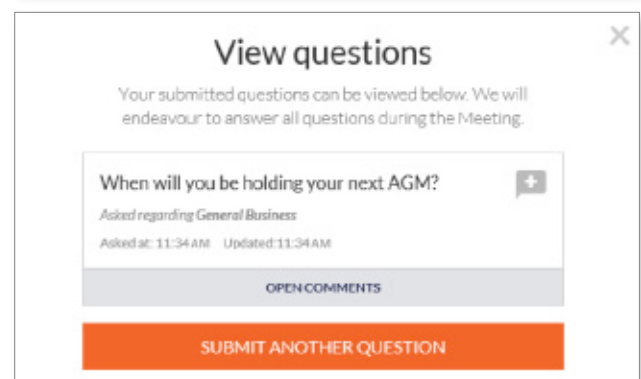
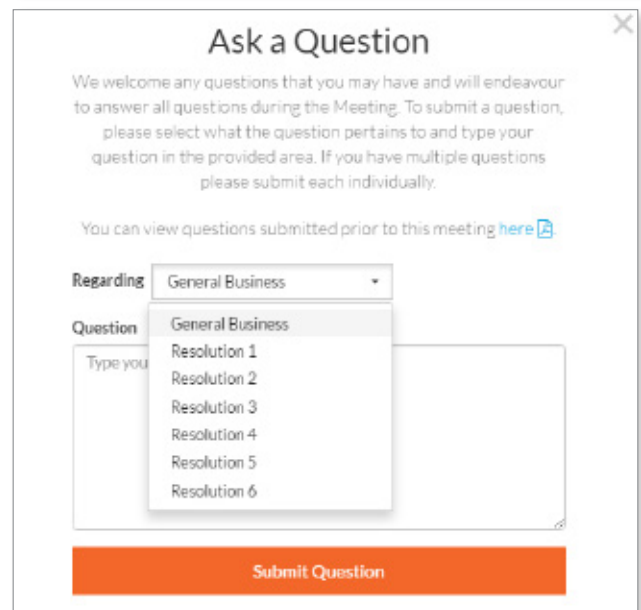
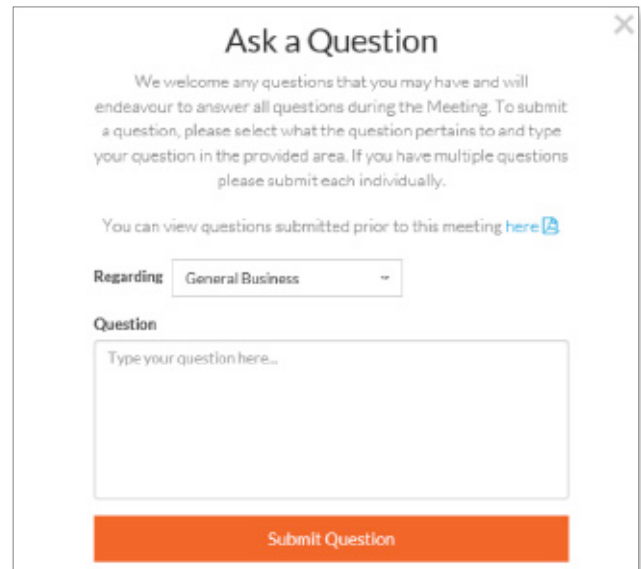
After you have selected your question category, click in the **'Question'** section and type your question.

When you are ready to submit your question click the **'Submit Question'** button. This will send the question to Link Group Management/Board. Note that the Chairman will give shareholders a reasonable opportunity to ask questions but not all questions are guaranteed to be answered during the Annual General Meeting.

Once you have asked a question a **'View Questions'** box will appear.

At any point you can click on **'View Questions'** and see all questions you have submitted. Only you can see the questions you have asked.

Note: You can submit your questions by this method once you have registered to vote. You can continue to submit questions up until the close of voting as announced by the Chairman during the Annual General Meeting.

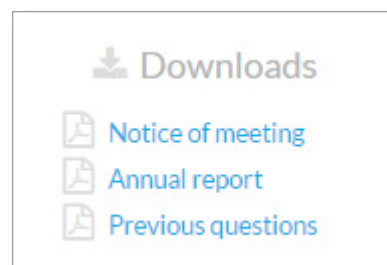


Navigating

3. Downloads

If you would like to view the 2016 Notice of Annual General Meeting, the 2016 Annual Report or questions raised prior to the Annual General Meeting you can do so here.

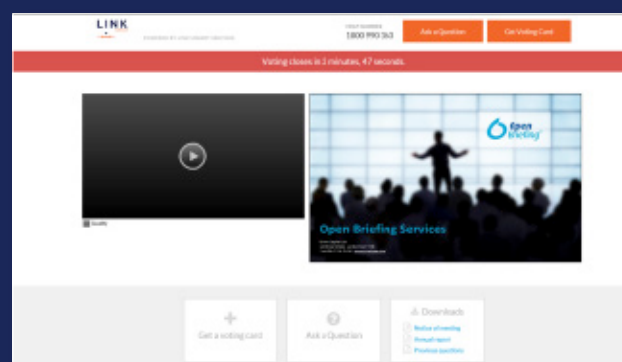
When you click on these links the file will open in another tab in your browser.



Voting closing

Voting will close as announced by the Chairman during the Annual General Meeting. At the closure of voting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time available to shareholders.

If you have not yet submitted your vote, please do so now.



Need help?

If you require any help using this system prior to or during the Annual General Meeting, please call +61 1800 990 363 so we can assist you.