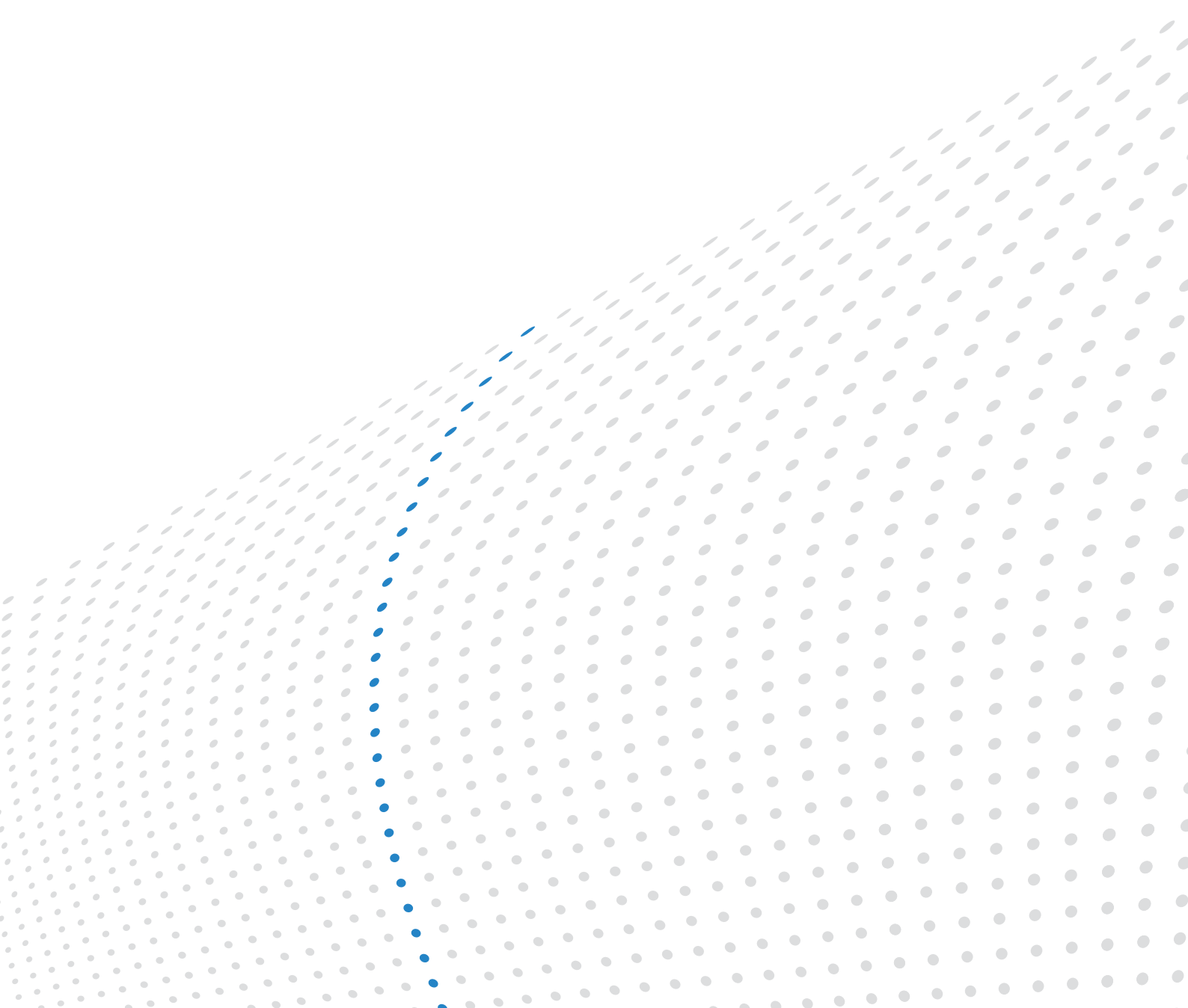




Link Group Online Platform Guide

**Link Administration
Holdings Limited**
(ABN 27 120 964 098)



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

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.

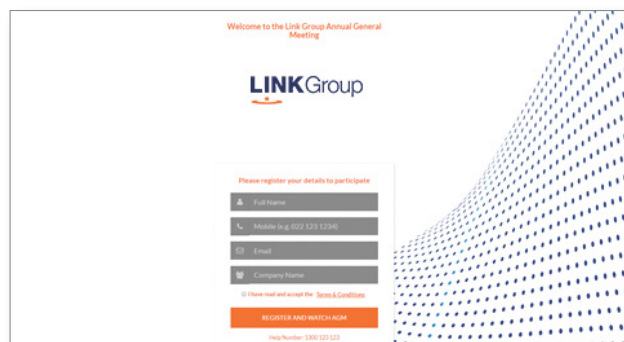
If you are an appointed proxy you will need your proxy number that will be provided by Link Market Services prior to the meeting. **Please make sure you have this information before proceeding.**

Step 1

Open your web browser and go to <https://agmlive.link/LNK19>

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.



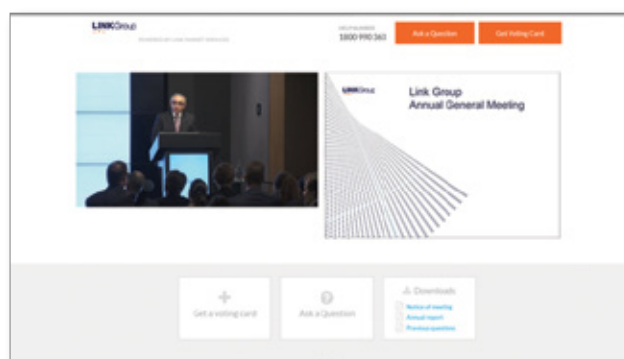
Step 2

Once you have logged in you will see two screens.

The left screen will display a live video webcast of the Annual General Meeting (AGM) proceedings at **11:30am (AEDT) on Friday, 15 November 2019.**

The right screen will display the presentation slides from the AGM.

Note: We recommend you keep your browser open for the duration of the AGM. 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.

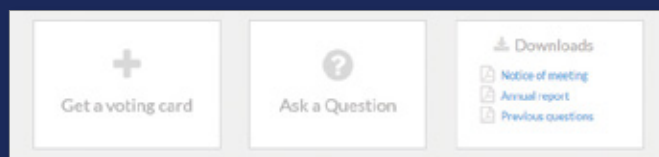


Navigating

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

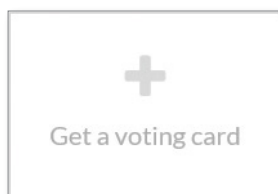
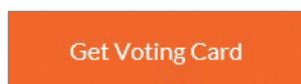
See each section below for operating instructions.

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 video. 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 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 link for 'Outside Australia' and a large orange 'SUBMIT DETAILS AND VOTE' button. The 'PROXY DETAILS' section has one input field: 'Proxy Number' and a large 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 at the AGM (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 submit 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 number of votes that you are entitled to cast will be listed under each resolution. When you enter the number of votes in a certain box it will automatically calculate 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, scroll down to the bottom of the voting card and click the **'Submit Vote'** or **'Submit Partial Vote'** button.

Note: You can close your voting card during the AGM without submitting your votes at any time while voting remains open.

Any votes you have already cast will be saved for the next time you open your voting 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 cast.

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 presentation screens advising the remaining voting time available to shareholders and proxies. Please make any changes required to your voting card at this point and submit your voting card.

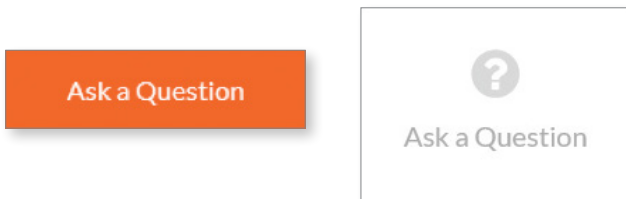
Note: Registration for the AGM opens one hour before the meeting begins.

The screenshot displays the 'Voting Card' interface. At the top, there is a title 'Voting Card' and a close button (X). Below the title is 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 sharholder's voting instructions.' Below this, there are two tabs: 'Full Vote' and 'Partial Vote'. The 'Full Vote' tab is currently selected. The interface shows three resolutions, each with three buttons: 'For', 'Against', and 'Abstain'. Resolution 2 is 'RE-ELECTION OF DIRECTOR - ANNE MCDONALD', Resolution 3 is 'REMUNERATION REPORT', and Resolution 4 is 'APPROVAL OF MANAGING DIRECTOR'S PARTICIPATION IN THE LINK GROUP EQUITY PLAN'. 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 at the top of the webpage or at the bottom of the webpage.



The **'Ask a Question'** box will appear 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 etc.

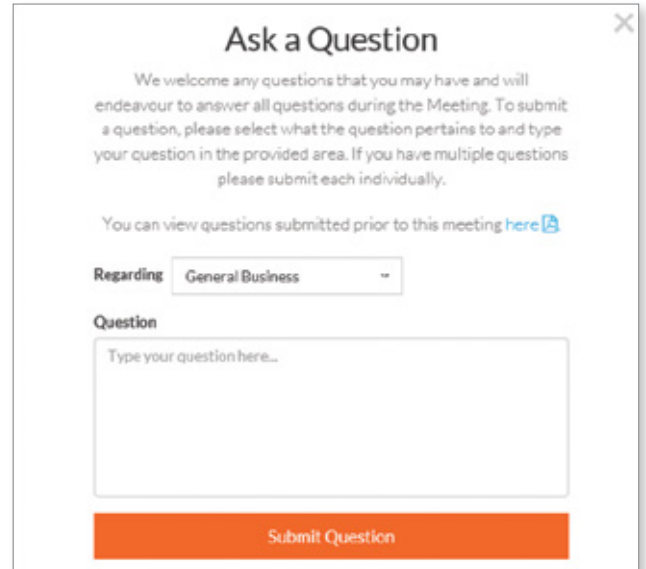
After you have selected your question category, click in the **'Question'** section and type your question.

When you are ready to submit your question, click the **'Submit Question'** button. This will send the question to a Link Group representative. Note that the Chairman will give shareholders a reasonable opportunity to ask questions but not all questions are guaranteed to be addressed during the AGM.

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

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

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 AGM.



Ask a Question

We welcome any questions that you may have and will endeavour to answer all questions during the Meeting. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.

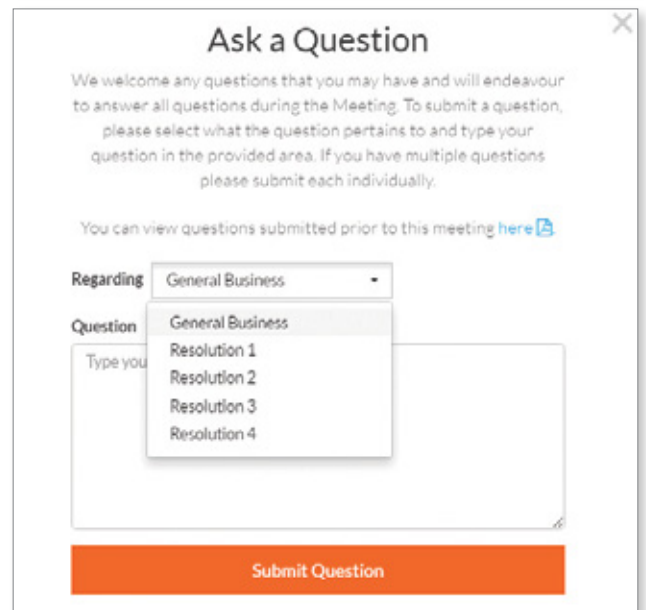
You can view questions submitted prior to this meeting [here](#)

Regarding General Business

Question

Type your question here...

Submit Question



Ask a Question

We welcome any questions that you may have and will endeavour to answer all questions during the Meeting. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.

You can view questions submitted prior to this meeting [here](#)

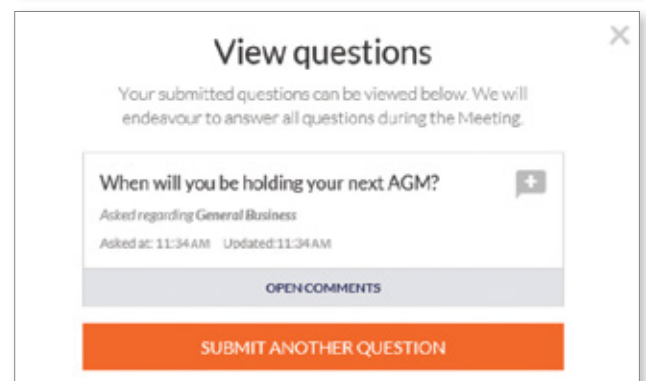
Regarding General Business

Question

Type your question here...

General Business
Resolution 1
Resolution 2
Resolution 3
Resolution 4

Submit Question



View questions

Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.

When will you be holding your next AGM?

Asked regarding General Business

Asked at: 11:34 AM Updated: 11:34 AM

OPEN COMMENTS

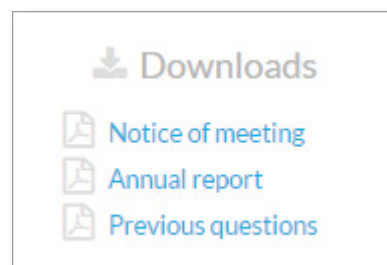
SUBMIT ANOTHER QUESTION

Navigating

3. Downloads

The Downloads section enables you to view the Notice of Annual General Meeting, Annual Report and any questions raised prior to the AGM.

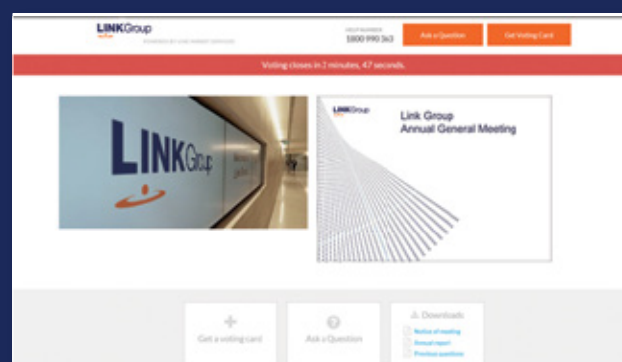
When you click on these links the files will open in a new tab in your browser.



Voting close

The Chairman will announce when voting will close during the AGM. At the closure of voting, a red bar with a countdown timer will appear at the top of the webcast and presentation screens advising the remaining voting time available to shareholders and proxies.

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



Need help?

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