

AGM Guide

Prepare for seamless and engaging
shareholder meeting



BoardRoom

With results for companies with a June 30 year-end almost complete, it's time to turn attention to AGM planning. Whenever your AGM is scheduled, BoardRoom is here to help you prepare effectively and deliver a seamless, engaging meeting experience for your shareholders.

This guide provides everything you need to prepare for AGM readiness.



Consider the AGM format that best suits your company

With physical, hybrid, and fully virtual AGMs (subject to your constitution) all now well-established options - and no single industry preference emerging - it's important to choose the format that works best for your board, your shareholders, and your operational needs.

While many companies successfully combine in-person and technology elements, it's important to understand what formally constitutes a hybrid meeting. If you're unsure or would like to discuss your options, please don't hesitate to contact your Client Service Manager (CSM).



Lock in your AGM timeline early

Once your AGM date is confirmed, please notify your CSM as soon as possible so we can collaborate on an agreed timeline. Your CSM will arrange a planning session with you to discuss your specific needs, confirm the services required, and set key dates - particularly for the dispatch of securityholder communications.

Early confirmation of your AGM date helps us plan and allocate resources to ensure seamless delivery of your meeting.





Consider using an AGM Access Letter

If you're not already doing so, consider sending an AGM Access Letter instead of printing and mailing the full Notice of Meeting. This approach offers significant cost savings, especially given the consistently low number of shareholders opting in to receive the full document.

BoardRoom can provide various examples of letters in use to support your preparation.



Tailor your approach for key resolutions

If your company has previously received a strike or is putting forward any resolutions not endorsed by the board, please speak with your CSM about enhanced wording or formatting options for your proxy form and online voting platform. These adjustments can help guide shareholders in lodging clear and informed proxy instructions.

Additionally, if you anticipate a close vote and wish to engage directly with retail shareholders, consider a targeted call campaign managed by BoardRoom's outbound communications team to help drive engagement and understanding.



Connect with institutional investors through Proximity

BoardRoom's upcoming integration with Proximity will enable faster and more efficient receipt of institutional votes. Additionally, this connection also offers greater transparency, providing access to institutional voting data all the way through to the beneficial holder.

To learn more about how this can benefit your company or to activate this feature, please contact your CSM.



Themes of Shareholder questions

BoardRoom has compiled a list of key questions that may arise at AGMs in 2025, based on emerging themes and shareholder interests.

You can access the summary document via the following [link](#). If you have any questions or would like to discuss how these themes may apply to your company, please don't hesitate to contact your CSM.

Make the most of BoardRoom's additional AGM services

To support a successful AGM season, BoardRoom offers a suite of value-added services designed to streamline your meeting process and enhance shareholder engagement:



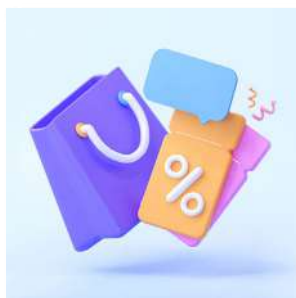
AGM Information Webpage

A dedicated, company-branded webpage to provide shareholders with easy access to all AGM-related documents, links, and information in one place.



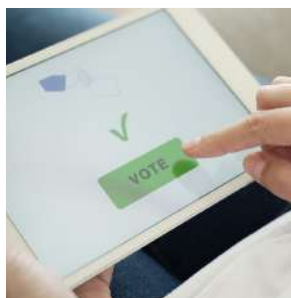
Notice of Meeting Drafting or Review

Leverage the expertise of our specialist Company Secretarial team to draft or review your Notice of Meeting - delivering accuracy and peace of mind without the high cost of legal firms.



Instant Rewards Campaign

Encourage shareholders to switch from post to email delivery with our "Instant Reward" feature - offered as part of your mailout.



Proxy Voting Reminder Service

Increase participation by sending timely reminders to shareholders during the proxy voting period.



Customised Voting Portal

Personalise your VotingOnline.com.au proxy voting site with your company's branding, colours, and logo for a seamless shareholder experience.



Annual Report Printing

Take advantage of high-quality, cost-effective annual report printing, available for dispatch alongside your Notice of Meeting.

Speak with your CSM to find out how any of the above services can enhance your AGM experience.