MUFG

MUFG Corporate Markets
A division of MUFG Pension & Market Services

Online Meeting 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
- Edge – 92.0 and up

To attend and vote you must have your Member Number and post code.

Appointed Proxy: Your proxy number will be provided by MUFG before the meeting.

Please make sure you have this information before proceeding.

Corporate Markets

Online Meeting Guide

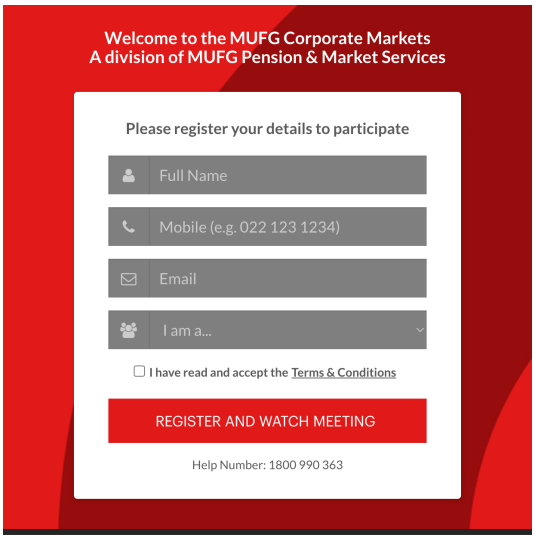
Step 1

Open your web browser and go to https://meetings.openbriefing.com/bankaustagm26

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

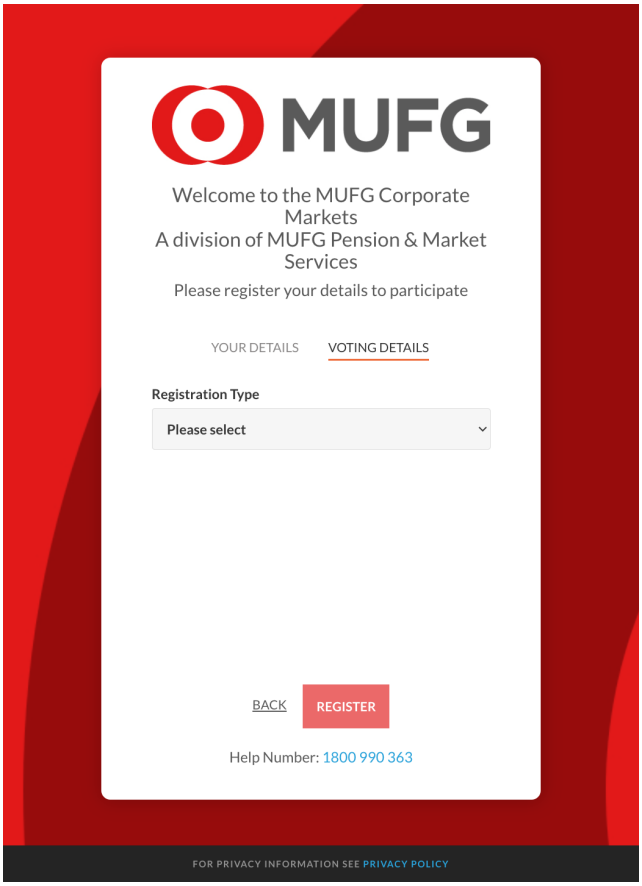
To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the **'Continue'** button.



Step 2

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



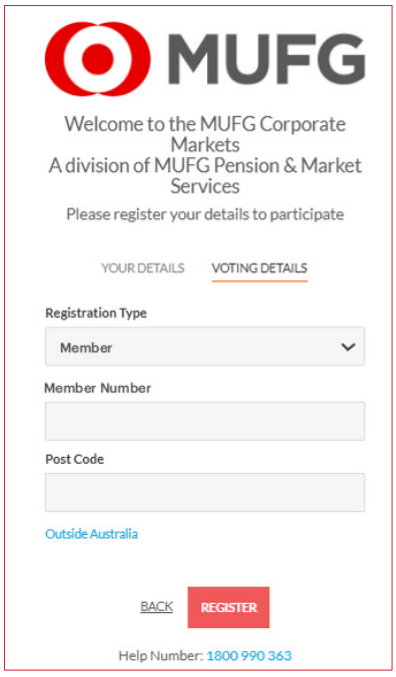
Step 3

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.

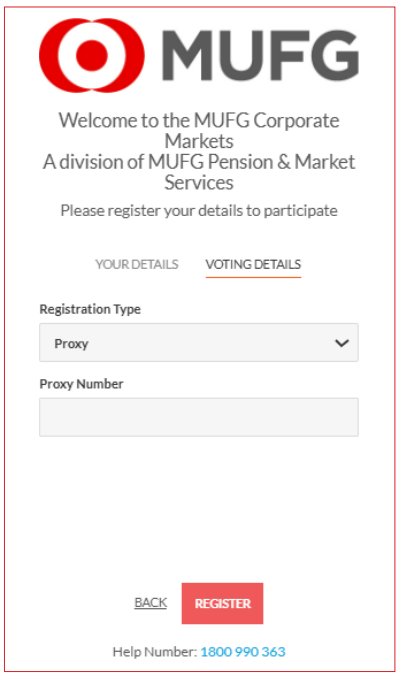
Click the **'Register'** button.



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 audio webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting.

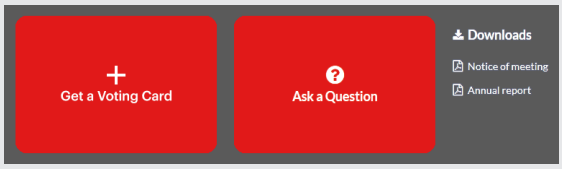
Note: After you have logged in we recommend that you keep your browser open for the duration of the meeting. If you close your browser, your session will expire. If you attempt to log in again, you will be sent a recovery link via email for security purposes.

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

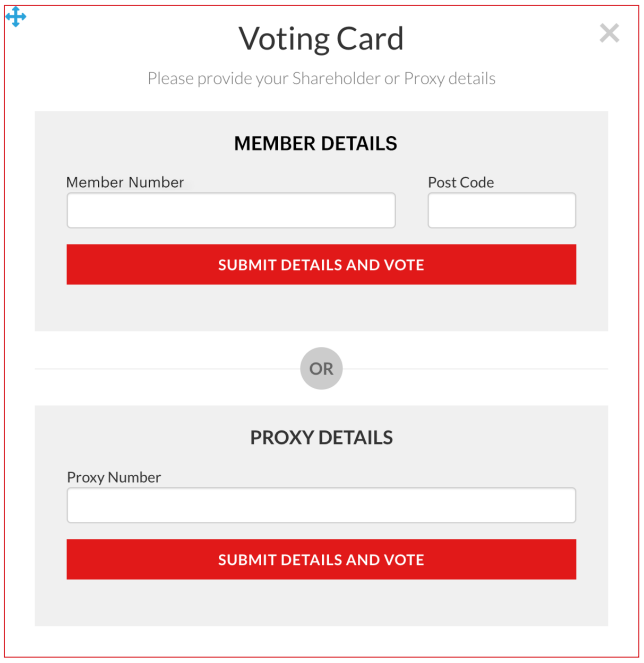


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4. Get a voting card

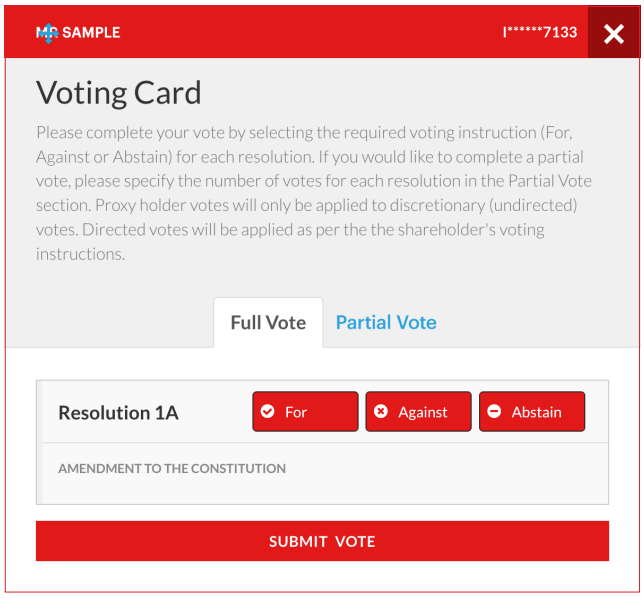
If you have logged in as a member, your voting card will appear with all of the resolutions to be voted on by Members at the Meeting (as set out in the Notice of Meeting). You may need to use the scroll bar on the right hand side of the voting card to view all resolutions.

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.

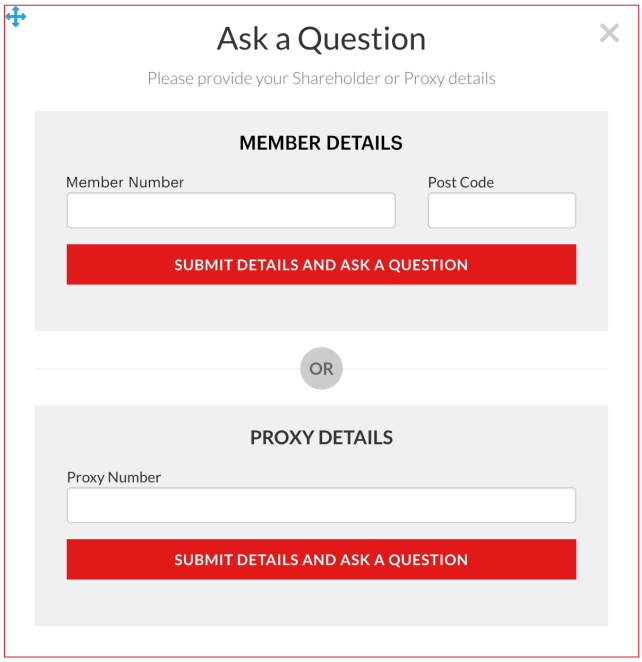
You can edit your voting card at any point while voting is open by clicking on **'Edit Card'**. This will reopen the voting card with any previous votes made.

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.



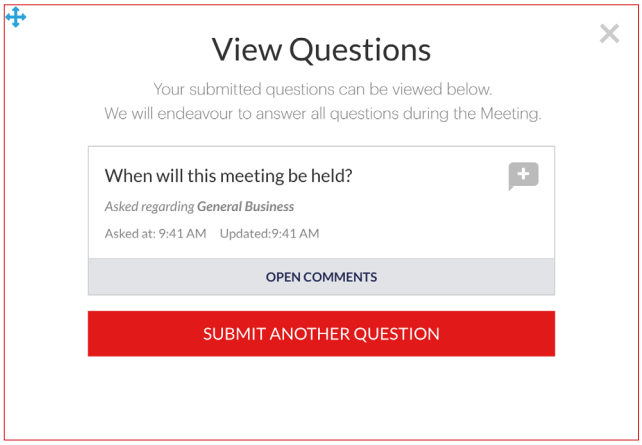
In the **'Regarding'** section click on the drop down arrow and select the category/resolution for your question.

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, the company will do their best to address all questions.



6. Downloads

View relevant documentation in the Downloads section.

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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.

Once voting has been closed all submitted voting cards cannot be changed.

Phone Participation

What you will need

a) Land line or mobile phone

b) The name of your holding/s

c) To obtain your unique PIN, please contact MUFG Market Services on +61 1800 990 363.

Joining the Meeting via Phone

Step 1

From your land line or mobile device, call: +61 1800 497 144 or +61 2 9189 1123.

Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the Meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be asked to enter your **PIN** followed by the hash key. This will verify you as a holder and allow you to ask a question and vote on the resolutions at the Meeting.

Step 3

You will be greeted by a moderator. Once the moderator has verified your details you will then be placed into a waiting room and will hear music playing.

Note, If your holding cannot be verified by the moderator, you will attend the Meeting as a visitor and will not be able to vote or ask a question.

Step 4

At the commencement of the Meeting, you will be admitted to the Meeting where you will be able to listen to proceedings.

Asking a Question

Step 1

When the Chairman calls for questions on each resolution, you will be asked to **press *1** on your keypad should you wish to raise your hand to ask a question.

Step 2

The moderator will ask you what item of business your question relates to. Let the moderator know if your question relates to General Business or the Resolution number.

Your question will be taken over the phone by the moderator, and will then be put into the online queue.

You will also be asked if you have any additional questions.

Step 3

When it is your time to ask your question, you will hear an auto prompt that your line has been unmuted and you can then start speaking.

Note, if at any time you no longer wish to ask your question, you can lower your hand by **pressing *1** on your key pad. If you also joined the Meeting online, we ask that you mute your laptop or desktop device while you ask your question.

Step 4

Your line will be muted once your question has been answered.

Lodging Your Vote

Voting will be conducted at the conclusion of the Meeting, using your key pad. The moderator will provide instructions on how to vote.

Step 1

The moderator will read out the resolution and provide the following instructions:

To vote FOR, press *22. To vote AGAINST, press *23 To ABSTAIN, press *24

You will be asked to vote immediately.

If you haven't lodged your vote within 10 seconds, the moderator will let you know you have not voted as yet, and you will be asked to submit your vote as voting will be closing imminently.

Once voting has closed for the first resolution, the moderator will announce that voting on that resolution is now closed.

Step 2

The moderator will announce that voting has closed and will advise where results will be available.

Contact us

Australia
T +61 1800 990 363