



27 October 2020

## **Redflow Limited Annual General Meeting**

In line with temporary amendments to the *Corporations Act 2001* (Cth) by the *Corporations (Coronavirus Economic Response) Determination (No.3) 2020 (Determination)* and current regulatory guidance, the Annual General Meeting (AGM) of Redflow Limited will be held **virtually** on Thursday, 26<sup>th</sup> November 2020 starting at 10:00am (Brisbane time). There will not be a physical venue for shareholders to attend.

In accordance with the Determination, the Notice of Meeting will be available to view and download at <https://redflow.com/investors/asx-announcements/>. Redflow will not be mailing hard copies of the Notice of Meeting to shareholders.

The AGM is an important part of Redflow's overall approach to governance and your ability to participate is important to us. The AGM will be held virtually (online) via an online platform accessible at <https://agmlive.link/RFX20>. Shareholders will be able to view and listen to proceedings, ask questions via a live text facility and vote using a computer or mobile device. Participation details are set out below and further details are set out in the Notice of Meeting and at <https://redflow.com/investors/asx-announcements/>.

As a consequence of the Determination, Redflow has adopted the following approach for the AGM:

1. The AGM will be held virtually (online) via an online platform, at <https://agmlive.link/RFX20>
2. We encourage all shareholders and proxyholders to participate in the AGM virtually via the online platform at <https://agmlive.link/RFX20>. To do this shareholders and proxy holders will need a desktop or mobile tablet device with internet access to log onto the online platform on the morning of the AGM and provide their details (including their Shareholders Reference Number (SRN) or Holder Identification Number (HIN) as applicable) to be verified as a shareholder or proxyholder.
3. Shareholders and proxyholders will be able to log in to the online platform at least 15 minutes prior to the scheduled start time for the AGM using the instructions set out in the Notice of Meeting and the Virtual Meeting Online Guide 2020 (which is available on the Redflow's website at <https://redflow.com/investors/asx-announcements/>). We recommend logging in to our online platform at least 15 minutes prior to the scheduled start time for the AGM
4. Once the AGM commences at 10:00am, shareholders and proxyholders will be able to listen to the Chairman of the meeting talking live and in real time.
5. Each resolution considered at the AGM will be decided on a poll, such that every Shareholder has one vote for every share registered in their name as at 7pm (AEDT) on 24<sup>th</sup> November 2020.

### **Voting by proxy**

If you are unable to attend the AGM, we encourage you to appoint a person who will attend as your proxy and exercise your right to vote your shares. That person may be the Chair of the meeting. Proxies must be received by 10:00 am (Brisbane time) on 24<sup>th</sup> November 2020 to be valid.

Even if you plan to attend the AGM virtually, you are encouraged to submit a directed proxy in advance of the AGM so that your votes can still be counted if for any reason you cannot attend (for example, if there is an issue with your internet connection on the day of the AGM).

You can lodge your proxy electronically by recording the proxy appointment and voting instructions via the Company's share registry at [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au). To submit your proxy online you will need your SRN/HIN and postcode. You may also lodge your signed proxy by mail or fax in accordance with the instructions set out in the Notice of Meeting.

**Questions from shareholders**

Shareholders will have a reasonable opportunity to ask questions at the AGM (including an opportunity to ask questions of the auditor) via a live text facility.

Shareholders who are unable to attend the AGM, or who prefer to register questions in advance, are invited to submit questions online at [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au). The Chair will endeavour, during the course of the AGM, to address the themes most frequently raised in the submitted question forms. Please note that individual responses will not be sent to shareholders.

You may also submit written questions to the auditor if the questions are relevant to the content of the auditor's report or the conduct of the audit of the financial statements to be considered at the AGM.

For a detailed overview of Redflow's performance and operations for the year ended 30 June 2020, you are encouraged to read the 2020 Annual Report, which is available at <https://redflow.com/investors/asx-announcements/>.

Redflow appreciates Shareholders understanding at this time and looks forward to speaking with Shareholders at the AGM.

This announcement had been authorised for release to the ASX by the Board.

# Virtual Meeting Online Guide

## Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: **[whatismybrowser.com](http://whatismybrowser.com)**

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Supported browsers are:

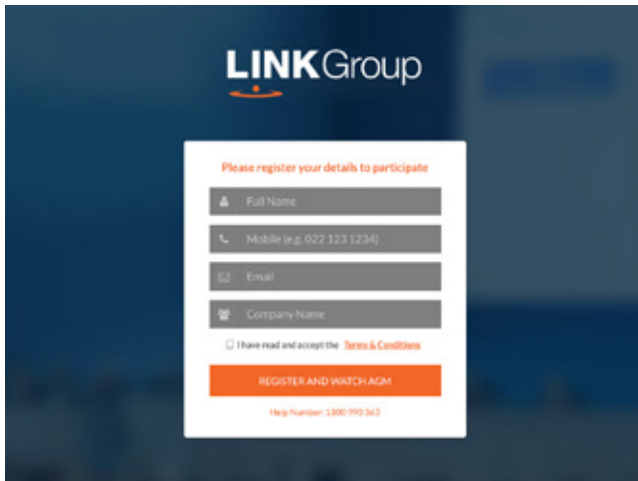
- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 & OS X v10.10 and after
- Internet Explorer 9 and up

**To attend and vote you must have your securityholder number and postcode.**

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

**Please make sure you have this information before proceeding.**

# Virtual Meeting Online Guide



## Step 1

Open your web browser and go to <https://agmlive.link/RFX20> and select the relevant meeting.

## Step 2

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

Please read and accept the terms and conditions before clicking on the blue **'Register and Watch Meeting'** button.

- On the left – a live video webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – buttons for 'Get a Voting Card', 'Ask a Question' and a list of company documents to download

**Note:** If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

## 1. Get a Voting Card

To register to vote – click on the 'Get a Voting Card' button.

This will bring up a box which looks like this.

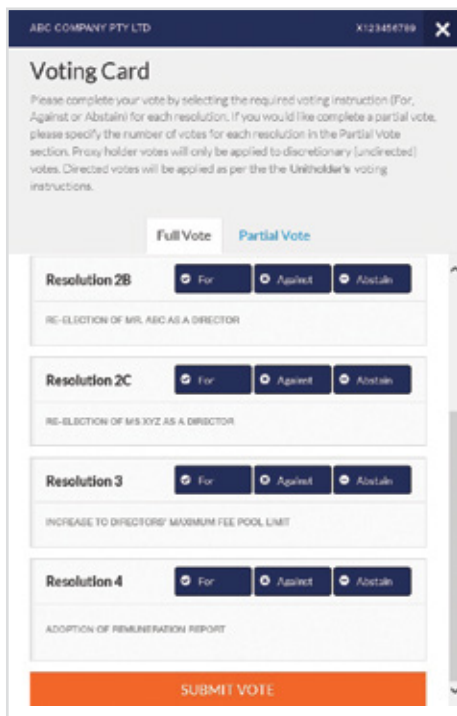
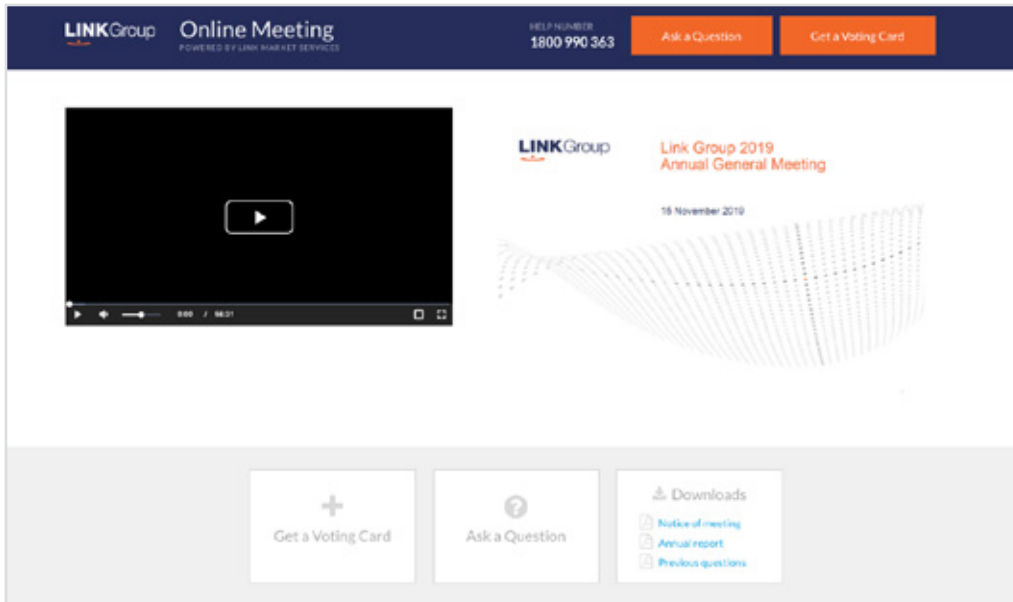
A screenshot of the "Voting Card" registration form. The form is titled "Voting Card" and includes a sub-header "Please provide your Shareholder or Proxy details". It is divided into two sections: "SHAREHOLDER DETAILS" and "PROXY DETAILS". The "SHAREHOLDER DETAILS" section has fields for "Shareholder Number" and "Post Code", with a note "Outside Australia" and an orange button "SUBMIT DETAILS AND VOTE". The "PROXY DETAILS" section has a field for "Proxy Number" and an orange button "SUBMIT DETAILS AND VOTE". A "OR" separator is located between the two sections.

If you are an individual or joint securityholder you will need to register and provide validation by entering your securityholder number and postcode.

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.

Once you have registered, your voting card will appear with all of the resolutions to be voted on by securityholders 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.

Securityholders and proxies can either submit a Full Vote or Partial Vote.



## Full Votes

To submit a full vote on a resolution ensure you are in the **'Full Vote'** tab. 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. You can enter the number of votes (for any or all) resolution/s. The total amount of votes that you are entitled to vote for will be listed under each resolution. When you enter the number of votes it will automatically tally how many votes you have left.

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

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

**Note:** You can close your voting card 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 voting card. 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.

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

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time. Please make any changes and submit your voting cards.

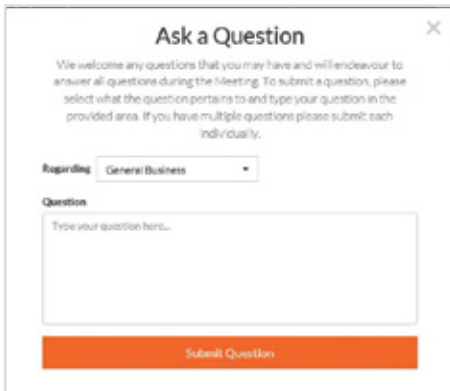
## 2. How to ask a question

**Note:** Only securityholders are eligible to ask questions.

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

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



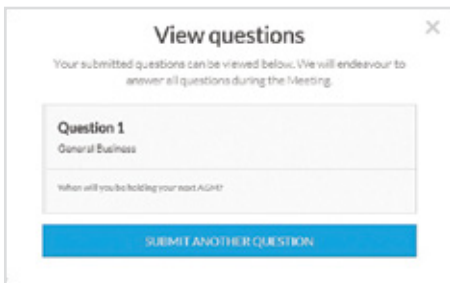
In the '**Regarding**' section click on the drop down arrow and select the category/resolution for your question.

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 submit 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.



## 3. Downloads

View relevant documentation in the Downloads section.

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## Voting closing

Voting will end 5 minutes after the close of the Meeting.

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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.

At the close of the meeting any votes you have placed will automatically be submitted.

## Contact us

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