

FURTHER INFORMATION ON API 2022 AGM

Virtual Meeting Information

1. The AGM will be facilitated as a hybrid meeting – allowing both in person and virtual attendance.
2. Members will be provided with an ability to attend the AGM virtually using LUMI Global Conference Services, with a link to be uploaded to the API's website and sent to Members upon registration of their virtual attendance.
3. Members will be provided with instructions on how to join the meeting, and meeting etiquette closer to the date of the AGM.
4. Members attending the AGM virtually should ensure they have an operational camera and microphone to enable full participation in the meeting.
5. Members attending the AGM virtually are encouraged to log on to LUMI Global Conference Services with sufficient time to resolve any issues so that the Member can participate fully in the meeting.
6. If any Member is unable to connect to the AGM through LUMI Global Conference Services, please call the API office on 1800 111 274.

Virtual Voting Information (Election of Directors)

7. Voting for the election of Directors will occur electronically prior to the AGM, with results of the votes to be announced at the AGM. Votes will not be accepted at the AGM for the election of Directors.
8. Voting for the election of Directors will open on **Friday, 6 May 2022** and will be facilitated by the electronic BigPulse system.
9. Voting Members will be provided with a link via email to access the electronic ballot and cast their votes for the election of Directors.
10. Each Voting Member will require an internet or data connection in order to cast their ballot via BigPulse.
11. Voting for the election of Directors will close at **11:59 PM AEST on Tuesday, 17 May 2022**, unless it is determined by the Chair that further voting is required to be conducted during the meeting.
12. A Voting Member's vote will be exercisable at the time of logging in to BigPulse and casting a vote.

Virtual Voting Information (Motions)

13. Voting for the Motions will occur electronically both prior to the AGM and during the AGM. If results are not available prior to the end of the meeting, they will be published on the API website and communicated to member as soon as practicable following the meeting.
14. Voting on the Motions will open on **Friday, 6 May 2022** and will be facilitated by LUMI Global Conference Services.
15. Voting Members will be provided with a link via email to access the electronic ballot and cast their votes for the Motions.
16. Each Voting Member will require an internet or data connection in order to cast their ballot via LUMI Global Conference Services.

17. Voting for the Motions will close 15 minutes after the opening of the AGM, scheduled for **4:15 PM AEST, Wednesday, 25 May 2022**, unless it is determined by the Chair that further voting is required to be conducted during the meeting.
18. A Member who votes prior to the AGM will not be permitted to vote again at the AGM.

Proxies

19. If a Member, or a Member's nominated representative, is unable to attend the AGM and therefore requires a proxy, the Member is required to complete a Proxy Form, which is made available on the API website.
20. The Proxy Form must name the person to whom the proxy is provided but if no name is specified then the proxy will be delegated to the Chair of the AGM.
21. If a Member submits a proxy and then attends the meeting, the proxy will not be permitted to vote on that Member's behalf.
22. The Proxy Form specifies that a proxy, to be effective, must be lodged no less than 48 hours before the AGM. Members are asked to lodge their proxy form with the Company Secretary by **4:00 PM AEST, on Monday 23 May 2022**. This is in accordance with section 8.15(a)(ii) of the API Constitution.