



**Australian Property Institute Limited
Notice of Annual General Meeting 2024**

**Notice is hereby given that the
2024 Annual General Meeting of the
Australian Property Institute Limited (ACN 608 309 128)**

will be held at the Australian Property Institute Head Office,
Level 3 – 60 York Street Sydney, NSW 2000 and
via LUMI Global Conference Services
on

Wednesday 29 May 2024
at
5.30pm.

with electronic voting to be conducted as follows:

Voting for Election of Directors and on Motions
Voting will be conducted via the LUMI Global Conference Services platform Meeting link: https://web.lumiconnect.com/329620434 Meeting ID: 329-620-434
Voting will open: Monday 13 May 2024 at 9am
Voting will close: Wednesday 22 May 2024 at 11:59pm

Items of Business

The purpose of the AGM is to consider the following business:

1. Minutes of previous AGM

To adopt the Minutes of the Annual General Meeting held on **Wednesday, 31 May 2023**
via Microsoft Teams.

The minutes of the 2023 Annual General Meeting will be made available on the website at www.api.org.au.

2. API Reports

To receive and consider the:

- (a) Annual Report in respect of API Ltd and its controlled entities;
- (b) Auditor's Report; and
- (c) Financial Report,

for the 12-month period ended 31 December 2023.

Australian Property Institute Limited's Annual Report will be published on the website at www.api.org.au.

3. Election of Directors

To announce the results of the election of Directors.

Voting Methodology

As there are more nominations than vacant positions to be filled for this year's director nominations, the election is to be conducted in accordance with clause 9.3 of API's Constitution. Meaning, the election is to be held via a ballot (electronically).

*The **four** nominees who receive the highest number of votes will be elected to fill the four vacant positions. Practically, this means it is a 'first past the post' method. If any of the nominees are ranked in the top four, by number of votes, but are subsequently disqualified by reason of clause 8.1, meaning their election will result in three directors residing in the same State, they will be excluded and replaced with the nominee who receives the next highest number of votes.*

There is no need to re-conduct the ballot and exclude that person from the election. This same method will be applied until there are four nominees that are not excluded by clause 8.1. We confirm there is no preferential voting.

4. Resolutions

To announce the results of the following motions set out in the attached Notice of Motions:

Motion 1 (ordinary resolution): That the Australian Property Institute Limited agree to appoint PKF as the Auditor.

Motion 2: (ordinary resolution): That the Australian Property Institute Limited agree that the annual Board remuneration pool be set at \$350,000 from 1 July 2024.

Motion 3: (ordinary resolution): That the Australian Property Institute Limited agree that the annual Board remuneration pool will increase by the Wage Price Index on 1 July of each year, commencing on and from 1 July 2025 if Motion 2 is passed or otherwise commencing from 1 July 2024 if Motion 2 does not pass.

Motion 4 (ordinary resolution): That the Australian Property Institute Limited and its Directors do all things necessary to give effect to the above resolutions following the passing of the resolution.

5. Other Eligible Business

To deal with any other business which is brought forward in conformity with Australian Property Institute Limited's Constitution.

By order of the Board.



Bradley Baker
Company Secretary
Australian Property Institute Limited

Attachments:

Further Information on AGM

List of Nominations for Directors

Notice of Motions
