# **ASX Announcement**

28 October 2020

**ASX: MKR** 



# **Virtual Annual General Meeting**

# Frequently asked questions, shareholder question form and online meeting guide

Please find attached, in relation to the 2020 annual general meeting for Manuka Resources Limited, frequently asked questions, shareholder question form and the online meeting guide.

The documents are available for you to view and download on the Manuka website at <a href="https://www.manukaresources.com.au/site/agm">https://www.manukaresources.com.au/site/agm</a>, where you can also find instructions on how to attend the virtual meeting and how to lodge a proxy vote online with the Company's share registry.

The annual general meeting is being held at 12.30pm (Sydney time) on Wednesday 25 November 2020.

This announcement has been approved for release by Dennis Wilkins, Joint Company Secretary of Manuka Resources Limited.



# Manuka Resources Limited AGM

# **Frequently Asked Questions**

# 1. If restrictions on physical gatherings are lifted, can I attend the AGM in person?

No, all Shareholders and Proxyholders who wish to participate in the AGM must do so virtually via the online portal.

### 2. What do I need to do before the day of the AGM?

If you wish to participate in the AGM, please read the Online Meeting Guide (**Guide**) in advance. A copy of the Guide is attached.

Prior to the AGM, please check that you have a desktop or mobile/tablet device with internet access.

Please check your login at <u>investor.automic.com.au</u> or click 'register' if you haven't already created an account.

#### 3. How do I register for the AGM?

In order to access the Automic online platform, you must log into <u>investor.automic.com.au</u> with your username and password or click 'register' if you haven't already created an account. For further details please refer to the Guide.

# 4. I can't log into the online portal. What do I do?

Please call the following numbers:

- For your log in credentials: Automic on 1300 288 664 or +61 2 9698 5414
- For general enquiries and Online Portal enquiries: The Company on +61 (0)412 268 114.

#### 5. What if I am disconnected from the online portal during the AGM?

You can log back into the online portal using the steps outlined in the Guide.

Alternatively, please call the enquiry telephone numbers set out above.

#### 6. I don't have a (reliable) internet connection – what are my options?

You will need to have a reliable internet connection to participate in the AGM via the online portal.

If you do not have an internet connection, or are concerned about its reliability, we encourage you to submit your online vote or proxy appointment, as well as any questions you would like to ask, prior to the AGM

Further details on how you can do this, including relevant deadlines, are set out in the relevant questions below/above.

#### 7. Can I participate in the AGM by telephone?

No. The only way to participate is via the online portal.



#### 8. Can I vote prior to the AGM?

No.

# 9. Can I vote during to the AGM?

Yes, you can vote during the AGM via the online portal.

Once you have logged into the online portal and voting has opened simply select your voting direction from the options shown on screen. The Chair will enable voting at the beginning of the meeting.

For detailed instructions, please refer to the Guide.

## 10. Can I appoint a proxy to vote for me?

You can appoint a proxy to vote on your behalf but must do so prior to the AGM. You can appoint a proxy either online or in writing using the Proxy Form. Refer to the Proxy Form for more detailed instructions.

To be effective, proxy appointments must be received by **12:30pm (Sydney time) on 23 November 2020**.

### 11. Can I ask guestions prior to the AGM?

Yes. You can ask questions prior to the AGM by completing the Shareholder Question Form and submitting it to admin@manukaresources.com.au prior to 12.30pm (AEST) on 24 November 2020.

# 12. Can I ask questions during to the AGM?

Yes, you can ask questions during the AGM via the online portal. Once you are logged into the online portal, you can access the meeting video/audio by selecting the meeting URL. Once you have the meeting open, there will be a Q&A link at the bottom of your screen.

Please ensure that questions are stated clearly and are relevant to the business of the Meeting, including matters arising from the Annual Report and general questions about the performance, business or management of the Company.

If you have more than one question on an item, all questions should be asked at one time.

You should not ask questions at the Meeting regarding personal matters or those that are commercial in confidence.

#### 13. Can others see me if I participate in the AGM via the online portal?

No.

# 14. What if I lose connection with the online portal and miss my opportunity to ask a question or vote?

You will need to be logged in to the online portal in order to ask questions and vote at the AGM. If you lose connection with the online portal you may miss your opportunity to vote or ask a question.

### 15. When will voting be closed?

Online voting will remain open for 10 minutes after the close of the meeting.



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JESTION FORM	All correspondence to:					
Full Name(s) of Registered Holding	BY MAIL  Manuka Resources Limited  'Grafton Bond Building' Level 4  201-217 Kent Street  SYDNEY NSW 2000					
	BY EMAIL admin@manukaresources.com.au					
Account Designation (if applicable)	BY HAND  Manuka Resources Limited 'Grafton Bond Building' Level 4 201-217 Kent Street SYDNEY NSW 2000					
Registered Address	ALL ENQUIRIES TO					
	Telephone: +61 (0)412 268 114					
Postcode						
Shareholder Reference Number (SRN)	Holder Identification Number (HIN)					
I O	X					
R						
This question form must be returned by 24 November 2020.  During the course of the meeting, the Chair will endeavour to address However, there may not be sufficient time available to address all question relates to the most appropriate resolution.  My question relates to (please CIRCLE the most appropriate resolution).  ANNUAL FINANCIAL REPORT	uestions raised.					
2. REMUNERATION REPORT  3. RE-ELECTION OF DIRECTORS						

# Virtual Meeting Registration and Voting

# **REGISTRATION**

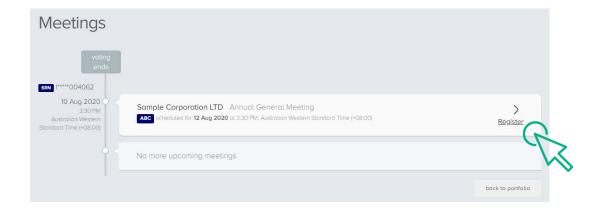
- Go to: <a href="https://investor.automic.com.au/#/home">https://investor.automic.com.au/#/home</a>.
- Log in using your existing username and password or click on "register" and follow the on-screen prompts to create your login credentials.



• Once logged in you will see that the meeting is open for registration. Click on "view".

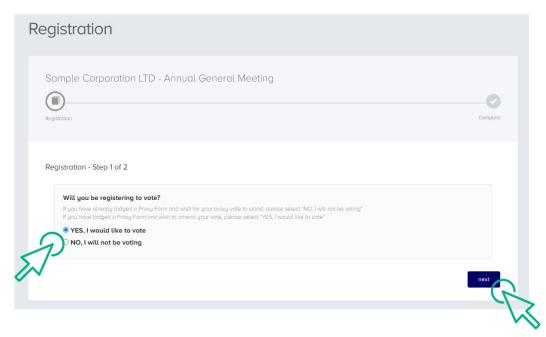


Click on "register" to register your attendance for the meeting.

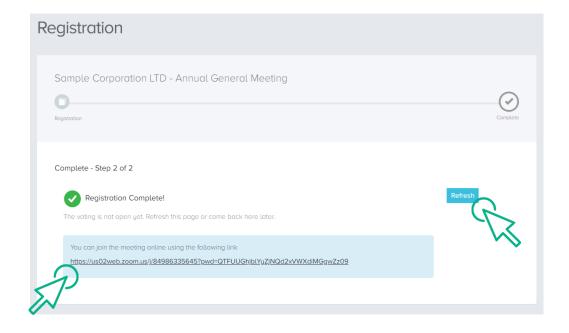


#### REGISTRATION

• Select "yes, I would like to vote" and then click "next".

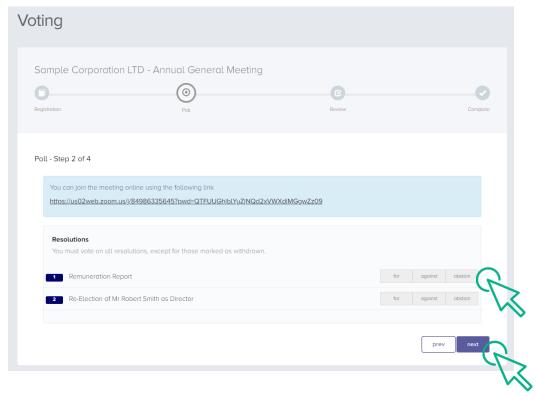


- You will be placed on a holding page until voting opens for the meeting.
   From here you can access the meeting video/audio by selecting the meeting URL.
- Once the Chair of the Meeting declares voting open, you should select "refresh".

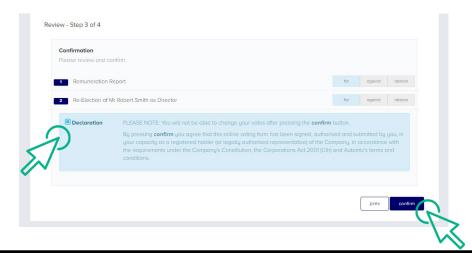


#### **VOTING**

- The next screen will display the resolutions to be put to the meeting.
- The Chair of the meeting will provide instructions on when to mark your vote.
- You record your vote by selecting either "for", "against" or "abstain" next to the appropriate resolution.
- Once voting has been declared closed you must select "next" to submit your vote.



- On the next screen, check your vote is correct and select the box next to "declaration" you cannot confirm your vote unless you select this box.
- Select "confirm" to confirm your vote you CANNOT amend your vote after pressing the "confirm" button.



# **VOTING COMPLETE**

Your vote is now lodged and is final.

