



# AUSTRALIAN WOOL INNOVATION LIMITED

ABN 12 095 165 558

## NOTICE OF ANNUAL GENERAL MEETING

### ANNUAL GENERAL MEETING 2020

To be held as a virtual meeting on Friday 20<sup>th</sup> November 2020 – 10am (AEDT)

9.00am - Registration commences

### PARTICIPATING IN A VIRTUAL AGM

In response to Government restrictions and the potential health risks arising from COVID-19, the 2020 Annual General Meeting (AGM) will be held virtually this year. This is designed to protect our people, shareholders and the community. Your participation in the AGM is important to us.

#### Online participation

You can attend and view the meeting, make comments, ask questions, and vote (if applicable) in real time at the AGM using the following method from your computer or mobile device, by entering the following URL address in your web browser: <https://agmlive.link/AWI20>.

To participate online you will need your security holder number and postcode. Shareholders should register online at least 30 minutes before the meeting. Further information on how to attend and participate online is set out in the online guide appended to this Notice. It is also available at [wool.com/agm](http://wool.com/agm).

#### Telephone participation

To participate via telephone please dial 1800 572 288. Shareholders participating via telephone will be able ask questions during the meeting. You will require your unique PIN, found on your proxy form, for verification purposes. For shareholders outside Australia, please dial +61 1800 572 288. It should be noted that telephone participants are not able to speak directly at the meeting, and any questions from them will be delivered by AWI's moderator as has been done in recent years.

#### How to appoint a proxy to attend and participate in the AGM on your behalf

Shareholders may also appoint a proxy to attend and participate on their behalf by going to Link Market Services website [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au). **Proxy appointments must be received by 10:00am (AEDT) by Wednesday 18th November 2020.**

## LETTER FROM THE AWI CHAIRMAN

Dear Shareholder

On behalf of the Board of Directors, I invite you to attend the 2020 Annual General Meeting (AGM) of AWI to be held virtually on Friday, 20 November 2020 at 10:00am AEDT.

In light of the restrictions applicable due to the impacts of the COVID-19 pandemic, including the restrictions on physical gatherings, we will be managing our AGM very differently this year. The health and safety of our shareholders and our employees is our first priority.

The AGM provides shareholders with an opportunity to receive an update on AWI's performance during the year, to ask questions of the Board and Management as well as AWI's Auditor and to vote on any items of business before the AGM. There are no directors who retire, or nominees for positions on the Board to be elected, at this meeting.

The details of how we will be managing our AGM are outlined below. We consider these measures essential for safety, whilst enabling us to facilitate shareholder participation:

- Our AGM is being held virtually this year, in line with temporary modifications to the Corporations Act and current regulatory guidance;
- We encourage all Shareholders and proxyholders to participate in the AGM virtually via the online platform at <https://agmlive.link/AWI20>. To do this you will need a desktop or mobile / tablet device with internet access, or otherwise you can attend by telephone. When you log onto the AGM platform, you will need to provide your details (including SRN) to be verified as a shareholder or proxyholder. Following this, you will be given details as to how to participate and ask questions during the AGM;
- Shareholders and proxyholders will have the ability to ask questions during the AGM via the online platform, and to hear the discussion, subject to the connectivity of your device.

A detailed guide on how to participate virtually is set out in the virtual Annual General Meeting Online Guide enclosed. This Guide explains how you ensure your browser is compatible with the online platform, as well as a step-by-step guide to successfully log in and navigate the site.

This Guide is also available on the AWI website at <https://www.wool.com/AGM>.

I look forward to your participation at the AGM and we thank you for your continued support.

Yours sincerely



Colette Garnsey  
Chairman

# NOTICE OF ANNUAL GENERAL MEETING

Notice is given that the Annual General Meeting of the Company will be held on Friday 20th November 2020, commencing at 10am Australian Eastern Daylight Time as a virtual event with all attendees participating remotely.

9am – Registration commences.

The Explanatory Notes form part of this Notice of Meeting and contain background information on the item of business set out below.

## AGENDA

### Ordinary business to be transacted:

#### 1. Consideration of the Reports

To receive and discuss the Financial Report of the Company, the Directors' Report and the Auditors' Report, for the financial year ended 30 June 2020.

As authorised by the Board of Directors



Jim Story  
Company Secretary  
Australian Wool Innovation Limited  
October 2020

## EXPLANATORY NOTES – ORDINARY BUSINESS

### ITEM 1 – CONSIDERATION OF THE REPORTS

The 2019/20 Annual Report, which contains the Financial Reports for the year ended 30 June 2020, is available on the Company's website at [www.wool.com/agm](http://www.wool.com/agm). Each shareholder who has requested it should have received a hard copy of the Annual Report.

Following the consideration of the Financial Reports, the Chairman will give shareholders a reasonable opportunity to ask questions about or comment on the management of the Company. The Chairman will also give shareholders a reasonable opportunity to ask the Auditor questions relevant to:

- the conduct of the audit;
- the preparation and content of the Independent Audit Report;
- the accounting policies adopted by the Company in relation to the preparation of the financial statements; and
- the independence of the Auditor in relation to the conduct of the audit.

## **VOTING AND PARTICIPATION**

There are no voting items on the Agenda for this Annual General Meeting.

Individual shareholders may attend online in person or by proxy or attorney. A corporate shareholder may attend by proxy or through a body corporate representative. All duly appointed proxies, attorneys and body corporate representatives attending on line will have the right to speak at the meeting on behalf of the shareholder they represent.

For the purposes of the meeting, shares in the Company are deemed to be held by those shareholders who held shares at 5pm Australian Eastern Daylight Time on Friday 2nd October 2020 as recorded in the Company's share register.

## **POWER OF ATTORNEY**

A shareholder intending to appoint an attorney to participate at the meeting, or whose proxy appointment is signed by an attorney, must lodge the power of attorney (or a certified copy of it) with the Company's Share Registry, Link Market Services Limited, by 10am Wednesday 18th November 2020, Australian Eastern Daylight Time.

## **PARTICIPATING ON BEHALF OF A COMPANY**

A shareholder that is a corporation intending to participate at the meeting by a corporate representative and not by way of proxy must lodge the properly executed authority from the company in favour of the person attending with the Company's Share Registry, Link Market Services Limited, by 10am Wednesday 18th November 2020, Australian Eastern Daylight Time.

## **PROXIES**

Please note that:

- (a) A shareholder of the Company entitled to attend and vote at the Annual General Meeting has the right to appoint a proxy;
- (b) A proxy need not be a shareholder of the Company; and
- (c) A shareholder who is entitled to cast two or more votes may appoint two proxies and may specify the proportion of number of votes each proxy is to exercise.

If a shareholder appoints two proxies and the appointment does not specify the proportion or number of the shareholder's votes, each proxy may exercise half of the votes for any resolution validly proposed during the AGM.

A Form of Proxy accompanies this Notice of Annual General Meeting. For the appointment of a proxy to be effective for the Annual General Meeting, the following documents must be received by Link Market Services Limited at least 48 hours before the meeting (ie - no later than 10am Australian Eastern Daylight Time on Wednesday 18th November 2020):

- (i) The Form of Proxy properly completed and signed; and
- (ii) If the Form of Proxy is signed by the appointor's attorney, the authority under which the Form of Proxy was signed or a certified copy of the authority.

Documents may be sent to Link Market Services by post (using the reply-paid envelope enclosed), fax to (02) 9287 0309 or by delivery to its offices at Level 12, 680 George Street, Sydney, New South Wales 2000.

Shareholders may alternatively submit their proxy appointment forms electronically via the Share Registry website ([www.linkmarketservices.com.au](http://www.linkmarketservices.com.au)) in accordance with the instructions given there (you will be taken to have signed your Form of Proxy if you lodge it in accordance with the instructions given on the website) by 10am on Wednesday 18th November 2020, Australian Eastern Daylight Time.

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**AUSTRALIAN WOOL INNOVATION LIMITED**

**Registered office**

Level 6  
68 Harrington Street  
Sydney NSW 2000

**Postal address**

GPO Box 4177  
Sydney NSW 2001

Tel +61 2 8295 3100

Website: [www.wool.com](http://www.wool.com)

Email: [info@wool.com](mailto:info@wool.com)

Helpline: 1800 070 099 (free call within Australia)

**Share Registry**

Link Market Services Limited

1800 113 373 (free call within Australia)

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# Virtual Meeting Online Guide

# Online Meeting User Guide

## Before you begin

Ensure your browser is compatible. You can easily check your current browser by going to the website: [whatismybrowser.com](http://whatismybrowser.com)

Supported browsers are:

- Chrome – Version 44 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 “Mavericks” & OS X v10.10 “Yosemite” and after
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported)

The meeting is viewable from desktops, laptops and tablets. To view the meeting and ask questions you must have your shareholder number.

## Step 1

Open your web browser and go to <https://agmlive.link/AW120>

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.

**LINK Group**  
Welcome to the Link 2020 Demo  
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

I have read and accept the [Terms & Conditions](#)

CONTINUE

Help Number: 1800 990 363

## Step 2

Select your ‘Registration Type’ from the drop-down box by choosing – Shareholder, Proxy or Guest.

**LINK Group**  
Welcome to the Link 2020 Demo  
Please register your details to participate

YOUR DETAILS VOTING DETAILS

Registration Type

Please select  
Shareholder  
Proxy  
Guest

BACK REGISTER

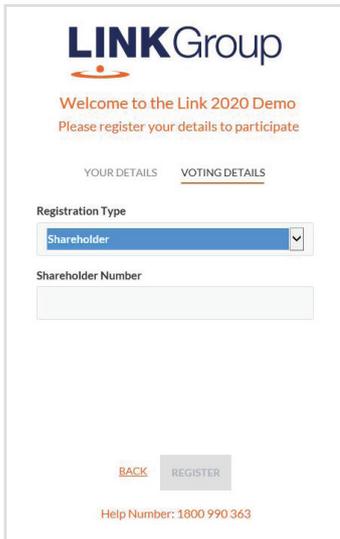
Help Number: 1800 990 363

## Step 3

### Shareholder

At **'Registration Type'** select **'Shareholder'** from the drop-down box. Enter Shareholder number code.

Click the **'Register'** button.

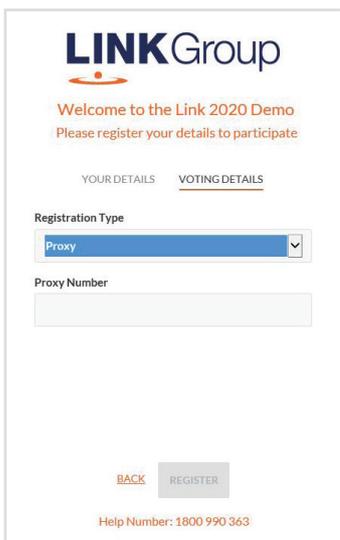


The screenshot shows the LINK Group registration page. At the top, it says "LINK Group" and "Welcome to the Link 2020 Demo Please register your details to participate". Below this, there are two tabs: "YOUR DETAILS" and "VOTING DETAILS". Under "YOUR DETAILS", there is a "Registration Type" dropdown menu with "Shareholder" selected, and a "Shareholder Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" link.

### Proxyholder

At **'Registration Type'** select **'Proxy'** from the drop-down box.

Click the **'Register'** button.

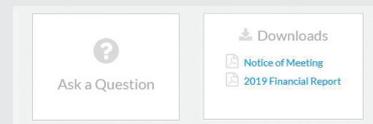


The screenshot shows the LINK Group registration page. At the top, it says "LINK Group" and "Welcome to the Link 2020 Demo Please register your details to participate". Below this, there are two tabs: "YOUR DETAILS" and "VOTING DETAILS". Under "YOUR DETAILS", there is a "Registration Type" dropdown menu with "Proxy" selected, and a "Proxy Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1800 990 363" link.

## Navigating

At the bottom of the webpage under the webcast and presentation there are two boxes. Refer to each section below for operating instructions.

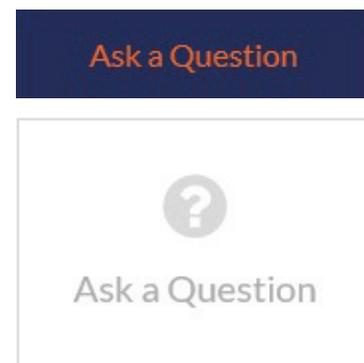
- 1 Ask a Question
- 2 Downloads



## 1. How to ask a question

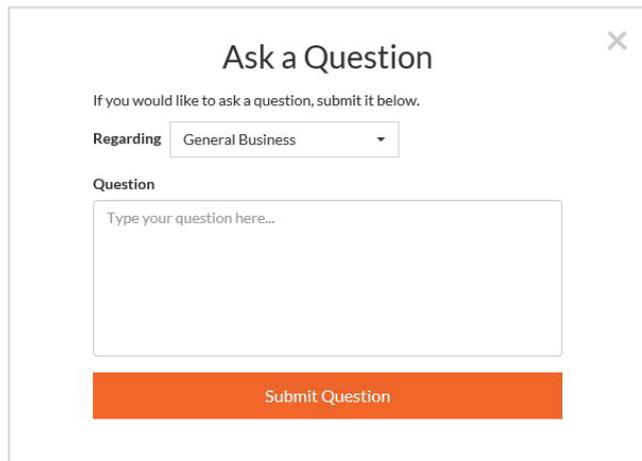
**Note:** Only shareholders are eligible to ask questions.

If you would like to ask a question, click on the **'Ask a Question'** box either at the top or bottom of the webpage.



# Online Meeting User Guide *continued*

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



The 'Ask a Question' dialog box features a title bar with a close button (X). Below the title, it says 'If you would like to ask a question, submit it below.' There is a 'Regarding' dropdown menu currently set to 'General Business'. Below that is a 'Question' section with a text input field containing the placeholder 'Type your question here...'. At the bottom of the dialog is a large orange button labeled 'Submit Question'.

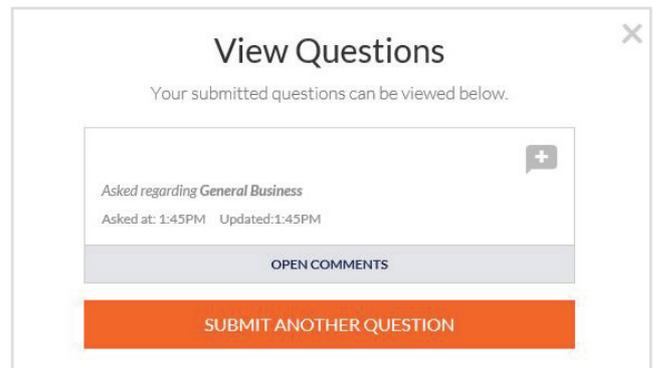
Select your question category if applicable and then click in the **'Question'** section and type your question.

When you are ready to submit your question – click the **'Submit Question'** button.

Once you have asked a question a **'View Questions'** box will appear.

At any point you can click on **'View Questions'** and see all the questions you have submitted. Only you can see the questions you have asked.

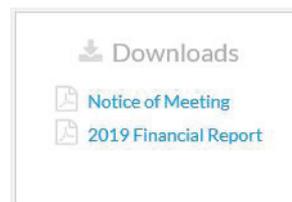
**Note:** You can submit your questions by this method 30 minutes before the meeting begins.



The 'View Questions' dialog box has a title bar with a close button (X). Below the title, it says 'Your submitted questions can be viewed below.' There is a list of questions, with one example shown: 'Asked regarding General Business', 'Asked at: 1:45PM', 'Updated:1:45PM'. To the right of the question text is a speech bubble icon with a plus sign. Below the question text is a grey button labeled 'OPEN COMMENTS'. At the bottom of the dialog is a large orange button labeled 'SUBMIT ANOTHER QUESTION'.

## 2. Downloads

If you would like to see relevant meeting documents you can do so here.



When you click on the link the file will open in another tab in your browser.

## Phone Participation

### What you will need

- a) Land line or mobile phone
- b) The name of your holding/s
- c) Your unique PIN.

This is printed on the front page of your proxy form. If you need to obtain your unique PIN, please contact Link Market Services on +61 1800 113 373

### Joining the Meeting via Phone

#### Step 1

From your land line or mobile device,  
call: +61 1800 572 288

#### 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 Australian Wool Innovation shareholder and allow you to ask a question.

#### Step 3

Once you have entered your **PIN**, you will be greeted by a moderator. Once the moderator has verified your details you will 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.

### Contact us

#### Australia

T 1300 554 474

E [info@linkmarketservices.com.au](mailto:info@linkmarketservices.com.au)

## Asking a Question

### Step 1

When the Chairman calls for questions, you will be asked to **press \*1** on your keypad should you wish 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 other.

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.

It should be noted that telephone participants are not able to speak directly at the meeting and any questions will be delivered by AWI's moderator.

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