



Online Meeting Voting Guide

Capricorn Society Limited AGM 2021

Online AGM starts

Friday, 29 October 2021
commencing at 8:00am AWST
(11:00am AEDT and 1:00pm NZDT)

Vero AGM voting is accessible on both desktop and mobile devices. Vero Voting will send you an invitation to attend the meeting via email.

To participate online you will need to:

- ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Safari, Firefox, and Edge;
- visit the unique meeting link on your desktop or mobile device; or
- login using the process below to review all documents and information about the AGM.

To ask questions:

- you can ask a question in writing prior to or during the AGM via the **Q&A** tab (refer overleaf for further instructions); or
- to speak at the meeting, please register to attend prior to the meeting so that Vero Voting can ensure you have Zoom access or phone dial-in.

Logging in

Click the link you receive in your email that will log you in directly.

How to Vote

STEP 1

Once logged in, click the Vote button.



STEP 2

Select the option to vote.
Once clicked, it automatically submits your vote.

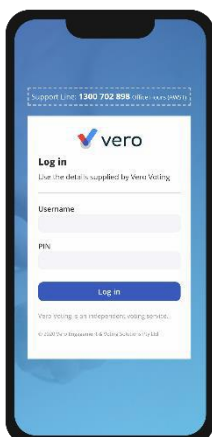
STEP 3

To change your vote while voting is open, click the "change" button.

Support

If you have any questions, or need assistance with the online process, please contact Vero Voting on 1300 702 898 between 8.30am—5.00pm Monday to Friday (Australian Western Standard Time) or email support@verovoting.com.au

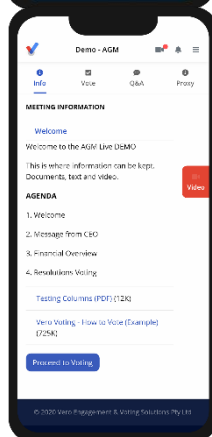
Using Vero AGM



1. Signing in (on your mobile or desktop computer)

- You will be provided with AGM information via email by Vero Voting.
- Use your unique link to access the online portal.
- Ensure your browser is compatible – Vero Voting supports the latest versions of Chrome, Firefox, Edge, and Safari.
- Register your attendance.

Note: If you misplace the information above, call 1300 702 898 for tech support.

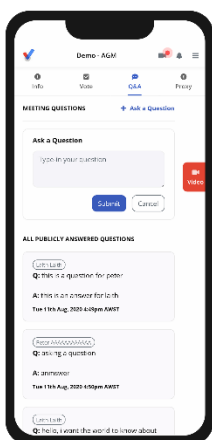


2. Attending and watching the meeting


- Make sure you have a good stable internet connection.
- If you are on a mobile or tablet select the **video** icon on the right side on the screen.
- Press unmute and play to start watching the AGM.
- You have the option to view full screen and adjust volume.

Recommended Browsers:

- > Desktop/Laptop: Chrome, Firefox, Edge, or Safari (latest versions)
- > Mobile iOS (12.2+): Safari Mobile
- > Mobile Android (6.0+): Chrome Mobile



3. Asking questions (Q&A)

- To ask a question **in writing prior to or during the meeting**, press the Q&A tab 
- Start typing your question in the box and when done, click Submit. Once sent, it will appear in the column with the icon "NEW".
- Once you have submitted your question, it will be flagged as one of the following statuses:

Approved

This status appears when your question will be answered below your question.

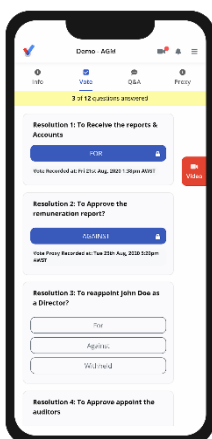
Answer after meeting

This status appears when your question will be answered after the meeting.

Support


This status appears if your question is regarding a support issue. Support personnel will reach out to answer your question.

- **To speak at the meeting, please register to attend prior to the meeting** so that Vero Voting can ensure you have Zoom access or phone dial-in.



4. Voting

- You can use your unique link to access the online portal to **cast your vote prior to the meeting**. You can also access the online portal by logging into the Capricorn shareholder portal (myCAP) and following the prompts.
- If you have chosen not to cast your vote prior to the start of the AGM, then **you can cast your vote during the meeting** from your screen:

- To vote, click on the Vote tab  to navigate to the voting page.
- Simply select your options to cast your vote for each question.
- To change your vote (only while it is open) click the "change" button.

For more assistance with the online processes, contact 1300 702 898 from Australia, +61 8 6500 0810 from New Zealand or email support@verovoting.com.au