

How to participate in the

Capricorn Society Ltd 2022 Annual General Meeting

A hybrid Annual General Meeting (AGM) of Capricorn Society Ltd (CSL) will be held on Wednesday 19 October 2022 at 8.00am AWST (11:00am AEDT and 1:00pm NZDT).

You can participate in the following ways:

Before the AGM

Access the Notice of Meeting

Access the Notice of Meeting by using the link provided to you in the email

Cast your vote

- If you have more than one shareholding, **we strongly encourage you to vote prior to the AGM.**
- If you cannot attend on the day, **we strongly encourage you to cast your vote online prior to the AGM.**

Appoint a proxy

- Follow the AGM voting link emailed to you or return the hard-copy Proxy Form.
- Your proxy will be sent a code via email no later than 24 hours prior to the AGM. This code is required to register to attend the AGM and vote by proxy.

For your vote or proxy appointment to be valid, it must be received by:
**5 pm (AWST)
Monday,
17 October
2022**

If you vote prior to the AGM, you can still attend virtually or in person in West Perth on the day!



Ask a question

If you want to put a question to our board in advance you can do so by emailing it to the AGM team at agm@capricorn.coop by midday on Monday 17 October 2022.

At the AGM

Vote Online



- Shareholders (including proxyholders and corporate representatives) can vote online through the online portal at any time from the commencement of the AGM until closure of voting as announced by the Chair.
- Once logged in, shareholders can access the voting screen by clicking on the Voting tab at the top of the screen.

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



Ask a question online

Shareholders (including proxyholders) can ask a question once logged in via the online portal.

Written questions

You can ask a question in writing prior to or during the AGM via the Q&A tab (refer overleaf for further instructions).

Audio questions

To speak at the meeting, please contact Vero Voting ASAP to arrange access to the virtual microphone. Vero Voting can be contacted by email (support@verovoting.com.au) or phone (1300 702 898 from Australia or +61 8 6500 0810 from New Zealand).

Shareholders will be able to listen to the AGM while waiting to ask their question.

We will do our best to answer as many questions as we can on the day.

To Participate

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.

After the AGM



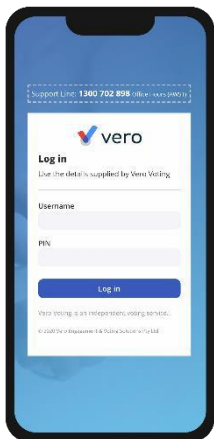
Watch Online

A recording of the virtual AGM will be available to view from our website after the conclusion of the AGM.

Refer to the instructions over the page for further details about attending via the online portal

If you require assistance 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

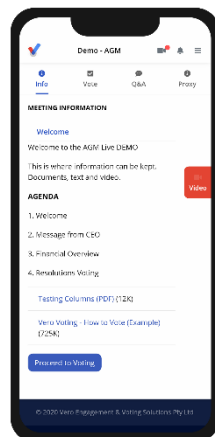
Using Vero AGM



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.

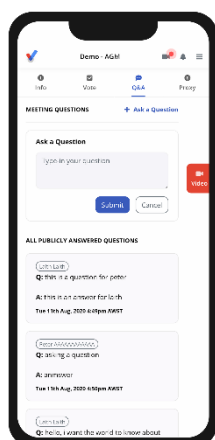


2. Attending and watching the meeting

- Make sure you have a good stable internet connection.
- 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.

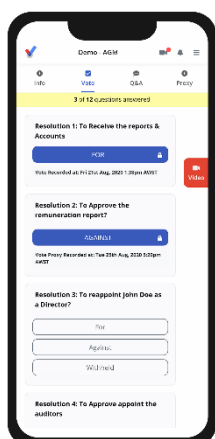
Support This status appears if your question is regarding a support issue. Support personnel will reach out to answer your question.

- **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 **Vote** 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