

2024 hybrid Annual General Meeting (AGM) Frequently Asked Questions

1. When is the Capricorn Society Limited (CSL) AGM?

CSL's AGM will be held on **Saturday, 26 October 2024, commencing at 8:00am AWST** (11:00am AEDT and 1:00pm NZDT). We encourage Members attending virtually to log in early to test their connection.

2. Can I attend in person or virtually?

The 2024 CSL AGM will be held as a 'hybrid' meeting, which means that it will be held both by the use of technology utilising Vero Voting, an online platform for hosting meetings, and at Capricorn's head office at Level 19, 141 St Georges Terrace, Perth, Western Australia.

All Members can now take advantage of the Capricorn Vote Now portal. Through the portal you can attend the meeting virtually, ask questions (either in advance or on the day) and if eligible, cast your vote directly (prior to or during the meeting).

To submit your vote, ask a question in writing, or to attend virtually, please go to the Capricorn Vote Now portal by:

1. clicking this link: cap.coop/AGM
2. Selecting the myCAP login button and login using your Shareholder login details; and
3. Selecting the AGM button displayed under the Shareholder Overview panel, which will take you to the Capricorn Vote Now portal.

3. Where do I find my Shareholder Number?

Your Shareholder number is listed in the top right corner of the email you received notifying you of the CSL 2024 AGM.

4. How do I reset my MyCAP Shareholder login password?

An instructional video is available to view from [Capricorn's public website](#). The video includes how to reset your shareholder login. You can also click on 'forgot your password' and follow the prompts.

5. How do I cast my vote virtually (either in advance or on the day)?

To submit your vote, ask a question in writing, or to attend virtually, please go to the Capricorn Vote Now portal by:

1. clicking this link: cap.coop/AGM
2. Selecting the myCAP login button and login using your ***Shareholder login details***.
3. Selecting the AGM button displayed under the Shareholder Overview panel on the left hand side, which will take you to the Capricorn Vote Now portal.
4. Click on the button "Proceed to Voting" located at the bottom right-hand corner of your screen to cast your vote.

An instructional video is available from [Capricorn's public website](#). The video gives a step by step guide to logging into the Capricorn Vote Now portal and accessing the voting page.

6. How will I vote or ask a question during or prior to the meeting?

If you want to put a question to our Board you can do so in advance by emailing it to the AGM team at agm@capricorn.coop by 5.00pm AWST on Wednesday, 23 October 2024. We will do our best to answer as many questions as we can on the day.

You will also be able to ask questions at the AGM. Once you login to the AGM platform you will be able to vote on resolutions and ask questions in advance or during the AGM online via the Q&A section.

To submit your vote, ask a question, or to attend virtually, please go to the Capricorn Vote Now portal by:

1. clicking this link: cap.coop/AGM
2. Selecting the myCAP login button and login using your ***Shareholder login details***.
3. Selecting the AGM button displayed under the Shareholder Overview panel on the left hand side, which will take you to the Capricorn Vote Now portal.
4. Click on the button "Proceed to Voting" located at the bottom right-hand corner of your screen to cast your vote.
5. Once within the VoteNow portal, to ask a question, simply click on the "Q&A" tab, type your question in the field, and click 'submit'.

If you would like to speak during the meeting, please contact Vero Voting ASAP so that we can ensure you have access to the virtual microphone (either via Zoom or phone dial-in). 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).

7. I can't attend the AGM in person or virtually, can I view the AGM later?

A recording of the AGM will be available to view from the [Corporate Documents section of our website](#) shortly after the conclusion of the AGM.

8. Do I need a login to attend the AGM?

Members can attend the hybrid AGM online on Saturday, 26 October 2024 at 8:00am AWST (11:00am AEDT and 1:00pm NZDT) by:

1. Attending in person at Capricorn's head office at Level 19, 141 St Georges Terrace, Perth, Western Australia; or
2. Attending virtually:
 - a. clicking this link: cap.coop/AGM
 - b. Selecting the myCAP login button and login using your **Shareholder login details**; and
 - c. Selecting the AGM button displayed under the Shareholder Overview panel on the left hand side, which will take you to the Capricorn Vote Now portal.

Please refer to the AGM Voters Guide using Vero located within cap.coop/AGM for further information about attending and voting at the AGM.

9. What do I need to do to attend the AGM online?

You can access the virtual AGM using a desktop computer or a mobile device. To attend, vote and ask questions at the virtual AGM you must login via the myCAP Shareholder Portal. These steps are outlined above in questions 2 and 8.

Before you access the virtual AGM, please ensure your browser is compatible. You can easily check what your current browser is by visiting www.whatismybrowser.com. We do not recommend using Microsoft Edge. Compatible browsers are:

- Chrome – Version 44 & 45 and after.
- Firefox – 40.0.2 and after.
- Safari – OS X v10.9 "Mavericks" & OS X v10.10 "Yosemite" and after.

10. How do I attend the AGM virtually?

Members can attend the AGM online on Saturday, 26 October 2024 at 8:00am AWST (11:00am AEDT and 1:00pm NZDT) by:

1. clicking this link: cap.coop/AGM
2. Selecting the myCAP login button and login using your **Shareholder login details**.
3. Selecting the AGM button displayed under the Shareholder Overview panel on the left hand side, which will take you to the Capricorn Vote Now portal.

Members can also directly sign in via the myCAP Shareholder portal to access the Vote Now platform. Once you have logged into the Vote Now platform you will see:

- **On the right** – a live video webcast of the virtual AGM (or if on mobile, via a red Video button).
- **Below the video webcast** – the presentation slides that will be used during the virtual AGM.
- **Voting and Information on the left.**

Please refer to the AGM Voters Guide using Vero located within cap.coop/AGM for further information about attending and voting at the AGM.

11. How do I vote prior to and/or at the hybrid AGM?

You can cast your vote directly at any time prior to the AGM by using the link provided in the Notice of Meeting to access Capricorn's *Vote Now* portal.

During the AGM, the vote tab will activate so you can vote then instead. Click on the voting options you would like to select. Clicking on a voting option will automatically register the vote. To change your vote while voting is open, you can click the Change button.

Online voting will close at 5.00pm AWST on Wednesday, 23 October 2024.

An instructional video is available from [Capricorn's public website](#). The video gives a step by step guide to logging into the Capricorn Vote Now portal and accessing the voting page.

12. If I vote prior to the AGM can I still attend the AGM?

If you vote prior to the AGM, you can still attend the AGM by logging to the virtual AGM from 7:30am (AEDT) on Saturday, 26 October 2024.

13. What is the latest time I can login to vote at the hybrid AGM if I miss registration?

You can login at any time during the course of the meeting. There will be a one minute warning prior to the close of voting for Members to submit their votes.

A recording of the virtual AGM will be available to view after the conclusion of the event.

14. Where do I get help if needed during the hybrid AGM?

If you have any issues with accessing the Vote Now portal, please contact:

Email: support@verovoting.com.au

or phone:

Australia: 1300 702 898

New Zealand: +61 8 6500 0810