

## Notice of Annual General Meeting, 2023

<b>Time and date</b>	7:00 pm, Thursday 2 November 2023
<b>Location</b>	Boorowa Ex-Services Club, 55 Pudman Street, Boorowa

Notice is given that the Annual General Meeting (AGM) of the shareholders of Boorowa Community Financial Services Limited will be held at the time, date and location shown above. An agenda is included as Attachment A.

### 1 Voting

#### 1.1 Voting rights

Each shareholding is entitled to one vote.

#### 1.2 Voting entitlements

The Board has determined that a shareholder's voting rights at the AGM will be taken to be the entitlement of the first person shown in the register of shareholders at 7:00 pm on Tuesday 31 October 2023.

#### 1.3 Proxy votes

Shareholders who are unable to attend the AGM are encouraged to complete and return a Proxy Form (Attachment B), which will enable their vote to be put to the meeting. The Proxy Form should be returned before 7:00 pm on Tuesday 31 October.

### 2 Financial, Directors' and Auditors' reports

In accordance with s317(1) of the Corporations Act, the directors lay before the AGM for the year ended 30 June 2023:

- a) The Financial Report
- b) The Directors' Report
- c) The Auditor's Report

### 3 Annual Report

A copy of the 2023 Annual Report is enclosed. Please note that, due to the increased cost of printing and postage, from 2024 we will commence the transition towards shareholders accessing the Annual Report via the branch website at [www.bendigobank.com.au/branch/nsw/community-bank-boorowa/](http://www.bendigobank.com.au/branch/nsw/community-bank-boorowa/).

If you are happy to no longer receive a hard copy of the Annual Report, please let us know by calling the branch on 02 6385 3277, via email at [admin@bocfs.com.au](mailto:admin@bocfs.com.au) or in person next time you visit the branch.

#### By order of the Board

Boorowa Community Financial Services Limited  
Michelle Fahey  
Company Secretary  
[admin@bocfs.com.au](mailto:admin@bocfs.com.au)  
29 September 2023

## Attachment A

### 2023 Annual General Meeting - Agenda

#### Meeting opening

- 1 Welcome**
- 2 Apologies**

#### General business

##### **3 Reporting to shareholders**

- 3.1 Chair's Report
- 3.2 Financial Report
- 3.3 Directors' Report
- 3.4 Auditor's Report

##### **4 Election of directors**

###### **4.1 Election of Melanie Whitechurch by ordinary resolution**

Melanie Whitechurch, having been appointed by the Board since the last AGM, retires in accordance with the Constitution and, being eligible, offers herself for election.

Melanie was appointed to the Board on 7 December 2022. Melanie is a local business owner and holds a Bachelor of Business (International Event Management). Melanie is actively involved in several community organisations.

###### **4.2 Election of Tom Corcoran by ordinary resolution**

Tom Corcoran retires by rotation in accordance with the Constitution and, being eligible, offers himself for election.

Tom was first appointed to the Board on 26 April 2016. Tom is a local grazier and is actively involved in several local sporting groups. He is also a member of the rural fire brigade.

###### **4.3 Election of Michelle Fahey by ordinary resolution**

Michelle Fahey retires by rotation in accordance with the Constitution and, being eligible, offers herself for election.

Michelle was first appointed to the Board on 29 November 2001 and has been the Company Secretary since 2004. Michelle is a school principal as well a local grazier and is actively involved in several local community groups.

###### **4.4 Election of Tim McGrath by ordinary resolution**

Tim McGrath retires by rotation in accordance with the Constitution and, being eligible, offers himself for election.

Time was first appointed to the Board on 3 November 2011. Tim is a local grazier and is actively involved in several local sporting groups. He is a leader in the rural fire brigade.

- 5 Other business**
- 6 Questions from the floor**
- 7 Close of meeting**

## Attachment B

### 2023 Annual General Meeting - Proxy Form instructions

#### 1 Appointment of Proxy

Every shareholding is entitled to appoint one proxy. A proxy does not have to be a shareholder of Boorowa Community Financial Services Limited. The proxy may be an individual or a body corporate.

If the appointed proxy is not in attendance at the meeting, the Chair of the meeting will act as your proxy. If you have not nominated a proxy, the Chair of the meeting will act as your proxy.

#### 2 Voting instructions

You are encouraged to direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. If you do not mark any of the boxes on a given item, your proxy may vote as they choose. If you mark more than one box on an item your vote on that item will be invalid.

The Chair of the meeting intends to vote all available open proxies in favour of all items of business.

#### 3 Signing of Proxy Form

A proxy appointment is only valid if the proxy form has been signed by the shareholder(s) making the appointment(s).

If you hold your shares jointly, all shareholders should sign the proxy form. A proxy form signed by the shareholder whose name appears first in the register, but not by the other joint holder(s), will also be accepted as valid.

If a proxy form is signed under a power of attorney, you must lodge the original or certified copy of the power of attorney with your proxy form.

Proxy forms for corporate shareholders should be signed in accordance with your company's Constitution or the *Corporations Act*. If a representative of the company is to attend the meeting, the appropriate Certificate of Appointment of Corporate Representative must be produced before admission to the meeting.

#### 4 Lodgement of Proxy Form

Completed proxy forms must be lodged by **7:00 pm on Tuesday 31 October 2023**.

They may be lodged by:

- a) post or hand delivery to the company's registered office at 32 Marsden Street, Boorowa, or
- b) by email to the Company Secretary at [admin@bocfs.com.au](mailto:admin@bocfs.com.au)

## Proxy form

I/We, being shareholders of Boorowa Community Financial Services Limited appoint

☐

The Chair of the meeting (mark this box with an X)

OR

The name of your proxy

Or failing such appointment or the absence of the proxy, the Chair of the meeting, as my proxy to vote on my behalf at the Annual General Meeting of Boorowa Community Financial Services Limited to be held on Thursday 2 November or any adjournment of that meeting.

I/We acknowledge that the Chair of the meeting intends to vote all available open proxies in favour of all items of business.

If you wish to direct your proxy how to vote, please mark your direction with an X. If you mark more than one box for each item, your vote on that item is invalid.

	Accept	Decline	Abstain
Item 4.1 Election of Melanie Whitechurch by ordinary resolution			
Item 4.2 Election of Tom Corcoran by ordinary resolution			
Item 4.3 Election of Michelle Fahey by ordinary resolution			
Item 4.4 Election of Tim McGrath by ordinary resolution			

Name of shareholder/s

Address

Signature/s

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