



Caloundra City Community Support Services Ltd

29 August 2020

Dear Shareholder,

Preliminary Notice of Annual General Meeting

This is a preliminary notice that the Annual General Meeting of Caloundra City Community Support Services Ltd (Caloundra Community Bank® Branch of Bendigo Bank) will be held on Monday 9 November 2020 at the CCSA Hall, Nutley St, Caloundra Qld 4551 commencing at 10.00am. Tea and coffee will be available from 9.30am.

The meeting will also be broadcast electronically and a link will be emailed to all shareholders in due course for on-line attendance. We would ask you to please RSVP via email to the Secretary (secretarycccsc@gmail.com) to confirm if you will be attending the AGM in person so that we can meet the venue's Covid Safe Plan requirements.

This Notice also enables you to nominate a person for election as a Director. A formal Notice of Meeting will be provided closer to the meeting date in accordance with our Constitution.

Under our Company Constitution, not less than one third of our directors must retire at each Annual General Meeting. Accordingly, John Hall, Colin Rose and Bill Eykman will stand down. Of these, only John Hall is due to retire this year. All three directors are seeking re-election.

If you would like to nominate a person to be elected as a Director, a Notice of Nomination Form is enclosed. Kindly complete this form and return to the Registered Office of the Company (1/99 Bulcock Street, Caloundra Qld 4551, not less than thirty (30) days and not more than sixty (60) days before the Annual General Meeting. Accordingly, nominations must be received by close of business on Friday 25 September 2020. You may also email a nomination form to our company secretary at the email address above. If you have any queries about nominating a person for election, I can be contacted on 0418 372 483.

This year our 2020 Annual Report will be distributed to shareholders electronically via email. You may also peruse a copy of the Annual Report on our website or view a paper copy in person at the Branch.

Regards,

A handwritten signature in blue ink, appearing to read 'Colin Rose', on a light yellow background.

Colin Rose
Chairman
Caloundra City Community Support Services Ltd

Att: Notice of Nomination of Director form