

# NOTICE OF ANNUAL GENERAL MEETING

TO BE HELD ON TUESDAY 17<sup>th</sup> OCTOBER 2023, COMMENCING AT 7:30 PM  
AT COLERAINE CFA, READ STREET COLERAINE

## Ordinary Business

### 1. Receipt of Annual Report

To receive the Company's Financial Report, the Directors' Report and the Auditor's Report for the year ended 30<sup>th</sup> June 2023.

### 2. Election of Directors

To consider, and if thought fit, pass the following resolutions:

- (a) *That Geoff Mitchell be elected as a Director of the Company for a term to expire in 2026.*
- (b) *That Stephen Zippel be elected as a Director of the Company for a term to expire in 2026.*

## Attending the meeting

All shareholders may attend the Annual General Meeting.

Joint holders: In the case of joint shareholders, all holders may attend the Meeting. If only one holder attends (including by proxy), that shareholder may vote at the Meeting as if the holder were solely entitled to the shares. If more than one joint holder is present (including by proxy), the joint holder whose name appears first on the register may vote.

Corporate shareholder: A corporate shareholder may appoint one or more persons to act as its representative under section 250D of the Corporations Act, but only one representative may exercise the corporate shareholder's powers at any one time. The Company requires written evidence of a representative's appointment to be given to the Company before the meeting.

Proxy: If you are unable to attend the Meeting, you are entitled to appoint a proxy to attend and vote. See the attached Proxy Form for information on appointing a proxy.

## **Voting rights**

Each shareholder is entitled to **one** vote.

For the purposes of voting at the meeting, shares will be taken to be held by the persons who are registered as members as at 4:00 pm on Friday 13<sup>th</sup> October 2023.

By order of the Board.



Rebecca Wishart  
Company Secretary

19<sup>th</sup> September 2023

A proxy form accompanies this Notice of Meeting. A member entitled to attend and vote at this meeting is entitled to appoint a proxy. The proxy need not be a member of the Company.

## **Explanatory Notes**

This information has been included to assist you in making an informed decision about the resolutions proposed at the meeting.

## **Agenda Item 2: Election of Directors**

This information is provided about candidates for election to the Board.

- (a) Geoff Mitchell retires by rotation in accordance with the constitution of the Company, and being eligible, offers himself for re-election. Geoff has been a Director since 25<sup>th</sup> June 2019.
- (b) Stephen Zippel retires by rotation in accordance with the constitution of the Company, and being eligible, offers himself for re-election. Stephen has been a Director since 26<sup>th</sup> July 2016.

**\*\*The Board recommends that Geoff and Stephen be re-appointed.\*\***

**COLERAINE AND DISTRICT FINANCIAL SERVICES LIMITED**  
**ABN 77 102 030 017**

**PROXY FORM**

Shareholder's full name/s: \_\_\_\_\_

Address: \_\_\_\_\_

**Appointment of proxy**

I/We being a member/s of Coleraine and District Financial Services Limited and entitled to attend and vote, appoint the person named below or, if no person is named below, the Chairman of the Meeting as my/our proxy to vote in accordance with directions set out below (with discretion as to any business not referred to below) or, if no directions are given, as my/our proxy sees fit, at the Annual General Meeting of the Company to be held at the Coleraine CFA on Tuesday 17th October 2023 at 7:30 pm or at any adjournment of that meeting.

The Chairman of the Meeting (mark with an "X") .....

**OR**

Write here the name of the person you are appointing if this person **is someone other than** the Chairman of the Meeting.

.....  
(Write the full name of person being appointed)

**Voting directions to your proxy - please mark "X" to indicate your directions.**

<b>Ordinary Business</b>	<b>Accept</b>	<b>Decline</b>	<b>Abstain</b>
Item 1 - Receipt of Annual Report	.....	.....	.....
Item 2 - Election of Directors			
(a) Geoff Mitchell	.....	.....	.....
(b) Stephen Zippel	.....	.....	.....

If you mark "Abstain" for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your vote will not be counted in working out the require majority on a poll.

**PLEASE SIGN HERE**                      This section must be signed in accordance with the instructions overleaf to enable your directions to be implemented.

<b>Individual or Shareholder 1</b>	<b>Shareholder 2</b>	<b>Shareholder 3</b>
.....	.....	.....
<b>Sole Director and Sole Company Secretary</b>	<b>Director</b>	<b>Director/Company Secretary</b>

**How to complete the Proxy Form**

## 1. Your name and address\*\*\*\*\*

The name and address shown on the envelope containing the notice of meeting is as it appears on the company's share register. If this information is incorrect please write your correct name and address on the proxy form and highlight the fact that there has been an alteration.

**\*\*It is most important to understand that our company contact details are completely separate from the banking operation.**

**Please note you cannot change ownership of your shares using this form.**

## 2. Appointment of a proxy

A member entitled to attend and vote at the Meeting may appoint one proxy. A proxy need not be a member of the Company. A proxy may be an individual or a company.

## 3. Identity of proxy

If you wish to appoint the Chairman of the Meeting as your proxy, place an "X" where indicated. If the person you wish to appoint as your proxy is someone other than the Chairman of the Meeting please write the full name of that person. If you leave this section blank, the Chairman of the Meeting will act as your proxy.

## 4. Voting instructions

You may direct your proxy how to vote by placing an "X" in the appropriate place opposite each item of business. If you do not mark any of the places on a given item, your proxy may vote as he or she chooses. If you mark more than one place on an item your vote on that item will be invalid.

## 5. Signing instructions

The Proxy Form must be signed in the spaces provided.

*Individual:* If the holding is in one name, the holder must sign.

*Joint Holding:* If the holding is in more than one name, any one holder may sign.

*Power of Attorney:* To sign under power of attorney, you must have already lodged this document with the Company or attach a certified copy of the power of attorney to this form when you return it.

*Companies:* If the Company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the Company (under section 204A of the Corporations Act 2001) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with another Director or a Company Secretary. Please indicate the office held by signing in the appropriate place.

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.

### Lodging instructions

This Proxy Form (and any power of attorney under which it is signed) must be received by the Company not less than two business days before the meeting, ie. by 4:00 pm on Friday 13<sup>th</sup> October 2023. Any Proxy Form received after that time will not be valid for the scheduled meeting. Documents may be lodged in any of the following ways.

- By post addressed to the Company at PO Box 68, Coleraine Vic 3315.
- By hand delivery to the Company's registered address at 59 Whyte Street, Coleraine Vic 3315.
- By facsimile to 03 5575 2826
- Emailed to – becawati@hotmail.com