

21 October 2021

Dear Shareholder

The Upper Yarra Community Enterprise Limited 2021 Annual General Meeting (AGM) will be held virtually at 7.00pm on Wednesday 17 November 2021.

Due to the unpredictability of ongoing restrictions on large gatherings and the ongoing risks arising from the spread of COVID-19, and in consideration of the paramount importance of protecting the health and safety of our shareholders, directors, employees and the community, we have decided to hold the AGM virtually again this year. We apologise for this and hope, given the ongoing uncertainty, you will understand the need for this approach in 2021.

The meeting agenda and details on the resolutions being put to Shareholders this year, are set out on the attached Notice of Meeting for the AGM. Shareholders who choose to attend the virtual forum will have the capacity to vote on-line and ask questions at designated times throughout the meeting. Alternatively, Shareholders are encouraged to submit proxy votes and questions ahead of the meeting.

To attend the virtual meeting, you are invited to register via email to chair@upperyarra.net.au or phone 0437 373 752. Once registered you will be provided with a link to the online meeting and an associated passcode. You will also be forwarded a User Guide with details on how to attend and participate at the meeting. If there are shareholders who do not have access to the virtual meeting, there may be an option for a limited number to attend the meeting in person. Conditions will apply to ensure that we meet any health orders in place at the time. If you would like to be considered under this category, please contact the Chair directly by email or phone as listed above.

The 2021 Annual financial Report is now available for you to access through any of the following options:

1. On the UYCE website at <https://upperyarra.net.au/shareholders/>
2. Via email upon request
3. Pickup at either of our Community Banks Warburton or Yarra Junction;
4. Via Australia Post on request.

Proxy voting is now open. To vote please complete the attached Proxy form and return via

1. Email to chair@upperyarra.net.au
2. Mail to UYCE Ltd PO Box 434, Warburton Vic 3799
3. Hand delivered to the Warburton Office at 3399 Warburton Highway Warburton or the Community Bank Yarra Junction, Shop 1 2453 Warburton Highway Yarra Junction

Forms must be received no later than 2pm on 16 November 2021.

Upper Yarra Community Enterprise Limited

ABN 54 090 252 627 PO Box 434 Warburton Vic 3799

P 03 5966 9028 E admin@upperyarra.net.au W www.upperyarra.net.au

Franchisee of Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL 237879



Please note:

- ❖ Shareholders and proxyholders participating through the online forum will be taken as being present at the AGM,
- ❖ Shareholders and proxyholders will be able to ask questions and vote throughout the AGM online facility in real time,
- ❖ Votes will be taken by poll.

Should you have any queries regarding the upcoming meeting please do not hesitate to call or email so that we can assist in resolving any queries prior to the meeting.

Yours sincerely



Rodney McKail
Chair
Upper Yarra Community Enterprise Ltd

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