

Virtual Meeting Online Guide

Before you begin

Ensure your browser is compatible. Check your current browser by going to the website: whatismybrowser.com

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 & OS X v10.10 and after
- Internet Explorer 9 and up

To attend and ask questions you must have your Member Number.

Please make sure you have this information before proceeding.

Virtual Meeting Online Guide

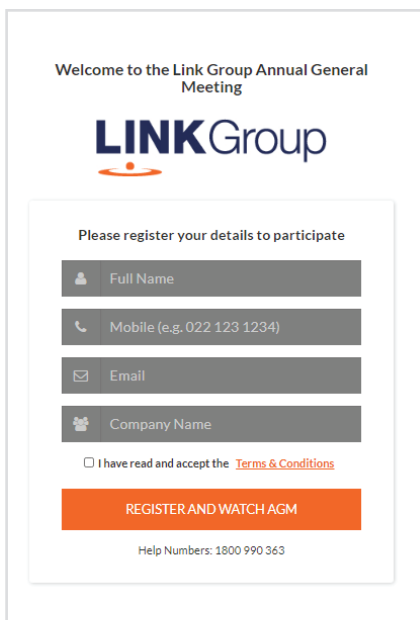
Step 1

Open your web browser and go to <https://agmlive.link/TISA21>

Login to the online portal using your full name, mobile number, email address and company name (if applicable).

To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the **'Continue'** button.



Welcome to the Link Group Annual General Meeting

LINKGroup

Please register your details to participate

Full Name

Mobile (e.g. 022 123 1234)

Email

Company Name

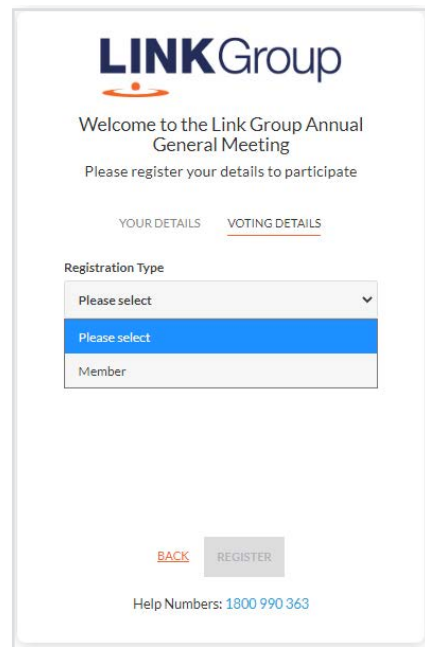
I have read and accept the [Terms & Conditions](#)

REGISTER AND WATCH AGM

Help Numbers: 1800 990 363

Step 2

Select your **'Registration Type'** from the drop-down box by choosing – Member.



LINKGroup

Welcome to the Link Group Annual General Meeting

Please register your details to participate

[YOUR DETAILS](#) [VOTING DETAILS](#)

Registration Type

Please select

Please select

Member

[BACK](#) [REGISTER](#)

Help Numbers: 1800 990 363

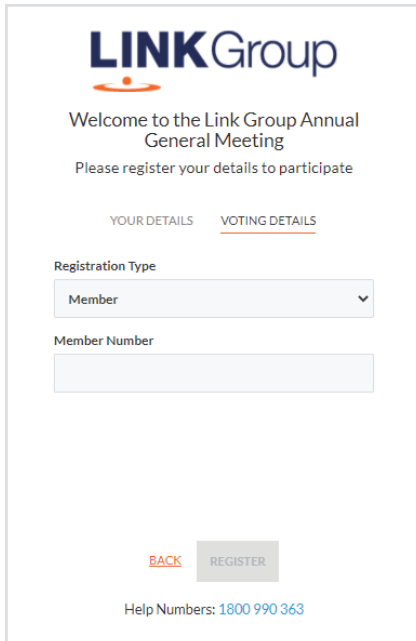
Step 3

Follow the instructions below that correspond to the 'Registration Type' you selected in Step 2.

Member

At 'Registration Type' select 'Member' from the drop-down box. Enter your Member Number.

Click the 'Register' button.



The screenshot shows the registration page for the LINK Group Annual General Meeting. At the top is the LINK Group logo. Below it, the text reads: "Welcome to the Link Group Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu with "Member" selected. Below that is a "Member Number" input field. At the bottom, there are two buttons: "BACK" and "REGISTER". At the very bottom, it says "Help Numbers: 1800 990 363".

Navigating

Once you have logged in you will see:

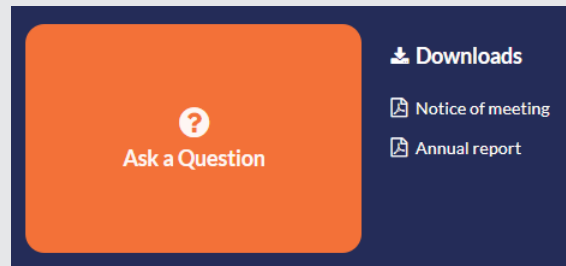
- On the left – a live video webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting.

Note: After you have logged in we recommend that you keep your browser open for the duration of the meeting. If you close your browser, your session will expire. If you attempt to log in again, you will be sent a recovery link via email for security purposes.

At the bottom of the webpage under the webcast and presentation there are two boxes. Refer to each section below for operating instructions.

4 Ask a Question

5 Downloads



The screenshot shows a navigation bar with a dark blue background. On the left, there is an orange rounded rectangle with a white question mark icon and the text "Ask a Question". On the right, there is a "Downloads" section with a white download icon and the text "Downloads". Below "Downloads" are two items: "Notice of meeting" and "Annual report", each with a white document icon.

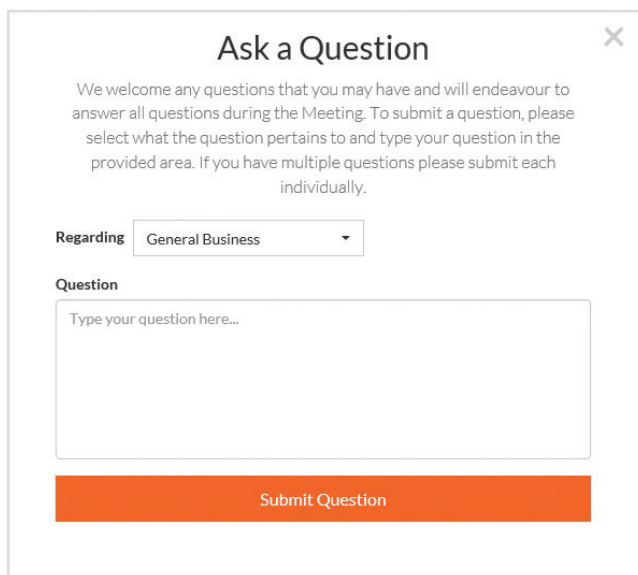
Virtual Meeting Online Guide *continued*

4. How to ask a question

Note: Only Members are eligible to ask questions.

You will be prompted to enter your member number before you can ask a question. To ask a question, click on the 'Ask a Question' box either at the top or bottom of the webpage.

The 'Ask a Question' box will then pop up with two sections for completion.



The 'Ask a Question' pop-up form contains the following elements:

- Title:** Ask a Question (with a close 'X' button)
- Introductory Text:** We welcome any questions that you may have and will endeavour to answer all questions during the Meeting. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.
- Regarding:** A dropdown menu currently set to 'General Business'.
- Question:** A text input field with the placeholder text 'Type your question here...'
- Submit Button:** A large orange button labeled 'Submit Question'.

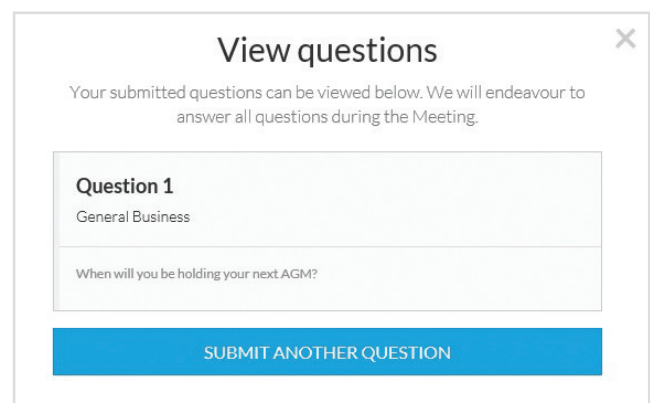
In the 'Regarding' section click on the drop down arrow and select the category/resolution for your question.

Click in the 'Question' section and type your question and click on 'Submit'.

A 'View Questions' box will appear where you can view your questions at any point. Only you can see the questions you have asked.

If your question has been answered and you would like to exercise your right of reply, you can submit another question.

Note that not all questions are guaranteed to be answered during the Meeting, but we will do our best to address your concerns.



The 'View questions' pop-up form contains the following elements:

- Title:** View questions (with a close 'X' button)
- Introductory Text:** Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.
- Question Card:** A box containing:
 - Question 1**
 - General Business
 - When will you be holding your next AGM?
- Submit Button:** A blue button labeled 'SUBMIT ANOTHER QUESTION'.

5. Downloads

View relevant documentation in the Downloads section.

Contact us

Australia

T 1300 554 474

E info@linkmarketservices.com.au

New Zealand

T +64 9 375 5998

E enquiries@linkmarketservices.co.nz