

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
- Microsoft Edge - 92.0 and after

To attend and vote you must have your Member Number.

Appointed Proxy: Your proxy number will be provided by Link before the meeting.

Please make sure you have this information before proceeding.

Virtual Meeting Online Guide

Step 1

Open your web browser and go to <https://meetings.linkgroup.com/defence21>

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.

Defence Bank

Welcome to the Defence Bank Annual General Meeting
Please register your details to participate

YOUR DETAILS PARTICIPANT DETAILS

Full Name

Mobile (e.g. 0422 123 123)

Email

Company Name

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

CONTINUE

Help Number: 1800 990 363

Step 2

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

Defence Bank

Welcome to the Defence Bank Annual General Meeting
Please register your details to participate

YOUR DETAILS PARTICIPANT DETAILS

Registration Type

Please select

Member

Proxy

Guest

BACK **REGISTER**

Help Number: 1800 990 363

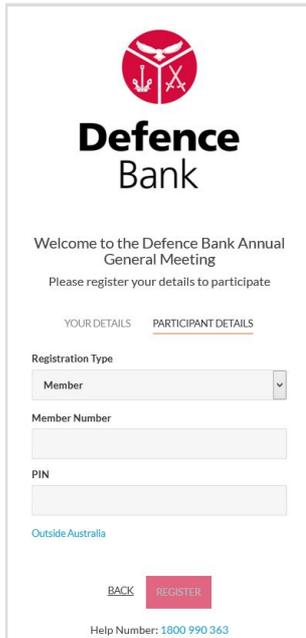
Step 3

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 and your personalised PIN that was either emailed to you, or sent to you by mail.

Click the 'Register' button.

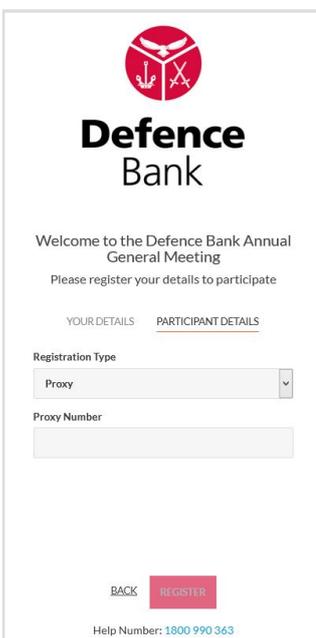


The screenshot shows the Defence Bank registration page. At the top is the Defence Bank logo and the text "Defence Bank". Below that, it says "Welcome to the Defence Bank Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "PARTICIPANT DETAILS". Under "PARTICIPANT DETAILS", there is a "Registration Type" dropdown menu with "Member" selected. Below that are input fields for "Member Number" and "PIN". There is a link for "Outside Australia" and two buttons: "BACK" and "REGISTER". At the bottom, it says "Help Number: 1800 990 363".

Proxyholder

At 'Registration Type' select 'Proxy' from the drop-down box.

Click the 'Register' button.



The screenshot shows the Defence Bank registration page. At the top is the Defence Bank logo and the text "Defence Bank". Below that, it says "Welcome to the Defence Bank Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "PARTICIPANT DETAILS". Under "PARTICIPANT DETAILS", there is a "Registration Type" dropdown menu with "Proxy" selected. Below that is an input field for "Proxy Number". There are two buttons: "BACK" and "REGISTER". At the bottom, it says "Help Number: 1800 990 363".

Navigating

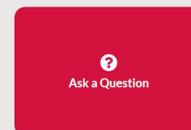
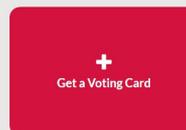
Once you have logged in you will see:

- 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 three boxes. Refer to each section below for operating instructions.

- 4 Get a voting card
- 5 Ask a Question
- 6 Downloads



- Downloads
- Notice of Meeting
 - Annual Report
 - Online Guide

4. Get a voting card

If you have logged in as a member, your voting card will appear with all of the resolutions to be voted on by Members at the Meeting (as set out in the Notice of Meeting). You may need to use the scroll bar on the right hand side of the voting card to view all resolutions.

If you have multiple votes to register– click on the ‘Get a Voting Card’ button.

The screenshot shows a 'Voting Card' form with the following sections:

- Voting Card** (Title)
- Please provide your Member or Proxy details (Instruction)
- MEMBER DETAILS** (Section Header)
- Member Number (Text input field)
- PIN (Text input field)
- SUBMIT DETAILS AND VOTE** (Red button)
- OR** (Separator)
- PROXY DETAILS** (Section Header)
- Proxy Number (Text input field)
- SUBMIT DETAILS AND VOTE** (Red button)

The screenshot shows a 'Voting Card' interface for a user named JOHN SAMPLE. It includes the following elements:

- Header: JOHN SAMPLE | *****1622 | X
- Voting Card** (Section Header)
- Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution. Proxy holder votes will only be applied to discretionary (undirected) votes. Directed votes will be applied as per the member's voting instructions. (Text)
- Vote** (Button)
- Resolution 1** (Section Header)
- For (Radio button), Against (Radio button), Abstain (Radio button) (Voting options)
- GENERAL BUSINESS (Text)
- SUBMIT VOTE** (Red button)

Voting

To submit a vote on a resolution click on the ‘For’, ‘Against’, or ‘Abstain’ voting buttons.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click on the ‘Submit Vote’ button.

Note: You can close your voting card without submitting your vote at any time while voting remains open.

The voting card will appear on the bottom left corner of the webpage. The message ‘Not yet submitted’ will appear at the bottom of the page.

You can edit your voting card at any point while voting is open by clicking on ‘Edit Card’. This will reopen the voting card with any previous votes made.

5. How to ask a question

Note: Only Members are eligible to ask questions.

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.

Ask a Question

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

Question

Type your question here...

Characters left: 532 Characters: 0

[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 do so by submitting 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.

View Questions

Your submitted questions can be viewed below. We will endeavour to answer all questions during the AGM.

When will the next meeting be held? 

Asked regarding General Business

Asked at: 4:11 PM Updated: 4:11 PM

[OPEN COMMENTS](#)

[SUBMIT ANOTHER QUESTION](#)

6. Downloads

View relevant documentation in the Downloads section.

7. Voting closing

Voting will end 5 minutes after the close of the Meeting.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time. If you have not submitted your vote, you should do so now.

Contact us

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