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Below is your SRN/HIN. This is required to access our virtual AGM:

Please keep this letter as it contains important information about our virtual AGM. Our AGM website is www.telstra.com/agm

A safe virtual 2020 AGM for Telstra shareholders

Dear shareholder,

2020 has been an extraordinary year for us all. The COVID-19 pandemic has had a profound impact on all our lives and required us to quickly adapt to new ways of doing things in order to keep ourselves safe.

As a result, we have decided to make some changes to the way we host our Annual General Meeting (AGM) this year. The safety of our shareholders, our people and the broader community are key considerations for your Board. Accordingly, like many other companies, our 2020 AGM will now be held online (virtually) rather than at a physical location.

Virtual AGM

A virtual AGM presents us with an opportunity to try something new. Telstra has 1.2 million shareholders located all over Australia and overseas and all shareholders will be able to utilise technology to participate in our 2020 AGM regardless of their geographic location.

Our AGM will be held on **Tuesday 13 October 2020 at 9.30am (AEDT)**. To attend and participate, you will need to log in to an online platform provided by our share registry, Link Market Services.

Our virtual AGM will provide you with similar opportunities online as you would have attending an AGM in person. You will be able to view presentations from me and from Chief Executive Officer Andrew Penn as well as vote and ask questions live during the meeting.

Notice of Meeting

Our Notice of Meeting will be released online and emailed to shareholders on **Friday 28 August 2020**. We will not be sending you a hard copy of the Notice of Meeting and Voting form by post ahead of our AGM. This approach is consistent with the relief provided by the Commonwealth Treasurer in response to the COVID-19 pandemic.

AGM website

Our AGM website www.telstra.com/agm will provide you with all the information you need to attend the meeting. It will include our virtual AGM online guide on how to use the online facility, answers to frequently asked questions and from 28 August, you will be able to access the Notice of Meeting and Annual Report. Online voting will also open on this date and our AGM website will provide instructions on how to vote and ask a question online ahead of our AGM.



Shareholder emails

Receiving our shareholder communications electronically is the best way to stay informed and keep in touch about your shareholding, so I encourage you to take this opportunity to switch to paperless communications. If you become an electronic shareholder before **Friday 21 August 2020** we will be able to send you an email as soon as the Notice of Meeting and Annual Report are available online. This email will also include your personalised shareholder link to vote online and the latest details on our 2020 AGM, including instructions on how to participate.

To receive our shareholder communications electronically, simply write your email address on the form enclosed and return it in the Reply Paid envelope provided.

Retail Shareholder meeting

I also invite you to attend our virtual 2020 Retail Shareholder meeting. This online event will be held from 10.15am to 11.15am (AEST) on 15 September 2020. During the event you will hear presentations from our Chief Executive Officer, Andrew Penn, and Chief Financial Officer, Vicki Brady, on the performance of your company. Please visit www.telstra.com/shareholdermeeting to register and to submit questions before and during the event.

Important dates

Below are our important shareholder dates for the remainder of 2020.

Director nominations close (by 5pm)	Friday 7 August
Annual Results announcement available at www.telstra.com/financialresults	Thursday 13 August
Ex-dividend share trading commences	Wednesday 26 August
Record date for final dividend	Thursday 27 August
Notice of Meeting and virtual AGM information available at www.telstra.com/agm AGM online voting and ability to ask a question before the meeting opens at vote.linkmarketservices.com/tls Dividend Reinvestment Plan (DRP) election date (last date to provide your election to participate in our DRP for the final dividend)	Friday 28 August
Virtual 2020 Retail Shareholder meeting webcast live at www.telstra.com/shareholdermeeting	Tuesday 15 September
Final dividend paid	Thursday 24 September
Annual General Meeting (virtual event) available at https://agmlive.link/telstra2020	Tuesday 13 October

On behalf of the Board, I thank you for your loyalty as a shareholder. We look forward to welcoming you to our first virtual AGM in October.

Yours sincerely

John P Mullen
Chairman

