Telstra Virtual AGM User Guide

agmlive.link/telstra2020

LINK Market Services

Part of **Link Group** | Corporate Markets

Telstra Virtual AGM User Guide

Before you begin

Ensure your browser is compatible. You can easily 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 "Mavericks" & OS X v10.10 "Yosemite" and after
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported)

The virtual meeting is viewable from desktops, laptops and handheld/mobile devices. To attend and vote at the virtual meeting you must have:

- ASX registered holders: your SRN/HIN and postcode or country code
- NZX registered holders: your CSN/HRN and FIN
- Telstra ESOP 99 participants: your SRN and postcode or country code
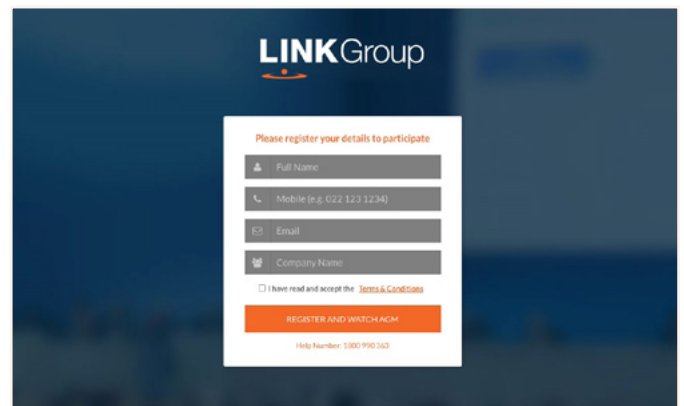- Participants of another eligible Employee Share Plan: your Employee ID and postcode or country code.

If you are an appointed proxy you will need your proxy number. Link will endeavour to provide confirmation of the proxy number by email to the registered email address of the appointing shareholder no later than 24 hours prior to the meeting and following lodgement of the proxy appointment.

Alternatively, proxy holders can call the meeting help line on +61 1800 990 363 on the day of the meeting to request confirmation of the proxy code. **Please make sure you have this information before proceeding.**

Step 1
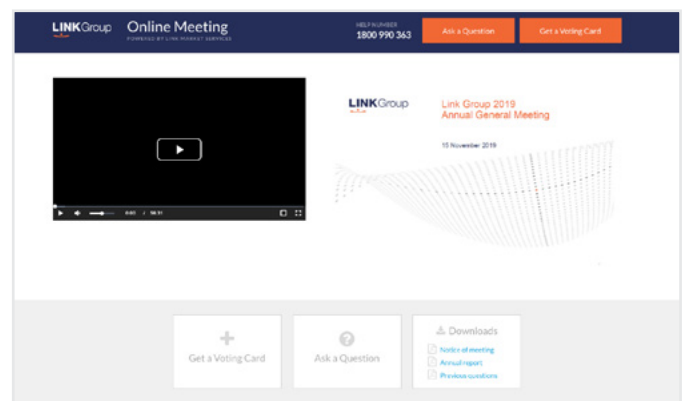
Open your web browser and go to **https://agmlive.link/telstra2020**

Step 2

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

Please read and accept the terms and conditions before clicking on the 'Register and Watch Meeting' button. 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.

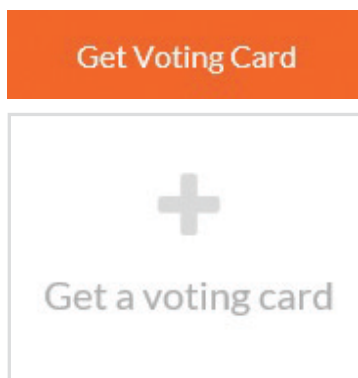# Telstra Virtual AGM User Guide

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Navigating

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

1. Get a voting card
2. Ask a Question
3. Downloads

1. Get a voting card

To register to vote - click on the 'Get a voting card' box at the top of the webpage or below the videos.

This will bring up a box which looks like this.

If you are an individual or joint Shareholder you will need to register and provide validation by entering your details in the top section:

- **ASX registered holders:** your SRN/HIN and postcode or country code
- **NZX registered holders:** your CSN/HRN and FIN
- **Telstra ESOP 99 participants:** your SRN and postcode or country code
- **Participants of another eligible Employee Share Plan:** your Employee ID and postcode or country code.

If you are an appointed proxy, please enter the proxy number issued to you by Link Market Services in the **PROXY DETAILS** section. Once you have entered your appropriate details click the '**SUBMIT DETAILS AND VOTE**' button.

Once you have registered, your voting card will appear with all of the resolutions to be voted on by Shareholders 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 scroll up or down to view all resolutions.

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Voting

Place your vote by clicking 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 the '**Submit Vote**' button.

Note: You are able to close your voting card during the meeting without submitting your vote at any time while voting remains open. Any votes you have already made will be saved for the next time you open up the voting card. 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.

If at any point you have submitted your voting card and wish to make a change while voting is still open you can do so by clicking the '**Edit Card**' button and making the required change. Once you have completed your card select the '**Submit Vote**' button.

The voting card remains editable until the voting is closed at the conclusion of the meeting. Once voting has been closed, cards submitted cannot change. Incomplete cards or unsubmitted cards will be discarded.

At the conclusion of the meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time available to shareholders. Please make any changes required to your voting cards at this point and submit your voting cards.

**Note:** Registration for the meeting and voting opens one hour before the meeting begins.

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2. How to ask a question

Note: Only shareholders are eligible to ask questions.

You will only be able to ask a question after you have registered to vote. If you would like to ask a question, click on the 'Ask a Question' box either at the top or bottom of the webpage.
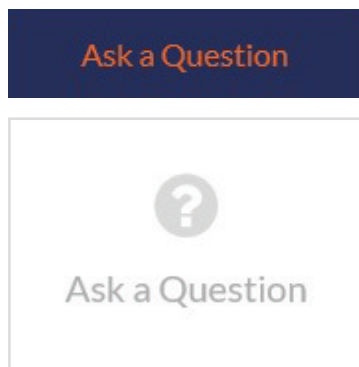
The **'Ask a Question'** box will then pop up with two sections for completion.

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

After you have selected your question category, click in the '**Question**' section and type your question.

When you are ready to submit your question – click the '**Submit Question**' button. This will send the question to the Management/Board.

The Chairman of the meeting will endeavour to respond to all questions during the meeting. If this is not possible, a response will be provided after the meeting. If a number of questions of a similar nature are received at a similar time during the meeting, the Chairman may respond to the question at one time recognising the shareholders who have submitted the question. If a customer related question is received during the meeting, staff will be available to respond to the question online and the question will be addressed outside of the meeting.

Once you have asked a question a '**View Questions**' box will appear. At any point you can click on '**View Questions**' and see all the questions you have submitted. Only you can see the questions you have asked.

Note: You can submit your questions by this method one hour before the meeting begins, if you have registered to vote. You can continue to submit questions up until the close of the meeting. If your question has been answered and you would like to exercise your right of reply, you can do so by submitting another question.
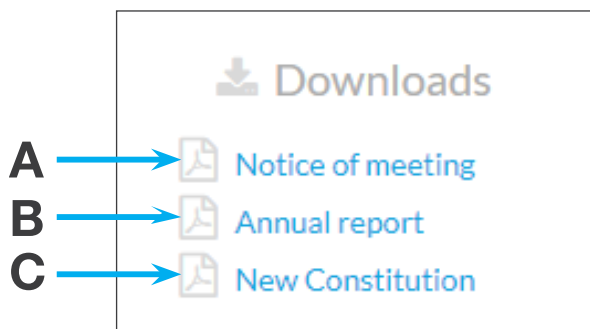
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3. Downloads

If you would like to see the Notice of Meeting, the Annual Report or the New Constitution you can do so here.

- To download the Notice of Meeting – click A
- To download the Annual Report – click B
- To download the New Constitution – click C

When you click on these links the file will open in another tab in your browser.

Voting closing

Voting will close 10 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 yet submitted your vote at this point, you will be required to do so now.

The voting card remains editable until the voting is closed at the conclusion of the meeting. Once voting has been closed, cards submitted cannot change. Incomplete cards or unsubmitted cards will be discarded.

Contact the Telstra Share Registry

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E telstra@linkmarketservices.com.au