



Telstra Virtual Meetings Guide

for the Annual General Meeting and the Scheme Meeting
being held on Tuesday 11 October 2022

 meetings.linkgroup.com/TLSAGM22

 meetings.linkgroup.com/TLSScheme22

To download a copy of the Notice of Annual General Meeting and the Scheme Booklet including the Notice of Scheme Meeting please visit telstra.com/meetings22.



Telstra Virtual Meetings 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 Meetings are viewable from desktops, laptops and handheld/mobile devices. To attend and vote at the Meetings you must have your Shareholder Number being your:

- Shareholder Reference Number (SRN) or Holder Identification Number (HIN) and postcode or country, or
- Employee number (if applicable) and postcode or country.

If you are an appointed proxy you will need your proxy number. Link will provide confirmation of the proxy number by email to the email address provided by the Shareholder on the voting form or online no later than 24 hours prior to the relevant Meeting and following lodgement of the proxy appointment.

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

Key terms used in this guide

Shareholders – the term Shareholder in this guide includes all Telstra shareholders recorded in the register of Telstra shareholders and holders of Restricted Shares.

Restricted Shares – are Telstra shares held on behalf of a participant under a Telstra employee equity plan.

Proxy – if you are a holder of Restricted Shares, references to proxies in this guide are to nominees you appoint to attend and vote on your behalf.

Step 1

Open your web browser and go to meetings.linkgroup.com/TLSAGM22 or meetings.linkgroup.com/TLSScheme22

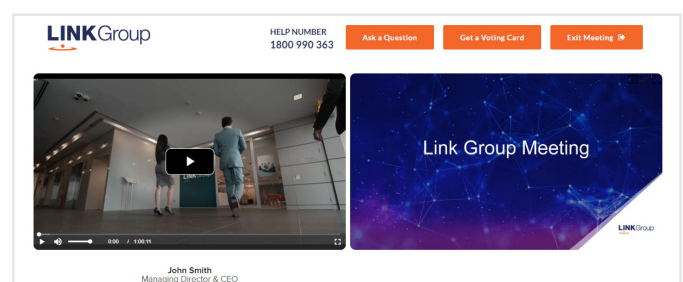
Step 2

Login to the portal using your full name, mobile number, email address, and use the drop down to choose your participant type (e.g. Shareholder, Employee (if applicable), Guest).

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 relevant Meeting
- On the right – the presentation slides that will be addressed during the relevant Meeting
- At the bottom – buttons for ‘Get a Voting Card’, ‘Ask a Question’ and a list of company documents to download.

Note: After you have logged in we recommend that you keep your browser open for the duration of the relevant 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.



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Navigating

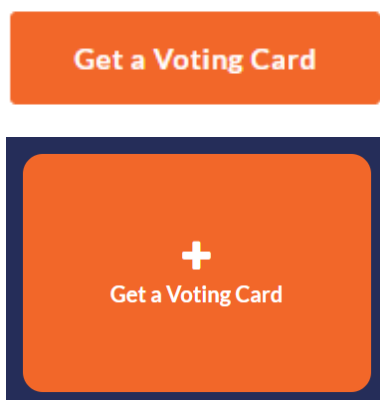
At the bottom of the webpage under the webcast and presentation there are three sections. Refer to each section below for operating instructions.

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

Below the list are three buttons: 'Get a Voting Card' (with a plus icon), 'Ask a Question' (with a question mark icon), and 'Downloads' (with a download icon). The 'Downloads' section lists: Scheme Booklet (including Notice of Scheme Meeting), 2022 Notice of Annual General Meeting, 2022 Annual Report, and Telstra Virtual Meeting Guide.

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.

Voting Card

Please provide your Shareholder or Proxy details

SHAREHOLDER DETAILS

Shareholder Number Post Code

SUBMIT DETAILS AND VOTE

OR

PROXY DETAILS

Proxy Number

SUBMIT DETAILS AND VOTE

If you are a Shareholder you can register by entering your Shareholder Number (SRN, HIN or employee number) and postcode or country.

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 the resolution(s) to be voted on by Shareholders at the relevant Meeting (as set out in the Notice of 2022 Annual General Meeting or the Notice of Scheme Meeting).

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The screenshot shows a 'Voting Card' interface for a user named JOHN SAMPLE. At the top, there is a dark blue header with the user's name and a partially masked phone number (*****4656). Below the header, the title 'Voting Card' is displayed. A paragraph of instructions follows: '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 shareholder's voting instructions.' A 'Full Vote' button is visible. The main content area shows 'Resolution 1' with three buttons: 'For' (selected), 'Against', and 'Abstain'. Below this, the text 'GENERAL BUSINESS' is visible. At the bottom of the card is a large orange 'SUBMIT VOTE' button.

Voting

Place your vote by clicking on the **'For'**, **'Against'**, or **'Abstain'** voting buttons.

Once you have voted scroll down to the bottom of the box and click the **'Submit Vote'** button.

Note: You are able to close your voting card during a 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.

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.

Once voting has been closed, cards submitted cannot change. Incomplete cards or unsubmitted cards will be discarded.

At the conclusion of the relevant 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 Annual General Meeting and voting opens at 8.30am (Sydney time) on Tuesday 11 October 2022. Registration for the Scheme Meeting will open half an hour before the meeting commences but not before 12.00pm (Sydney time) on Tuesday 11 October 2022.

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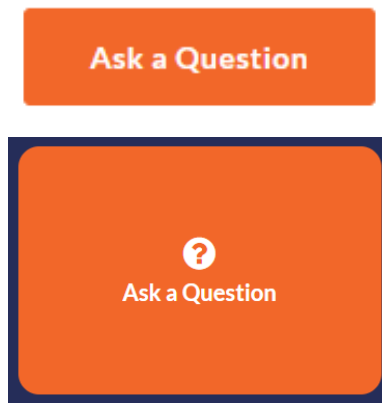
2. How to ask a question

Shareholders and proxy holders only are eligible to ask questions during the Meetings. Questions can be asked online or by telephone. Please read below for further details on each option.

2a. Asking a question online

If you have not yet obtained a voting card, you will be prompted to enter your Shareholder number or proxy 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.

Ask a Question

We welcome all questions that are relevant to the meeting. We will endeavour to answer all questions during the meeting. To submit a question, please select the relevant item and type your question in the field provided. If you have multiple questions please submit each individually.

Regarding

Question

Type your question here...

Characters left: 532 Characters: 0

Submit Question

Select the relevant item in the 'Regarding' section and then 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, we will seek to provide a response to the Shareholder asking the question after the Meeting. If a number of questions of a similar nature are received at a similar time during a Meeting, the Chairman may respond to the questions at one time recognising the Shareholders who have submitted the questions. If a customer related question is received during a 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 relevant Meeting begins, if you have registered to vote. You can continue to submit questions up until the close of the relevant 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.

View Questions

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

When will the next AGM be held?

Asked regarding General Business

Asked at: 2:38 PM Updated: 2:38 PM

OPEN COMMENTS

SUBMIT ANOTHER QUESTION

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2b. Asking a question by telephone

What you will need

- a) Landline or mobile phone
- b) The name of your holding/s
- c) To obtain your unique PIN, please contact Link Market Services on +61 1800 990 363 **by 9.30am (Sydney time) on Monday 10 October 2022.**

Joining a Meeting via phone

Step 1

From your landline or mobile device, call: **1800 941 125 or international +61 2 9189 8865.**

Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the Meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be greeted by a moderator and asked to provide your PIN. This will verify you as a Shareholder or proxy holder and allow you to ask a question on the resolution(s) at the Meeting.

Step 3

Once the moderator has verified your details you will be placed into a waiting room and will hear music playing.

Note, if your holding cannot be verified by the moderator, you will not be able to ask a question by telephone. The operator will recommend that you hang up and view the Meeting online at **meetings.linkgroup.com/TLSSAGM22** or **meetings.linkgroup.com/TLSScheme22**.

Shareholders and proxy holders will be able to log in and ask a question online (please refer to page 5 for further details).

Step 4

At the commencement of the Meeting, you will be admitted to the Meeting where you will be able to listen to proceedings.

Asking a question

Step 1

When the Chairman of the meeting calls for questions on the resolution, you will be asked to press *1 on your keypad should you wish to raise your hand to ask a question.

Step 2

When it is your time to ask your question, the moderator will introduce you to the Meeting, your line will be unmuted and you can then start speaking.

Note, if at any time you no longer wish to ask your question, you can lower your hand by pressing *2 on your key pad.

If you also joined the Meeting online, we ask that you mute your laptop or desktop device while you ask your question.

Step 3

Your line will be muted once your question has been answered.

Please note, if you wish to lodge your vote during the Meeting you must do this via the relevant Meeting portal meetings.linkgroup.com/TLSSAGM22 or meetings.linkgroup.com/TLSScheme22 (pages 3 and 4 of this guide provide details on how to vote).

Voting cannot be performed over the telephone.

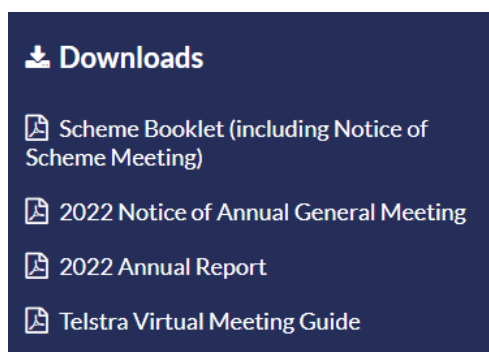
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3. Downloads

If you would like to download the Notice of 2022 Annual General Meeting or the Scheme Booklet (including the Notice of Scheme Meeting) you can do so here.

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

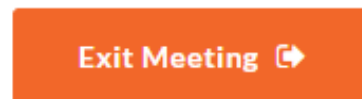


Voting closing

Voting will close 10 minutes after the close of the relevant Meeting.

At the conclusion of the relevant 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 relevant Meeting. Once voting has been closed, cards submitted cannot change. Incomplete cards or unsubmitted cards will be discarded.



After the conclusion of the AGM, click on the 'Exit Meeting' button located on the top right hand side of your screen before entering the Scheme Meeting.

Contact the Telstra Share Registry

General shareholder enquiries

T +61 1300 88 66 77

E telstra@linkmarketservices.com.au

Telstra Shareholder Meetings enquiries

T +61 1800 990 363 – call before 9.30am (Sydney time)

Monday 10 October 2022 to obtain your personalised PIN number to ask a question via the telephone at the Annual General Meeting and/or the Scheme Meeting.