

# How to appoint the ASA as your proxy

## Three quick steps

If you have elected to receive paper communications, you should have received a paper proxy form in the mail with the Notice of Meeting.

1. Insert '**Australian Shareholders Association**' on the proxy form in the correct box. Please don't abbreviate to 'ASA' as it may invalidate your vote.  
You can leave the resolutions open (ie unmarked) or direct your proxy by marking either the **For** or **Against** box. Undirected (open) proxies allow the ASA to vote according to our published voting intentions.
2. Sign and date the completed form. For joint holdings, both holders must sign.
3. Send the completed form to the relevant share registry to arrive at least 48 hours prior to the AGM. Do not send forms to the ASA.

If you have questions about how to nominate the ASA as your proxy, please contact our National Office on [1300 368 448](tel:1300368448) or email [share@asa.asn.au](mailto:share@asa.asn.au).

## Make the appointment a standing one

If you'd like to save time filling out a proxy form for each meeting, complete a form to ask your company's share registry to appoint the ASA as your Standing Proxy at all future company meetings. [Click here](#) to learn more.

## Appointing a proxy online?

[Visit this page](#) to learn how to appoint a proxy online.

[Download ASA's Proxy Voting Brochure](#)

## Appointing a proxy online

### *Electronic communications are increasingly popular*

More and more companies are using electronic means to communicate with their shareholders, and almost will allow you to appoint a proxy online. Some of the larger companies will also allow you to vote directly online.

It all starts when you receive a Notice of Meeting by email. The email usually includes a link to the online Annual Report and a hyperlink to access your company's voting system. Simply click the link.

**STEP 1 Indicate How Your Vote Will be Cast**

Please select an option:

Vote Directly

**Appoint a proxy**

Please select an option:

Vote all your holding

Split your vote

*Linking to the*

*share registry wesbite*

The share registry websites all differ slightly. Taking Computershare as an example, after confirming your ID to locate your holding, decide how to cast your vote - **Vote Directly** (if available) or **Appoint a proxy**. Click the **Appoint a proxy** option. You can elect to vote all your holding as in the example or to split your vote.

Continuing with the Computershare example, on the next page, you have the option to appoint the Chairman as your proxy or to appoint someone else as your proxy. To appoint the ASA as your proxy, click on the **Other Appointee** option and type '**Australian Shareholders Association**' in full into the box. Please don't abbreviate to 'ASA' as in this example, as it may invalidate your vote.

Scroll further down the page for the meeting resolutions. Leave your vote open (ie unmarked) or direct your proxy by clicking the **For** or **Against** option. Open undirected proxies allow the ASA to vote according to our published voting intentions.

the Chairman of the meeting

or you may appoint a different person or body corporate to act generally at the meeting by entering a name in the "Other Appointee" box.

**Other Appointee:**

I wish to nominate a second proxy.

**Body corporate or individual?**

Some registry websites ask you to select a Body Corporate or Individual when choosing a proxy. Click on the "Body Corporate" option and then follow the instructions above.

**Or nominate alternate proxy holder**

Body Corporate       Individual

(Please write in full - abbreviations will not be accepted)

Complete the remaining steps and submit your proxy/vote.

### *Changing communication preferences*

Sometimes the website will give you an option to change your communication preferences. Ensure you read these options carefully as the options are different for each company.

### *Questions?*

Your first point of call should be the share registry itself. If you have questions about how to nominate the ASA as your proxy, please contact our National Office on 1300 368 448.

## **ASA as your standing proxy**

### **Tired of filling in proxy forms?**

If you don't want to lodge a proxy form every time you receive a Notice of Meeting, you can appoint the ASA as your standing proxy.

The main features of a standing proxy are:

- It removes the hassle of filling in proxy forms for every meeting and it gives the ASA an undirected proxy, if not otherwise revoked for the particular meeting.
- It's only a **default** instruction to a company's registry. The shareholder can still attend the meeting, nominate an alternative proxy, direct proxy votes or vote directly without abrogating their standing proxy for future meetings.

### **How to appoint the ASA as your standing proxy**

1. Complete a Standing Proxy Form (links are below). Both Computershare and Link have their own form, so you will need to find out the share registry for your company's shares. For other registries, use the generic form.
2. Post or fax the form to the relevant share registry - the contact details are on the form.

### **Download standing proxy forms**

- [Computershare](#) - this form can now be used with multiple companies, provided the shareholder's SRN/HIN is the same. Use ASX ticker codes for multiple companies
- [Link Market Services](#) - you will need complete one form per company
- [Other registries, including Boardroom](#) - you will need complete one form per company

**Not sure who the share registry is? [Click here](#) to see a list of share registries.**

### **Frequently asked questions**

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***How do I know whether my standing proxy form has been received?***

Registries do not issue confirmation letters, so it may be worth contacting the share registry to confirm that your standing proxies are in place.

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***How do I find out the companies I have appointed ASA as a standing proxy?***

The ASA does not receive information about who has appointed the ASA as a proxy and the companies to which an appointment relate. You will need to contact the share registry to confirm this.

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***I am still receiving the AGM package of documents. Can I ignore them?***

You will still receive the AGM package of documents, whether you have a standing proxy or not. This will allow you to revoke your proxy for a particular meeting or give us a directed proxy. We encourage you to read the AGM materials but you can ignore the proxy form included in the package if you wish to retain your standing proxy.

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***I am recently bought more shares in the company. Do I need to fill in a new standing proxy form?***

No. If you acquire more shares under the same HIN or SRN (such as via a dividend reinvestment), your standing proxy will apply to these new shares. Please note however you will need to complete a separate standing proxy form if the holding is under a different SRN or HIN.

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***How do I revoke my standing proxy?***

Simply write to the share registry and advise them of your change.

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***Can I still attend the AGM if I have appointed the ASA as my standing proxy?***

A proxy, including a standing proxy, does not preclude a shareholder from attending a company meeting. You can still attend and sign in as a “visitor”, although this does not come with rights to ask questions or vote because the voting rights remains assigned to the proxyholder. You can also attend as a “non-voting shareholder”, which allows you to ask questions or make comments, without voting. Or, if you like, suspend or revoke the proxy at the registration desk for the meeting. This will allow you to also vote from the floor of the meeting. The Standing Proxy will continue for other meetings of the company.

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