

Virtual Annual Meeting Online Portal Guide

BEFORE YOU BEGIN

Ensure your browser is compatible. You can easily check what your current browser is by going to the website whatismybrowser.com

Supported browsers are:

- Chrome – Version 44 & 45
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 “Mavericks” & OS X v10.10 “Yosemite”
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported)

The virtual Annual Meeting is viewable from desktops and laptops. To attend and vote at the virtual Annual Meeting you must have:

- NZX registered holders: CSN/Holder Number and FIN
- ASX registered holders: Shareholder number and postcode

If you are an appointed proxy you will need your proxy number that will be provided by Link Market Services prior to the meeting. **Please make sure you have this information before proceeding.**

STEP 1

Open your web browser and go to virtualmeeting.co.nz



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 proceeding to click the blue **‘Register and Watch Annual Meeting’** button. Once you have logged in you will see two screens at the top of the window.

The left screen will play a live video webcast of the Annual Meeting.

The right screen will show the presentation slides that will be talked to during the Annual Meeting.

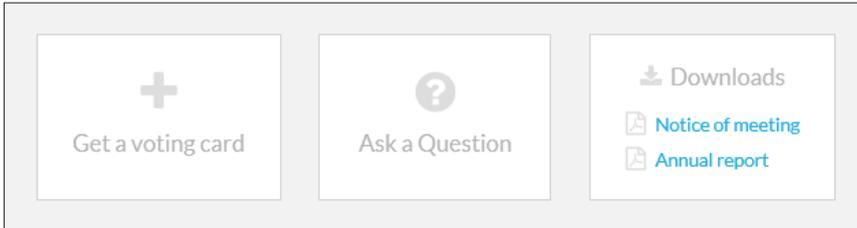
Note: We recommend once you have logged in you keep your browser open for the duration of the meeting. If you close your browser your session will expire. If you attempt to log in again for security purposes you will be sent a recovery link via email.



NAVIGATING

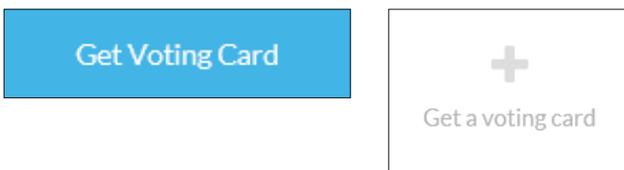
At the bottom of the webpage under the webcast and presentation screens there are three boxes. See each section below for operating instructions.

1. Get a Voting Card
2. Ask a Question
3. Downloads

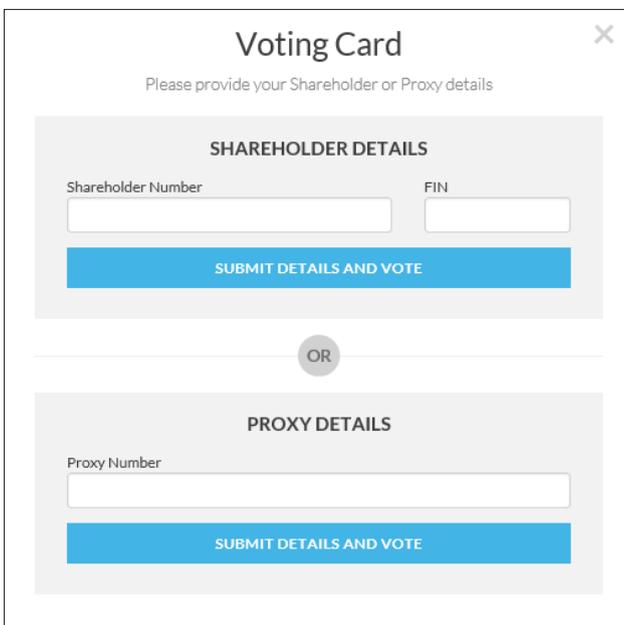


1. GET A VOTING CARD

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 the below.



If you are an individual or joint Shareholder you will need to register and validate yourself by entering your details in the top section:
NZX registered holders: CSN/Holder Number and FIN
ASX registered holders: Shareholder number and post code

If you are an appointed Proxy, please enter the Proxy Number issued to you by Link Market Services in the bottom section. Once you have entered your appropriate details click the blue '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 Annual 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 and down to view all resolutions.

Shareholders and proxies can either submit a Full Vote or a Partial Vote. You can move between the two tabs by clicking on 'Full Vote' or 'Partial Vote' at the top of the voting card.

Full Votes:

To submit a full vote on a resolution ensure you are in the 'Full Vote' tab. From here place your vote by clicking on the 'For', 'Against', or 'Abstain' voting buttons.

Partial Votes:

To submit a partial vote on a resolution ensure you are in the 'Partial Vote' tab. From here you can enter the number of votes you would like to vote (any or all) for each resolution. The total amount of votes that you are entitled to vote will be listed under each resolution. When you enter the number of votes in a certain box it will automatically tally how many votes you have left to allocate.

Note: If you are submitting a partial vote and do not vote all of your entitled votes the un-voted portion will be submitted as no instruction and therefore not counted.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click the blue 'Cast Vote' or 'Cast Partial 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 card. The voting card will appear on the bottom left corner of the webpage. It will say 'Not yet submitted' along the bottom.

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 already made.

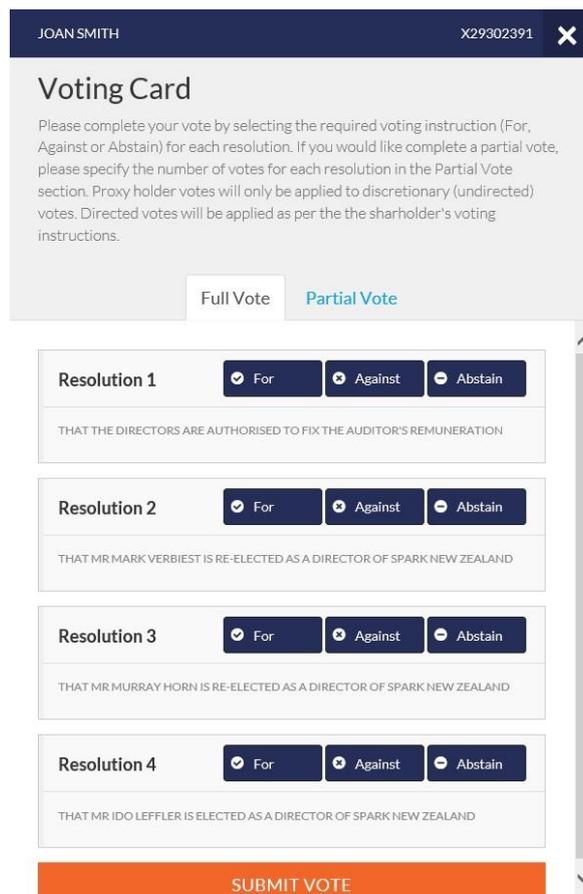
If at any point you have submitted your voting card and wish to make a change while voting is still open you can do so by clicking the 'Edit Card' button and making the change required. Once you have completed your card select the blue 'Cast Vote' or 'Cast Partial Vote' button.

The voting card remains editable until the voting is closed at the conclusion of the Annual Meeting. Once voting has been closed all voting cards, both submitted and un-submitted, will automatically be submitted and will not be able to be changed.

At the conclusion of the Annual Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens 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.

If an additional resolution is proposed during the meeting, there will be a short delay while the resolution is added to the voting card. Once the resolution has been added you will be notified by the Chairman during the meeting. In order to vote on the extra resolution you will need to reopen your voting card to cast your vote by clicking edit card.

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



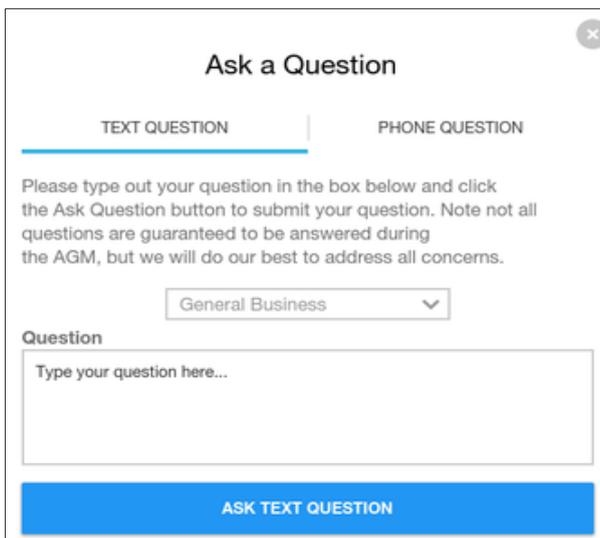
2. HOW TO ASKAQUESTION

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 at the bottom of the webpage.



The **'Ask a Question'** box will then pop up. Shareholder can either elect to ask a question by typing using a keyboard or connecting to the Meeting teleconference and ask a questions directly to the meeting.

The screenshot shows a pop-up window titled "Ask a Question" with a close button in the top right corner. It has two tabs: "TEXT QUESTION" (selected) and "PHONE QUESTION". Below the tabs is a paragraph of instructions: "Please type out your question in the box below and click the Ask Question button to submit your question. Note not all questions are guaranteed to be answered during the AGM, but we will do our best to address all concerns." Below this is a dropdown menu currently set to "General Business". Underneath is a text input field with the placeholder "Type your question here...". At the bottom is a blue button labeled "ASK TEXT QUESTION".

Text question

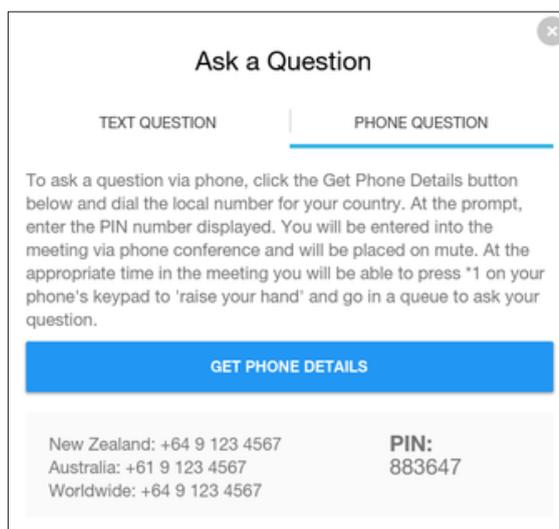
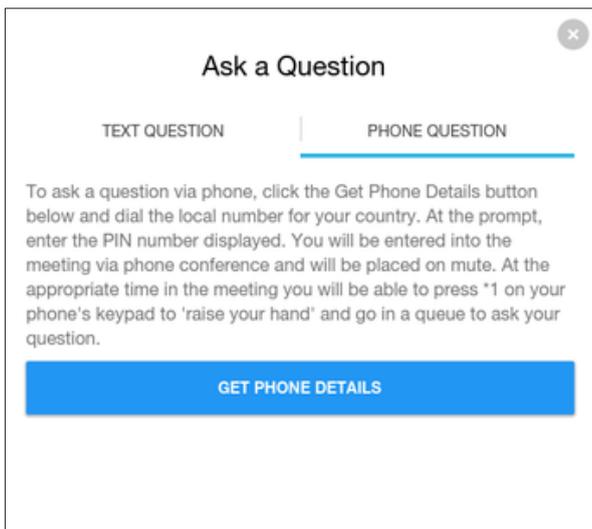
To ask a question by typing with your keyboard you are required to complete the two sections. In the 'Regarding' section click on the drop down arrow and select from one of the following, which best relates to your question:

- General Business
- Resolution 1
- Resolution 2
- Resolution 3
- Resolution 4

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 blue **'Ask Question'** button. This will send the question to the Management/Board.

Note that not all questions are guaranteed to be answered during the Annual Meeting, but we will do our best to address all concerns.



Phone question

To ask a question directly to the meeting, by connecting to the Meeting teleconference, select the phone question tab and "get phone details". Please use the supplied phone number and PIN to connect to the teleconference. Please remember to mute the sound on your device.

New Zealand: 0800 448 986
 Australia: 1800 572 288

Upon successful validation, please follow the instructions from the chair and the conference call operator to ask your question during the Meeting. You will be speaking directly to the Meeting.

Your voting will still be conducted through the virtual meeting platform.

3. DOWNLOADS

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

To download the Notice of Meeting - click A. To download the Annual Report - click B.

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



VOTING CLOSING

Voting will close 5 minutes following the close of the Annual Meeting. At the conclusion of the Annual Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time available to shareholders.

If you have not yet submitted your vote, please do so now. At the close of the meeting any votes you have placed will automatically be submitted.

