



**KEYINVEST**  
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## COVID-19 ARRANGEMENTS

As at the date of the Notice of General Meeting, KeyInvest Ltd (the Company) is unable to allow members to physically attend the General Meeting so that it can comply with government restrictions and public health advice to practice social distancing, which is also necessary to keep people safe and slow down the spread of COVID-19.

The General Meeting will be held and broadcast via teleconference to members from KeyInvest's offices at Level 6, 49 Gawler Place, Adelaide SA 5000 on Tuesday, 23 June 2020 at 10.00 am. Instructions to join the teleconference will be published on the KeyInvest website ([www.keyinvest.com.au](http://www.keyinvest.com.au)).

All resolutions at the General Meeting will be decided on a poll, based on proxies submitted before the General Meeting. Members who lodge their proxies by 10.00 am Adelaide time on Sunday, 21 June 2020 will have their votes cast at the meeting.

Members are encouraged to submit written questions to the Company Secretary prior to the meeting via email at [company.secretary@keyinvest.com.au](mailto:company.secretary@keyinvest.com.au).

### 1. Entitlement time

The Board has determined that a person's entitlement to vote at the General Meeting will be taken to be the entitlement of that person shown in the Register of Members as at 10.00 am Adelaide time on Friday, 20 December 2019.

### 2. Voting Entitlement on a Poll

On a poll, every member has one vote.

### 3. Proxies

A member entitled to attend and vote is entitled to appoint one proxy.

You may appoint the Chairman of the General Meeting as your proxy. In addition, the Chairman of the meeting is deemed to be appointed where a signed proxy form is returned which does not contain the name of the proxy or where the person appointed on the form is absent from the meeting.

**Note that at the date of the Notice of General Meeting, KeyInvest is unable to allow members to physically attend the General Meeting, so if you appoint someone other than the Chairman as your proxy, that person will be absent from the meeting and the Chairman will be deemed to be appointed in their place.**

If a member directs the Chairman how to vote on an item of business, the Chairman must vote in accordance with the direction.

For proxies without voting instructions that are exercisable by the Chairman, the Chairman intends to vote all available proxies in favour of each resolution.

**4. Directing your proxy how to vote**

If you wish to indicate how your proxy should vote, please mark the appropriate boxes on the proxy form.

If you mark the “abstain” box for a particular item, you are directing your proxy not to vote on your behalf and your vote will not be counted in computing the required majority on a poll.

If you do not mark a voting instructions box in respect of a resolution, your proxy can vote as he or she decides, subject to any voting exclusions that apply to the proxy.

**5. Completing the proxy form**

A proxy form must be signed by the member or his/her attorney or, in the case of a corporation, executed in accordance with section 127 of the *Corporations Act* or signed by an authorised officer or attorney. If the proxy form is signed by an attorney or by the authorised officer of a corporation, the power of attorney or other authority (or a notarially certified copy) must accompany the form unless it has previously been provided to the Company. If the proxy form is sent electronically, any accompanying power of attorney or other authority must be certified.

**6. Lodgement of proxy forms**

Proxy forms must be received by the Company by 10.00 am Adelaide time on Sunday, 21 June 2020. You may lodge your proxy form:

- electronically by email to [info@keyinvest.com.au](mailto:info@keyinvest.com.au);
- by post to Attention: The Company Secretary, KeyInvest Ltd, Reply Paid 3340, Rundle Mall SA 5000; or
- in person to Level 5, 49 Gawler Place, Adelaide SA 5000.