

Virtual Meeting Online Guide

Virtual Meeting Online Guide

Before you begin

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

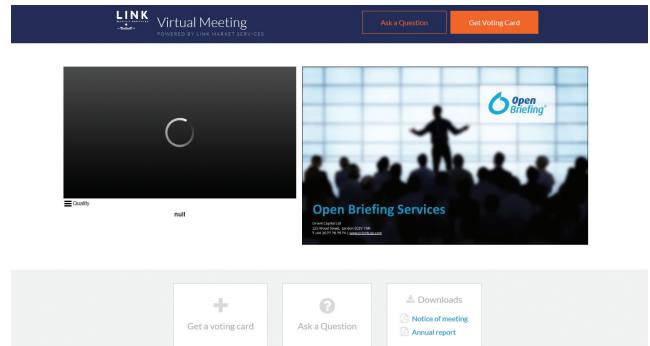
Supported browsers are:

- 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 Meetings are viewable from desktops and laptops. To attend and vote at the virtual Meetings you must have:

- ASX registered holders: Shareholder number and postcode

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



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 blue **‘Register and Watch Meeting’** button. Once you have logged in you will see:

- On the left – a live video webcast of the Meetings
- On the right – the presentation slides that will be addressed during the Meetings.

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

Step 1

Open your web browser and go to Ricegrowers Annual General Meeting
<https://agmlive.link/SGLA20>

Ricegrowers B Class Meeting
<https://agmlive.link/SGLB20>

Note: It is recommended different browsers are used for each link.



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



Get a voting card



Ask a Question

Downloads
[Notice of meeting](#)
[Annual report](#)

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.

Note: You will only be able to vote at your relevant class Meeting.
(ie B class holders will not be able to vote at the Annual General Meeting, but will be able to ask questions. A Class shareholders will not be able to vote at the B Class Meeting, but will be able to ask questions.)

Get Voting Card



Get a voting card

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

Outside Australia

SUBMIT DETAILS AND VOTE

OR

PROXY DETAILS

Proxy Number

SUBMIT DETAILS AND VOTE

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:** Shareholder number and postcode

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 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 Meetings (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.

Shareholders and proxies with more than one vote 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.

Please note that you will have to register at each Meeting if you are eligible to vote at both.

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continued

The screenshot shows a web interface for a virtual meeting. At the top, a dark blue header bar contains the text 'ABC COMPANY PTY LTD' on the left and 'X123456789' on the right, followed by a close button (X). Below the header is a section titled 'Voting Card'. Inside this section, there is a paragraph of instructions: 'Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution. If you would like complete a partial vote, please specify the number of votes for each resolution in the Partial Vote section. Proxy holder votes will only be applied to discretionary (undirected) votes. Directed votes will be applied as per the the Shareholder's voting instructions.' Below the instructions are two tabs: 'Full Vote' (selected) and 'Partial Vote'. Under the 'Full Vote' tab, there are four resolution cards. Each card has a title, a description, and three buttons: 'For' (with a checkmark icon), 'Against' (with an X icon), and 'Abstain' (with a minus icon). The resolutions are: Resolution 2B (RE-ELECTION OF MR. ABC AS A DIRECTOR), Resolution 2C (RE-ELECTION OF MS XYZ AS A DIRECTOR), Resolution 3 (INCREASE TO DIRECTORS' MAXIMUM FEE POOL LIMIT), and Resolution 4 (ADOPTION OF REMUNERATION REPORT). At the bottom of the voting card section is a large orange button labeled 'SUBMIT VOTE'.

Full Votes

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

Partial Votes-B Class Meeting only

To submit a partial vote on a resolution ensure you are in the **'Partial Vote'** tab. You can enter the number of votes you would like to vote (for any or all) resolution/s. The total amount of votes that you are entitled to vote for 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.

Note: Partial votes are not applicable at the Annual General Meeting.

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 Meetings 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 blue **'Cast Vote'** or **'Cast Partial Vote'** button.

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

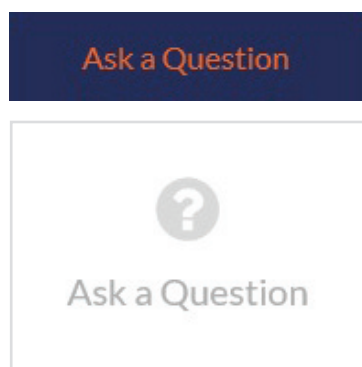
At the conclusion of each Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time available to shareholders. Please make any changes required to your voting cards at this point and submit your voting cards.

Note: Registration for the Meetings and voting opens one hour before the Meetings begin.

2. How to ask a question

Note: A and B class shareholders are able to ask questions at both Meetings.

You will only be able to ask a question if you are an A or B class shareholder who have registered. To register click on the “Ask a Question” box either at the top or bottom of the webpage and input your shareholder details.



The ‘Ask a Question’ box will then pop up with two sections for completion.

Ask a Question

We welcome any questions that you may have and will endeavour to answer all questions during the Meeting. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.

Regarding

General Business

Question

Type your question here...

Submit Question

In the ‘**Regarding**’ section click on the drop down arrow and select one of the following categories:

- General Business
- Resolution 1
- Resolution 2
- Resolution 3
- Resolution 4
- Resolution 5
- Resolution 6

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 ‘**Submit Question**’ button. This will send the question to the Management/Board.

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

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 Meetings begins, if you have registered to vote. You can continue to submit questions up until the close of voting.

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.

Question 1

General Business

When will you be holding your next AGM?

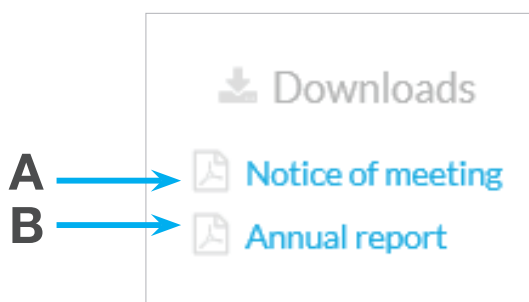
SUBMIT ANOTHER QUESTION

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continued

3. Downloads

If you would like to see the Notice of 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 after the close of the Meetings.

At the conclusion of each 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.

At the close of the Meetings any votes you have placed will automatically be submitted.



Contact us

Australia

T 1300 554 474

E info@linkmarketservices.com.au

New Zealand

T +64 9 375 5998

E enquiries@linkmarketservices.co.nz