

Online Meeting Guide

Before you begin

Ensure your browser is compatible.
Check your current browser by going to
the website: **whatismybrowser.com**

Supported browsers are:

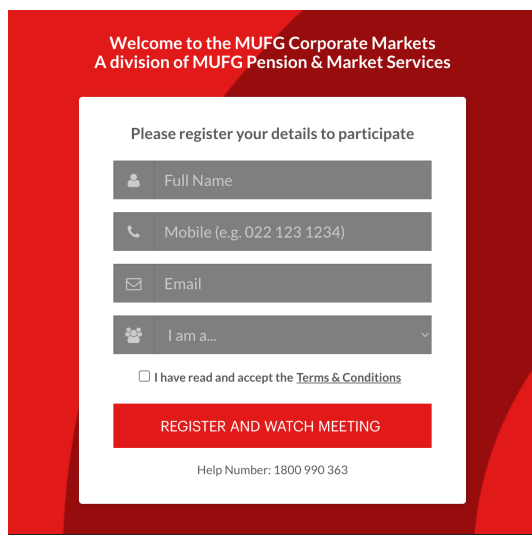
- Chrome – Version 44 & 45 and after
- Edge – 92.0 and up

**To attend you must have your member
number and post code.**

Appointed Proxy: Your proxy number will
be provided by MUFG before the meeting.

**Please make sure you have this
information before proceeding.**

Online Meeting Guide



Welcome to the MUFG Corporate Markets
A division of MUFG Pension & Market Services

Please register your details to participate

Full Name

Mobile (e.g. 022 123 1234)

Email

I am a...

☐ I have read and accept the [Terms & Conditions](#)

REGISTER AND WATCH MEETING

Help Number: 1800 990 363

- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – buttons for 'Ask a Question' and a list of company documents to download

Note: If you close your browser, your session will expire and you will need to re-register. If using the same email address, you can request a link to be emailed to you to log back in.

Step 1

Open your web browser and go to <https://meetings.openbriefing.com/AUDA25>

Step 2

Log in to the portal using your full name, mobile number and email address, and participant type

Please read and accept the terms and conditions before clicking on the **'Register and Watch Meeting'** button.

- On the left – a live webcast of the Meeting starts automatically once the meeting has commenced. If the webcast does not start automatically please press the play button and ensure the audio on your computer or device is turned on.

Online Meeting Guide *continued*

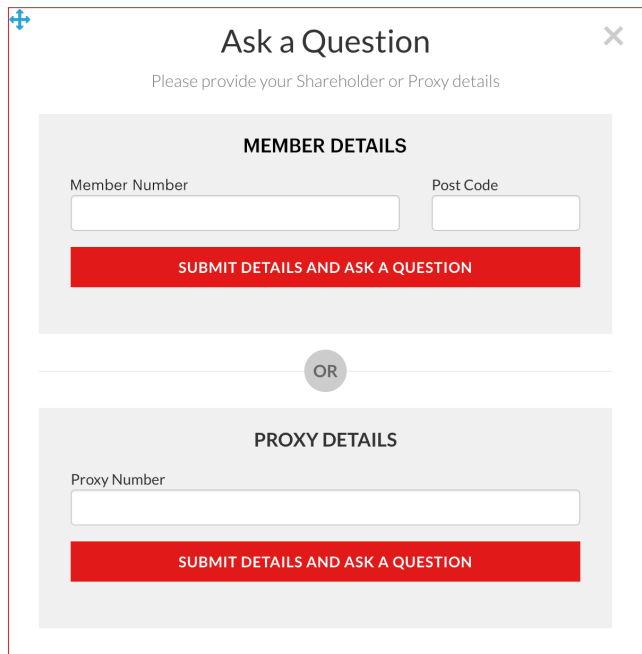
2. How to ask a question

Note: Only verified Members, Proxyholders and Corporate Representatives are eligible to ask questions.

You will be prompted to enter your member number and post code or proxy details before you can ask a question. To ask a question, click on the 'Ask a Question' button either at the top or bottom of the webpage.

2a. How to ask a written question

The '**Ask a Question**' box will pop up and you have the option to type in a written question or ask an audio question over the phone line.



The 'Ask a Question' modal box has a title bar with a close button (X) and a plus icon. Below the title is the instruction 'Please provide your Shareholder or Proxy details'. There are two sections: 'MEMBER DETAILS' and 'PROXY DETAILS', separated by an 'OR' button. The 'MEMBER DETAILS' section contains input fields for 'Member Number' and 'Post Code', followed by a red 'SUBMIT DETAILS AND ASK A QUESTION' button. The 'PROXY DETAILS' section contains an input field for 'Proxy Number', followed by a red 'SUBMIT DETAILS AND ASK A QUESTION' button.

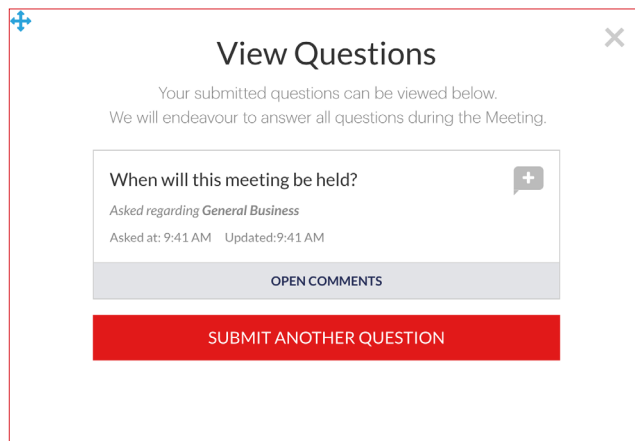
In the '**Regarding**' section click on the drop down arrow and select the category/resolution for your question.

Click in the '**Question**' section and type your question and click on 'Submit'.

A '**View Questions**' box will appear where you can view your questions at any point. Only you can see the questions you have asked.

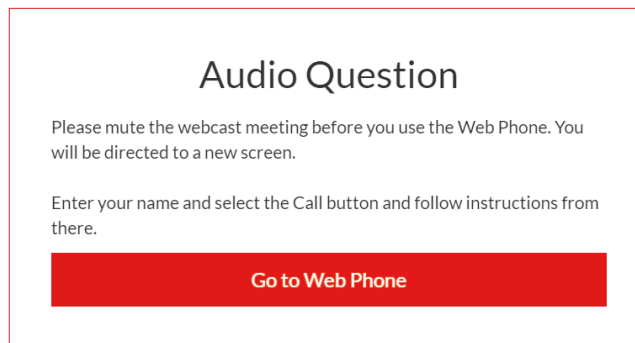
If your question has been answered and you would like to exercise your right of reply, you can submit another question.

Note, the company will do their best to address all questions.



The 'View Questions' modal box has a title bar with a close button (X) and a plus icon. Below the title is the text 'Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.' There is a list of questions, with one example visible: 'When will this meeting be held?' with subtext 'Asked regarding General Business' and 'Asked at: 9:41 AM Updated: 9:41 AM'. Below the question is a grey 'OPEN COMMENTS' button. At the bottom is a red 'SUBMIT ANOTHER QUESTION' button.

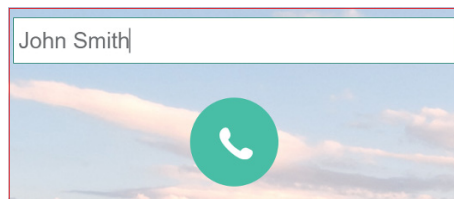
2b. How to ask an audio question



The 'Audio Question' modal box has a title bar with a close button (X) and a plus icon. Below the title is the text 'Please mute the webcast meeting before you use the Web Phone. You will be directed to a new screen.' Below this is the instruction 'Enter your name and select the Call button and follow instructions from there.' At the bottom is a red 'Go to Web Phone' button.

Step 1

Click on '**Go to Web Phone**'



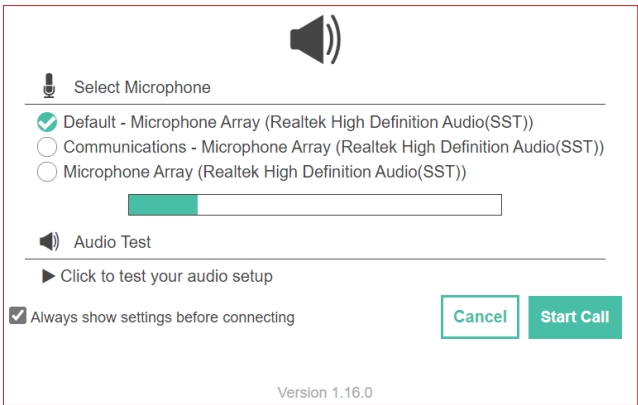
The 'Go to Web Phone' screen shows a text input field with 'John Smith' entered. Below the input field is a large green circular button with a white telephone handset icon.

Step 2

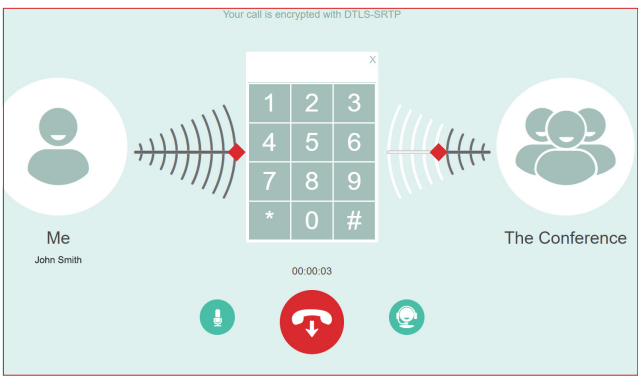
Type in your name and hit the green call button. You will then be in the meeting and able to listen to proceedings.

Step 3

A box will pop up with a microphone test. Select **‘Start Call’**



Step 4



You are now in the meeting (on mute) and will be able to listen to proceedings.

When the Chair calls for questions or comments on each item of business, press *1 on the keypad on your screen for the item of business that your questions or comments relates to. if at any time you no longer wish to ask a question or make a comment, you can lower your hand by pressing *2 on the keypad.

Step 5

When it is time to ask your question or make your comment, the moderator will introduce you to the meeting. Your line will be unmuted and you will be prompted to speak. If you have also joined the Meeting online, please mute your laptop, desktop, tablet or mobile device before you speak to avoid technical difficulties for you and other members.

Step 6

Your line will be muted once your question or comment has been asked / responded to

Step 7

You can hang up and resume watching the meeting via the online platform. If you would like to ask a question on another item of business, you can repeat the process above.

Please ensure you have muted the webcast audio.

3. Downloads

View relevant documentation in the Downloads section.

Contact us

Australia
T +61 1800 990 363