

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 meeting is viewable from desktops and laptops. To attend and vote at the virtual annual general meeting you must have your shareholder number.

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

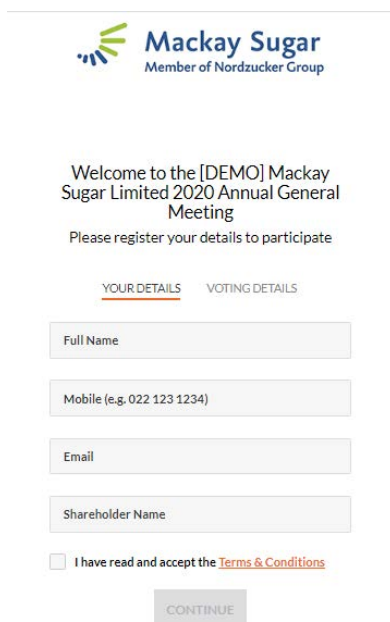
Step 1

Open your web browser and go to <https://agmlive.link/Mackay20>

Login to the online portal using your full name, mobile number, email address and shareholder name (if applicable).

To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the ‘Continue’ button.



The screenshot shows the Mackay Sugar registration page. At the top is the Mackay Sugar logo (Member of Nordzucker Group). Below it, the text reads: "Welcome to the [DEMO] Mackay Sugar Limited 2020 Annual General Meeting. Please register your details to participate." There are two tabs: "YOUR DETAILS" (selected) and "VOTING DETAILS". The form includes input fields for "Full Name", "Mobile (e.g. 022 123 1234)", "Email", and "Shareholder Name". At the bottom, there is a checkbox for "I have read and accept the [Terms & Conditions](#)" and a "CONTINUE" button.

Step 2

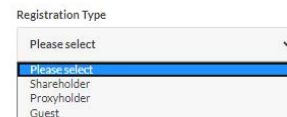
Select your ‘Registration Type’ from the drop-down box by choosing – Shareholder, Proxyholder or Guest.



Welcome to the [DEMO] Mackay Sugar Limited 2020 Annual General Meeting

Please register your details to participate

YOUR DETAILS VOTING DETAILS



The screenshot shows a dropdown menu titled "Registration Type". The menu is open, showing the following options: "Please select" (highlighted in blue), "Shareholder", "Proxyholder", and "Guest".

BACK REGISTER

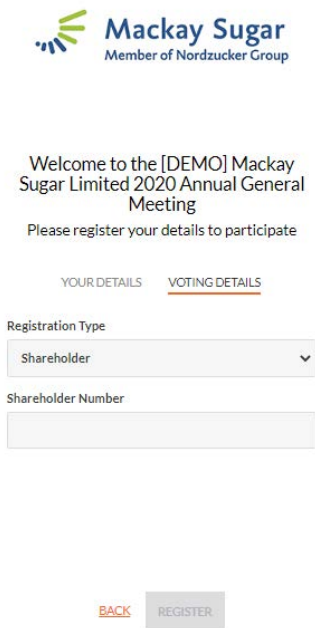
Step 3

Follow the instructions below that correspond to the **'Registration Type'** you selected in Step 2.

Shareholder

At 'Registration Type' select **'Shareholder'** from the drop-down box. Enter your Shareholder Number.

Click the **'Register'** button.

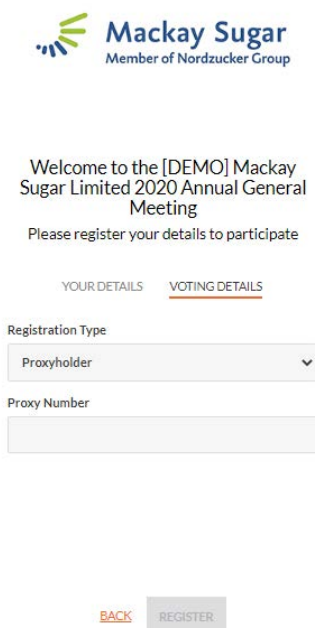


The screenshot shows the Mackay Sugar registration interface. At the top is the Mackay Sugar logo with the tagline "Member of Nordzucker Group". Below the logo, the text reads: "Welcome to the [DEMO] Mackay Sugar Limited 2020 Annual General Meeting" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS", with "VOTING DETAILS" being the active tab. Under "VOTING DETAILS", there is a "Registration Type" dropdown menu set to "Shareholder" and a "Shareholder Number" input field. At the bottom, there are two buttons: "BACK" and "REGISTER".

Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box.

Click the **'Register'** button.

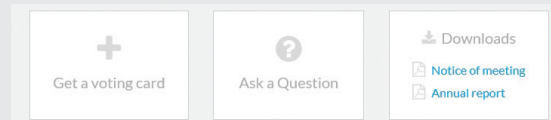


The screenshot shows the Mackay Sugar registration interface for proxyholders. It features the same Mackay Sugar logo and welcome message as the shareholder page. The "VOTING DETAILS" tab is active, and the "Registration Type" dropdown menu is set to "Proxyholder". There is a "Proxy Number" input field. At the bottom, there are "BACK" and "REGISTER" buttons.

Navigating

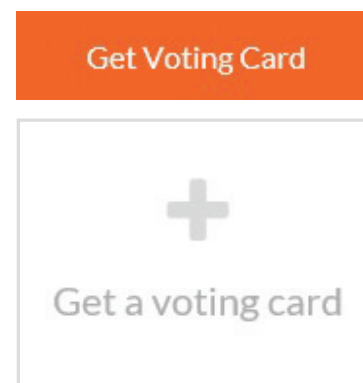
At the bottom of the webpage under the webcast and presentation there are three boxes. Refer to each section below for operating instructions.

- 4 Get a voting card
- 5 Ask a Question
- 6 Downloads



4. Get a voting card

To get your voting card – click on the **'Get a voting card'** box at the top of the webpage or below the videos.



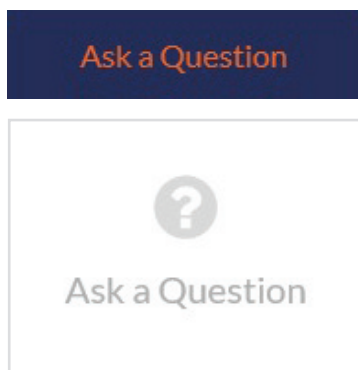
Your voting card will appear with all of the resolutions to be voted on by Shareholders at the Meeting. You may need to use the scroll bar on the right hand side of the voting card to scroll up or down to view all resolutions.

Virtual Meeting Online Guide continued

5. How to ask a question

Note: Only shareholders are eligible to ask questions.

You will only be able to ask a question after providing your Shareholder Number when prompted. If you would like to ask a question, click on the 'Ask a Question' box either at the top or bottom of the webpage.



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

Question

Type your question here...

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

- Reports and Financial Statements
- General Business
- Resolutions

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 Annual General Meeting, 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 fifteen minutes before the meeting begins. You can continue to submit questions up until the close of meeting.

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

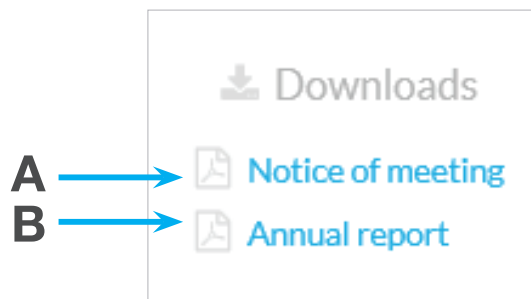
General Business

When will you be holding your next AGM?

Virtual Meeting Online Guide continued

6. Downloads

If you would like to see the Notice of Annual General 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.

Contact us

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