

18 November 2020

Company Announcements Office
ASX Limited
Level 4, 20 Bridge Street
SYDNEY NSW 2000

Virtual Meeting Guide

Attached is a Virtual Meeting Guide for Shareholders wishing to attend and vote at the Company's Annual General Meeting to be held on Wednesday 25 November 2020.

The Guide may be accessed on the Company's website under the section headed "2020 AGM."

Authorised by the Board.

P C Rutledge
Company Secretary

VIRTUAL MEETING GUIDE

Important information relating to attendance and voting at the Annual General Meeting to be held on Wednesday 25 November 2020

SUMMARY

As set out in the Company's Notice of Annual General Meeting forwarded to all shareholders, the Company has decided, in the light of the current Covid-19 pandemic and in the interests of public health and safety, **not to allow Shareholders to attend the Annual General Meeting (Meeting) in person.**

The Meeting will however be accessible to Shareholders to attend **virtually** via a live webinar, further details of which are set out below.

There will be no voting on a show of hands at the Meeting. All resolutions at the Meeting will be voted on by poll. Shareholders who are entitled to vote may vote either

- a) prior to the Meeting by appointing a Proxy; or
- b) by attending the Meeting virtually and voting by poll using a Voting Form.

Voting prior to the Meeting by appointing a Proxy is strongly recommended

More details on the two alternatives are set out below

HOW SHAREHOLDERS CAN PARTICIPATE:

Voting by Proxy

It is strongly recommended that Shareholders vote **prior to the Meeting** by submitting a Proxy Form **appointing the Chair of the Meeting as their proxy**. Shareholders can provide specific instructions in the Proxy Form on how their vote is to be exercised on each item of business, and the Chair of the Meeting must follow those instructions.

Instructions on completing and submitting a Proxy Form are set out in the Proxy Form which is attached to the Notice of Meeting that was forwarded to all shareholders. (Copies of both the Notice of Meeting and the Proxy Form can be accessed on the Company's website under the heading "2020 AGM").

Shareholders are reminded that Proxy votes must be received by the Company **no later than 48 hours before the Meeting – that is by 12:00 noon (WST) 23 November 2020**.

Voting by Poll (using a personalised Voting Form)

Shareholders who wish to attend the Meeting virtually can elect to have the option of voting by poll during the Meeting.

When they email their request to attend the Meeting virtually (by following the instructions set out below under ***Webinar – registering to attend the Meeting virtually***) they can include a request to be issued a Voting Form. On verification of their Shareholding the Company Secretary will email the Shareholder a personalised Voting Form.

Shareholders who attend the Meeting virtually and are in possession of a Voting Form will be able to cast their votes by completing the Voting Form when the Chair calls for a vote on each Resolution. They can then submit their completed Voting Form by email to the Company Secretary at info@hamptonhill.com.au immediately after all resolutions have been put to the Meeting. A period of 15 minutes from that point of time will be allowed for receipt by the Company of the emailed Voting Forms. This means that the outcome of each Resolution will not be able to be determined until after the Voting Forms have been processed which may delay the conclusion of the Meeting.

Whether or not Shareholders apply to attend the Meeting virtually it is strongly recommended that for voting purposes they choose the Vote by Proxy option submitting a Proxy Form prior to the Meeting to be received by the Company prior to 23 November 2020.

Webinar – registering to attend the Meeting virtually

Shareholders wishing to attend the Meeting virtually must register their intention to attend with the Company at their earliest opportunity and **no later than 12.00 noon (WST) on 24 November 2020** (the day before the Meeting) by emailing the Company Secretary at info@hamptonhill.com.au and including their Holder Name, Address and HIN or SRN. If they intend to vote by poll at the Meeting they should include a request for a Voting Form in that email. Subject to verifying the shareholding details, the Company can then provide the Shareholder by email with the registration details to enable them to participate in the Meeting via the live webinar facility.

Questions

Shareholders wanting to submit questions to the Meeting are asked to do this in writing by emailing the Company Secretary at info@hamptonhill.com.au **no later than 23 November 2020.**

Enquiries

Shareholders are encouraged to contact the Company Secretary on +61 8 9481 8444 or by email at info@hamptonhill.com.au if they have any queries in respect of the special arrangements applying to this Meeting.

Authorised by the Board.

Peter Ruttledge
Company Secretary