

8/10/21

2021 ANNUAL GENERAL MEETING

NOTICE OF MEETING

Notice is given that the Annual General Meeting of Marriott Support Services will be held by Zoom video conference or teleconference on Thursday 18 November 2021 at 3:00 p.m. The meeting will not be held at any physical location.

BUSINESS OF THE MEETING:

1. To confirm the Minutes of the Annual General Meeting held on Friday 29 October 2020.
2. To receive from the Board a report on the affairs of Marriott Support Services, together with the duly audited Financial Statements for the year ended 30th June 2021.
3. To elect three directors: - Catherine McGovern retires from the Board at the end of this year's AGM but, being eligible, has accepted nomination for re-election. Nichola Lefroy and Shane Armstrong were both co-opted to the Board on 18th December 2020 and, being eligible, have accepted nomination for election at this year's AGM.

[Note: In accordance with Rule 6.6 of the Constitution, there shall only be an election for Directors if there is a vacancy to be filled. A person is eligible to stand for election if the person is:

- a) a retiring director*
- b) nominated by the Nominations Committee ...or*
- c) A Member and is nominated by means of a written nomination signed by two Members and lodged with the Secretary by 30th September of the year in which the vacancy arises together with a consent to the nomination signed by the Member and has demonstrated appropriate fitness and propriety to the Nominations Committee.]*

4. To amend the Constitution of the company by adopting a revised Constitution containing the proposed amendments to the existing Constitution as set out in the accompanying Explanatory Memorandum. The proposed resolution to be put to the meeting is:
"That the Constitution of the company be amended by adopting the revised Constitution appearing on the company's website and containing the amendments set out in the accompanying Explanatory Memorandum."

[Note: that this is a special resolution which, to be passed, requires approval by a 75 % majority of members present at the meeting either in person virtually or by proxy and entitled to vote. The

proposed new Constitution and a highlighted version of the existing Constitution showing the proposed amendments may be found at <https://www.marriott.org.au/>

5. To confirm the appointment of McPhail & Partners as Auditors.
6. To transact any other business which may properly be brought before the meeting.

HOW TO PARTICIPATE IN THE MEETING

You may participate in the meeting

- online by Zoom conference or teleconference (with video conference preferred if possible)
- by proxy lodged prior to the meeting

To participate by Zoom conference or teleconference go to:

Topic: Marriott Support Services AGM

Time: **Thursday 18 November 2021 at 3:00p.m** (Daylight Savings Time) Melbourne

Join Zoom Meeting

<https://us02web.zoom.us/j/89379074707?pwd=Zk5DQm9BQ00vUW82RWFLQVVlcWgrdz09>

Meeting ID: 893 7907 4707

Passcode: 140030

One tap mobile

+61861193900,,89379074707#,,,,*140030# Australia

+61871501149,,89379074707#,,,,*140030# Australia

Dial by your location

+61 8 6119 3900 Australia

+61 8 7150 1149 Australia

+61 2 8015 6011 Australia

+61 3 7018 2005 Australia

+61 7 3185 3730 Australia

Meeting ID: 893 7907 4707

Passcode: 140030

Find your local number: <https://us02web.zoom.us/u/keJRG3UIng>

Please note that if attending by Zoom teleconference your phone number may be visible to other participants.

Please ensure that you are logged in or connected by phone to the conference at **least 10 minutes before the commencement of the meeting at 3:00 p.m.** and be prepared to provide sufficient information to confirm that you are currently a financial member of Marriott Support Services.

For any difficulties in connecting into the meeting, please call the CEO, on 03 9947 1116 who will be the moderator of the meeting,

CONDUCT OF THE MEETING

All participants are requested to be on mute to enable effective management of the meeting.

For those on teleconference who wish to address the meeting, please notify the moderator by unmuting yourself and awaiting an appropriate pause in the discussion.

For those connected to the video conference, please use the chat function to ask questions or to address the meeting. These questions or comments will be read out to the meeting. Alternatively, you may identify that you wish to speak by noting that in the chat function and the moderator will ask you to speak at the appropriate time.

VOTING:

All voting will be by way of poll which will be conducted as set out below

When a matter is put to the vote, the Chair will ask those on the video conference to complete voting first followed by those on the teleconference whose names will be called in alphabetical order.

For those connected by video conference:- when requested, members will be asked to identify themselves and vote using by using the chat function with their identity disclosed and voting "For", "Against" or "Abstain". For members connected by video conference voting will not be accepted by a show of hands or verbally.

For those connected by telephone:- when requested to vote, you will need to unmute yourself, identify yourself and indicate your vote "For", "Against" or "Abstain".

The CEO as appointed moderator of the meeting will record all votes and provide the results of the vote to the Chair.

PROXIES:

Each member of Marriott Support Services is entitled to appoint another member or another person as their proxy to attend virtually, vote and speak on their behalf. The appointment of a proxy must be in writing and signed by the member making the appointment. The member appointing the proxy may give specific directions as to how the proxy is to vote on their behalf, otherwise the proxy may vote on behalf of the member as the proxy thinks fit.

To be valid a form appointing a proxy must be received by Marriott Support **Services no later than 48**

hours before the commencement of the meeting and may be scanned and emailed to CEO@marriott.org.au, faxed to the Company on (03) 9947 1154 or mailed to the Company at 15a/56 Keys Road Cheltenham VIC 3192. Without limiting the manner in which a form of proxy may lawfully be given, a form of proxy that members may elect to use is attached.

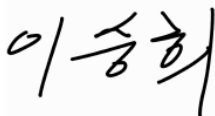
HOW TO CONFIRM ATTENDANCE

It would be greatly appreciated and will assist the conduct of the meeting if you could notify us of your intention to attend the AGM at least two business days before the date of the meeting. You can do this by either:

- Calling Julia at Reception on 03 9947 1130 and providing the details on the Attendance Slip set out below
- Sending a Fax with your completed Attendance Slip to the Company on (03) 9947 1154 or
- Sending a confirmation email to CEO@marriott.org.au either attaching a completed Attendance Slip or providing the details on the Attendance Slip or
- Alternatively returning your Attendance Slip by mail to 15a/56 Keys Road Cheltenham VIC 3192

When responding would you please confirm whether you intend attending the meeting by Zoom conference or teleconference as this will assist us in being able to contact you in the event of any technical issues.

By order of the Board



Jennifer Lee
Company Secretary
8th October 2021