



**Australian Packaging and Processing
Machinery Association Limited**

ACN 051 388 053

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of the Members of Australian Packaging and Processing Machinery Association Limited will be held as follows:

Date: Tuesday 10 September 2019

Time: 6.00pm
Registration from 5.45pm

Place: Tom Wills Room
Melbourne Cricket Ground (**MCG**)
Great Southern Stand
Level 2
Brunton Ave
Richmond Vic 3002

Agenda - Business of the Meeting

1. Chairman's Address
2. Financial Statements and Reports
3. Election of Directors – Announcement of successful candidates

By order of the Board

Samantha Saunders
Company Secretary
Australian Packaging and Processing Machinery Association Limited
Date: 19 August 2019

NOTES

The accompanying Explanatory Statement and attachments form part of this Notice of Annual General Meeting (**Notice**) and should be read as a whole. Unless the context requires otherwise, terms defined in the Explanatory Statement have the same meanings when used in this Notice.

Who can attend the AGM

In accordance with clause 9.1 of the Company's Constitution a Member may attend a general meeting at which it is entitled to be present in any of the following ways:

- (a) in person; or
- (b) by a duly appointed Representative

Voting Process (excluding the Election of Directors, see Explanatory Statement, Page 3)

In accordance with clause 9.5 of the Company's Constitution, Members have the right to vote as follows:

- (a) A resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is demanded or required under this Constitution or the Act.
- (b) On a show of hands, a declaration by the Chair is conclusive evidence of the result.
- (c) A poll may be demanded on any resolution by the Chair or at least three Members present in person or by proxy. A demand for a poll may be withdrawn.
- (d) The Chair of the meeting does not have a casting vote.

Entitlement to Vote

In accordance with clause 10.1 of the Company's Constitution:

- (a) No Full Member may vote at any general meeting unless the Membership Fee has been paid.
- (b) Subject to these rules, each Full Member entitled to vote has one vote, either on a show of hands or a poll.

Voting in Person

To vote in person, a Member or their eligible Representative may attend the General Meeting on the date and at the place set out in this Notice.

Proxies

In accordance with clause 10.2 of the Company's Constitution a Full Member may appoint a proxy (who, in the case of a Full Member that is a corporate entity or organisation, must be a director, secretary, officer or employee of that Full Member) to attend, speak and vote (as the case may be) at a general meeting in his or her place by executing an instrument of proxy in any form that the Board may prescribe or accept.

A Proxy Form for the appointment of a proxy is enclosed with this Notice. If you wish to appoint a proxy, please complete the Proxy Form in accordance with the instructions and return it to appma@appma.com.au or APPMA, PO Box 18, Mooroolbark Vic 3138 no less than 24 hours before the time of the Annual General Meeting.



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EXPLANATORY STATEMENT

This explanatory statement is an important document and should be read carefully. It forms part of and should be read in conjunction with the Notice of Annual General Meeting of the Members of Australian Packaging and Processing Machinery Association Limited to be held on Tuesday 10 September 2019 at 6.00 pm AEST.

If you have any questions regarding the matters set out in this explanatory statement or any other matters relating to this Notice please contact us at appma@appma.com.au or telephone: (03) 9727 3440.

Financial Statements – Directors’ Report – Auditor’s Report

Under the Corporations Act, the Directors are required to present to the AGM the financial statements for the Company and the reports of the Directors and the Auditor for the year ended 30 June 2019. No resolution is required for this item of business. Members will be given the opportunity at the AGM to ask questions on the financial statements and reports and to ask questions on the management of the Company. The auditor will be present at the AGM and Members may also ask the auditor any questions regarding their report.

Election of Directors

A notice calling for nominations for election of a Director of the Company was sent to Members on 5 July, 2019, with nominations to be received by no later than 5pm on Monday 29 July 2019. The nominations received (six) exceeded the number of vacancies (three). As a result an electronic voting process will be undertaken during the period 26 August 2019 - 2 September 2019 with the election of the relevant Directors taking effect at the close of the AGM on 10 September 2019. Note – votes for nominees will not be accepted after 5.00pm Monday 2 September, voting for Directors will not occur at the AGM, as per the Constitution.