

Notice of Meeting

5 October 2021



NOTICE OF MEETING



Dear Member

It is our pleasure to invite you to attend the 2021 Annual General Meeting (AGM) for Chartered Accountants Australia and New Zealand (CA ANZ). The AGM is to be held on Friday, 29 October at 2.00pm (AEDT).

Due to public health concerns associated with COVID-19, as well as travel restrictions and government requirements for social distancing, the Board has determined that the AGM will be held as a virtual meeting.

This means that there will not be a physical venue for members to attend. Instead, the AGM will be webcast and arrangements have been put in place for members to participate in the AGM virtually via an online broadcast. Full details of how to join the meeting virtually are contained in the attached Information Sheet.

Enclosed is a copy of the Notice of Meeting (Notice) and information sheet for members (Information Sheet). A copy of this Notice and Information Sheet, together with a copy of our financial reports for the year ended 30 June 2021 may also be accessed on our [website](#).

The item for deliberation at this year's AGM is:

- To receive and consider the annual report of the Board, the general purpose financial reports for the year ended 30 June 2021 and the report of the auditor.

In accordance with By-law 67 there is no requirement for members to cast a vote in respect of item 1 above.

We invite you to submit any questions you may have to governance@charteredaccountantsanz.com or to submit these during the AGM. Further details of how to submit a question are set out in the attached Information Sheet.

We look forward to welcoming you to the AGM.

A handwritten signature in black ink, appearing to be 'John Palermo'.

John Palermo, Chair
Chartered Accountants Australia and New Zealand
On behalf of the Board of Directors

A handwritten signature in black ink, appearing to be 'Nives Botica-Redmayne'.

Nives Botica-Redmayne, President
Chartered Accountants Australia and New Zealand
On behalf of the Board of Directors

NOTICE OF MEETING



Notice is hereby given that the 93rd Annual General Meeting of Chartered Accountants Australia and New Zealand will be held on:

Date: Friday, 29 October 2021

Time: 2:00pm AEDT

Webcast: Please register your attendance at the following Webcast link:

<https://events.charteredaccountantsanz.com/CAANZAGM2021>

The meeting will be webcast and members will not be permitted to attend the venue due to health concerns regarding COVID-19 and government restrictions.

Ordinary Business – Financial and Statutory Reports

To receive and consider the annual report of the Board, the general purpose financial reports for the financial year ended 30 June 2021 and the report of the auditor.

The annual report of the Board, the general purpose financial reports for the year ended 30 June 2021 and the report of the auditor will be put before the AGM, as required by By-law 67. The reports are to be received and considered by members and there is no requirement under the By-Law for a formal resolution of members on these reports, noting that they have already been subject to an external audit and published on the [website](#).

During this item of business, members will be given a reasonable opportunity to ask questions about, and make comments on, those reports. CA ANZ's auditors, Grant Thornton, will also be in attendance at the meeting to answer any questions that the members may have in respect of the financial reports. Please see the Information Sheet in relation to any questions that members would like to put to the auditors.

Member Vote - Proposed By-Law changes

Separately, and as part of the corporate governance review flagged to members at the 2020 AGM, CA ANZ has conducted a review of certain sections of the By-laws and is recommending that amendments be made. Please find enclosed a separate Notice of Member Vote with an accompanying Information Sheet and Explanatory Memorandum. Voting in respect of the proposed amendments will take place via an electronic voting platform in accordance with the details set out in the Information Sheet. However, the timing of the electronic vote has been scheduled to allow members who wish to ask questions about the proposed amendments to put those questions to the Board at the AGM.

By order of the Board.

Eleanor Padman, Company Secretary

5 October 2021

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How do I attend the AGM virtually?

To register for the AGM click [here](#). Once registered you will receive a link approximately one day prior to the AGM, together with instructions on how to use the live platform.

The AGM webcast platform will go live at 1.30pm AEDT on the day of the AGM. You can then log in any time after it has gone live until the Chair of the meeting closes the AGM.

What if there are technical difficulties?

Please test your AGM login when you receive your details, well in advance of the meeting. This will allow you to determine if you are having any technological issues and allow enough time to work through them before the meeting commences. If you are having issues, please email support@cmsaustralasia.com or call 1300 559 379.

If you cannot reach the livestream page, please ensure that you have copied the livestream URL correctly into your browser. If this does not resolve the issue, try using Google Chrome or Safari to view it. If you need the details resent, please contact support@cmsaustralasia.com or call 1300 559 379.

Considerable planning and testing has been undertaken to ensure that the meeting proceeds successfully in an online format. However, technical difficulties may arise during the course of the AGM. The Chair of the meeting has discretion as to whether and how the meeting should proceed in the event that a technical difficulty arises. In exercising his discretion, the Chair of the meeting will have regard to the number of members impacted and the extent to which participation in the business of the meeting is affected. Where considered appropriate, the Chair of the meeting may continue to hold the meeting and transact business.

How do I ask questions at the AGM?

Members will be able to lodge questions 7 days prior to the AGM by emailing their questions to CA ANZ at governance@charteredaccountantsanz.com. Members may also ask questions during the AGM by clicking on the Q&A icon to the right of the webcast window, completing the detail and clicking send. Questions will be moderated to ensure that all members have an opportunity to ask questions in the time available. For example, if there is a significant volume of questions, we will aim to address the most frequently asked questions at the AGM.

Members may also ask questions of the auditors, provided that those questions relate to their independence as auditor, the preparation/content of their audit report, the accounting policies adopted or the conduct of the audit. Again, Members may submit these questions up to 7 days prior to the AGM by emailing them to governance@charteredaccountantsanz.com