

NOTICE OF ANNUAL GENERAL MEETING

Wednesday 14 May 2025

President's Message

Dear Member

On behalf of the Board, I invite you to attend CPA Australia's 2025 Annual General Meeting (AGM) to be held on **Wednesday 14 May 2025 at 5:30pm (AEST)**.

The AGM will be a hybrid meeting and will provide you with the opportunity to join regardless of your location. The physical venue for this year's AGM will be at the offices of CPA Australia Ltd, Level 20, 28 Freshwater Place, Southbank, Victoria. Members will have the opportunity to join the AGM online at www.cpaaustralia.com.au/agm and can participate virtually in the AGM by following the instructions in the Notice of Meeting.

The Notice of Meeting for the AGM is included in your AGM pack and includes the important information you need to know about attending our AGM. The information is also available at www.cpaaustralia.com.au/agm.

At the AGM you will see presentations from myself and our Chief Executive Officer, Mr Chris Freeland AM, about CPA Australia's operations and you will be able to ask questions during the meeting about the organisation's performance and future direction.

During the AGM, we will endeavour to answer as many questions as possible, including those asked in advance of the meeting.

Registration will open for those at the physical venue at 4:30pm (AEST) and those participating online at 5:00pm (AEST). If you would like a proxy to attend the AGM on your behalf, please complete the form online at www.cpaaustralia.com.au/agm, or you can request a Proxy Form by emailing agm@cpaaustralia.com.au. Please submit your completed Proxy Form as soon as possible and no later than 5:30pm (AEST) on Monday 12 May 2025.

The Board looks forward to the opportunity to communicate with Members about CPA Australia's current activities and future direction at the AGM.



Dale Pinto FCPA
John Curtin Distinguished Professor
President and Chair
On behalf of CPA Australia's Board of Directors

Notice of Meeting

NOTICE is hereby given that the AGM of CPA Australia Ltd will be held as a hybrid meeting as follows:

Date: Wednesday 14 May 2025
Time: 5:30pm (AEST)
Venue: CPA Australia Ltd, Level 20, 28 Freshwater Place, Southbank, Victoria
Webcast: Members can attend the AGM using the online meeting platform at www.cpaaustralia.com.au/agm provided by MUFG Corporate Markets (AU)

Items of Business

Item 1: Chair and CEO Presentations

Item 2: Receipt of Annual Financial Report

To receive and consider CPA Australia's Financial Report, the Directors' Report and the Auditor's Report for the year ended 31 December 2024.

The Corporations Act requires CPA Australia's Financial Report, Directors' Report and Auditor's Report for the year ended 31 December 2024 to be laid before the AGM for consideration by Members. There is no requirement in the Corporations Act nor the Constitution for Members to vote on, approve or adopt these reports. Members will have a reasonable opportunity at the AGM to ask questions and make comments on these reports for the purposes of this Item.

CPA Australia's Financial Report, Directors' Report and Auditor's Report form part of CPA Australia's Annual Integrated Report.

The Auditor will also be available to answer questions relating to the conduct of the audit, the Auditor's Report, accounting policies adopted by CPA Australia and the independence of the Auditor in relation to the conduct of the audit.

Item 3: General Business

Members will be able to ask questions and make comments on the general business, operations and management of CPA Australia.

By order of the Board



Warren Slade
Company Secretary

Information for Members

Attendance at the AGM

Members can attend the AGM:

In person: at CPA Australia Ltd, Level 20, 28 Freshwater Place, Southbank, Victoria.

By webcast: at www.cpaaustralia.com.au/agm.

By proxy: If you would like to appoint a proxy to attend the AGM on your behalf, please refer to 'Attendance at the AGM by proxy' on page 4.

Registration

Members attending the AGM either in person or by webcast must register their attendance. Registration will open on the day of the AGM at 4:30pm (AEST) at the venue or at 5:00pm (AEST) online.

Members who wish to attend by webcast need to ensure they have located their Member number in advance of joining the meeting. For security reasons, Member numbers can only be sent by post to the Member's registered address, they cannot be provided by email or phone. Members can attend the meeting online without their Member number but will not be able to vote should a vote be required.

Questions from Members

Members will have a reasonable opportunity at the AGM to ask questions and make comments on the business, operations and management of CPA Australia, and to ask questions of the Auditor or their representative.

During the meeting

Members attending the AGM (either in person or by webcast) will be able to ask questions during the meeting (when invited to do so by the Chair):

- in person;
- in text format via the online meeting portal at www.cpaaustralia.com.au/agm; or
- by voice via the online meeting portal at www.cpaaustralia.com.au/agm, (using the web phone function).

When asking a question during the AGM, we ask that Members keep questions concise and to the point and confine questions to the matters before the meeting.

Before the meeting

Members who are unable to attend the AGM, and who would like to ask questions concerning matters to be considered at the AGM, are invited to do so by completing the online form at www.cpaaustralia.com.au/agm by Wednesday 7 May 2025 at 5:30pm (AEST).

Your questions are important to us and although we may not be able to reply to each question individually, we will respond to as many of the frequently asked questions as possible at the AGM.

Answers to questions asked at the AGM (either submitted in advance, asked during the meeting, or taken on notice by the Chair) that are not addressed at the AGM, will be posted on our website.

Attendance at the AGM by proxy

If you would like to appoint a proxy to attend the AGM on your behalf, please go to www.cpaaustralia.com.au/agm and select 'Appoint a Proxy', or contact the Company Secretary by email at agm@cpaaustralia.com.au to request a Proxy Form and send the completed Proxy Form to CPA Australia in accordance with the instructions on the Proxy Form.

IMPORTANT: To be effective, all Proxy Forms must be submitted and received by CPA Australia by **no later than 5:30pm (AEST) on Monday 12 May 2025**, being not later than 48 hours before the commencement of the AGM.

If the Proxy Form is signed by the appointing Member's attorney, the authority under which the appointment was signed, or a certified copy of the authority must also be provided.

Appointing Proxies

A Member who is entitled to attend and vote at the AGM has a right to appoint a proxy to attend, ask questions and, if applicable, vote at the AGM.

The proxy appointed by a Member does not need to be a Member themselves. A proxy can be either an individual or a body corporate. If a Member appoints a body corporate as their proxy, that body corporate will need to appoint an individual as its corporate representative to exercise the powers of the body corporate at the AGM, in accordance with section 250D of the Corporations Act. Where an individual is appointed as a corporate representative, they should bring to the AGM, or provide to CPA Australia prior to the AGM, evidence of their appointment.

AGM notices and reports

As a Member of CPA Australia, you have nominated your preference for how you receive the Notice of Meeting for the AGM, whether you wish to receive the Annual Financial Reports and how you receive them.

You can review your preferences at any stage. There are two options for receiving the Notice of Meeting - you can choose to receive a physical copy (post) or an electronic copy (email). With respect to the Annual Financial Reports, you can elect whether or not you would like to receive them. If you do elect to receive them, you can choose to receive them in physical or electronic form.

We encourage you to update your contact preferences to receive your Notice of Meeting and other communications by email. This is the most timely and reliable method of communication, and it is also significantly more cost-effective and environmentally sustainable.

To edit your contact preferences:

1. **Log in** to your account on CPA Australia's website
2. Click on **My CPA** to see your menu options
3. Select **My Account**
4. Select **Communication Preferences**
5. Edit your preferences as desired and **Submit**

Enquiries

For further information relating to the AGM, how to submit a question, or the lodgement of a Proxy Form, please refer to www.cpaaustralia.com.au/agm or contact CPA Australia's AGM information line on **1300 657 539** (within Australia) or **+61 1300 657 539** (outside Australia).