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# NOTICE OF ANNUAL GENERAL MEETING

28 APRIL 2016

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BE HEARD.  
BE RECOGNISED.



# ATTENDANCE AT THE ANNUAL GENERAL MEETING

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**BY ORDER OF THE BOARD**  
**[26 FEBRUARY 2016]**

**ADAM AWTY CPA**  
**COMPANY SECRETARY**

**NOTICE** is hereby given that the Annual General Meeting of Members of CPA Australia Ltd (the Company) will be held at the offices of CPA Australia Ltd, Level 20, 28 Freshwater Place, Southbank, Victoria on Thursday, 28 April 2016 at 5.30pm (Melbourne time).

## **ORDINARY BUSINESS**

### **Item 1: Receipt of Annual Financial Report**

To receive and consider the Company's Financial Report, the Directors' Report and the Auditor's Report for the year ended 31 December 2015.

## **SPECIAL BUSINESS**

There are no items of special business requiring members to vote.

## **IN PERSON**

You may attend the Annual General Meeting in person at the date, time and place specified in the Notice of Meeting. Prior registration is not required.

## **ONLINE**

You can appoint a proxy to vote on your behalf by completing the online form available at **[cpaaustralia.com.au/agmproxy](http://cpaaustralia.com.au/agmproxy)**

## **BY PROXY**

If you would like to appoint a proxy to attend the meeting on your behalf, this can be done by completing and signing the attached proxy form and sending it to the Company Secretary by:

**Mail:** Company Secretary  
CPA Australia Ltd  
Level 20, 28 Freshwater Place,  
Southbank, VIC 3006

**Email:** **[AGM@cpaaustralia.com.au](mailto:AGM@cpaaustralia.com.au)**

**Facsimile:** +61 3 9682 0567

**IMPORTANT:** All proxy forms must be submitted and received by the Company Secretary by no later than 5.30pm (Melbourne time) on Tuesday 26 April 2016.

## **QUESTIONS FROM MEMBERS**

Members who are unable to attend the Annual General Meeting and would like to ask questions of the Board concerning matters to be considered at the Annual General Meeting, are invited to do so by completing the form on the reverse of the proxy form.

Your questions are important to us and although we will not be able to reply to each question individually, we will respond to as many of the frequently asked questions as possible at the Annual General Meeting and those answers will be posted on our website.

## **ENQUIRIES**

For further information relating to the 2016 Annual General Meeting, please refer to [cpaaustralia.com.au](http://cpaaustralia.com.au) or contact the Company Secretary of CPA Australia Ltd at its registered office at Level 20, 28 Freshwater Place, Southbank, Victoria, 3006 or call +61 3 9606 9606.

# PROXY FORM

## APPOINTING A PROXY

I,   
Full name of member – please print

of   
Address

being a member attached to the  Division/Branch/other\*  
Name of division/branch/other

of CPA Australia Ltd (**Company**), hereby appoint:  
  
Name of proxy – please print

of   
Name of division/branch/other

or failing such appointment or the absence of that person, the Chairperson of the Meeting as my proxy to attend on my behalf as authorised by Article 28 of the Constitution, at the Annual General Meeting of the Company to be held on Thursday, 28 April 2016 at 5.30pm (Melbourne time) at the offices of CPA Australia, Level 20, 28 Freshwater Place, Southbank, Victoria and at any adjournment thereof.

Dated:  /  / 2 0 1 6

Membership Number:

Membership Status:   
eg. ASA, CPA or FCPA

Signed:

## DIRECTIONS

1. The above instrument appointing a proxy must be submitted to the Company Secretary of CPA Australia Ltd at its registered office at Level 20, 28 Freshwater Place, Southbank, Victoria 3006, emailed to AGM@cpaaustralia.com.au, or faxed to +61 (0)3 9682 0567. The Company Secretary shall endorse on the instrument a certificate that the appointer is a member qualified to vote at the meetings to which such instrument relates.
2. The above instrument must be lodged at the registered office of the Company not less than 48 hours before the time of the holding of the meeting. **The deadline for lodging proxies for this meeting is 5.30pm (Melbourne time) on Tuesday, 26 April 2016.**
3. The proxy appointed by a Member need not themselves be a Member of the Company

## CERTIFICATE OF COMPANY SECRETARY (FOR INTERNAL USE ONLY)

I hereby certify that the appointer named above is a member qualified to vote, in accordance with the Constitution, at the meeting to be held on the date mentioned herein.

Dated:  /  / 2 0 1 6

Signed:

Company Secretary

\*Delete whichever is inapplicable.

# QUESTIONS FROM MEMBERS

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Members who are unable to attend the Annual General Meeting, or who prefer to register questions beforehand concerning the matters to be considered at the Annual General Meeting are invited to do so. Your questions are important to us.

Please use this form to submit questions and return it to the Company Secretary, CPA Australia Ltd, Level 20, 28 Freshwater Place, Southbank, Victoria 3006, or fax to +61 (0)3 9682 0567 by **5.30pm (Melbourne time) on Tuesday, 26 April 2016.**

Although we will not be able to reply to each question individually, we will respond to as many of the frequently asked questions as possible at the Annual General Meeting and those answers will be posted on our website.

## MEMBER DETAILS

Member's Name	<input type="text"/>
Division/Branch/Other*	<input type="text"/>
Membership Number	<input type="text"/>

## QUESTIONS

Question 1	<input type="text"/>
Question 2	<input type="text"/>
Question 3	<input type="text"/>
Question 4	<input type="text"/>

\*Delete whichever is inapplicable.