

SRA ONLINE MEETING GUIDE

AGM at 2 pm (Queensland time)
on 11 December 2020



SUGAR RESEARCH AUSTRALIA LIMITED (SRA)
ABN 16 163 670 068

Getting started

If you choose to participate in the AGM online, you will need to use the Lumi Platform. You will be able to view a live webcast of the meeting, ask the Directors questions online and submit your votes in real time. To participate, you can log in to the meeting via the Lumi Platform in the following ways:

1. from your smartphone, tablet or computer, by entering the URL in your browser:
<https://web.lumiagm.com/352752462>; or
2. navigate to web.lumiagm.com and enter the meeting ID **352752462**

Online registration, via Lumi, will be open from 1pm (Qld time) on 11 December 2020. Please log in and register at least 15 minutes prior to the AGM commencement time of 2pm (Qld time).

Joining the AGM through the Lumi Platform

Once you have selected one of the options above, if you are a Member, you will need the following information to participate in the AGM in real-time:

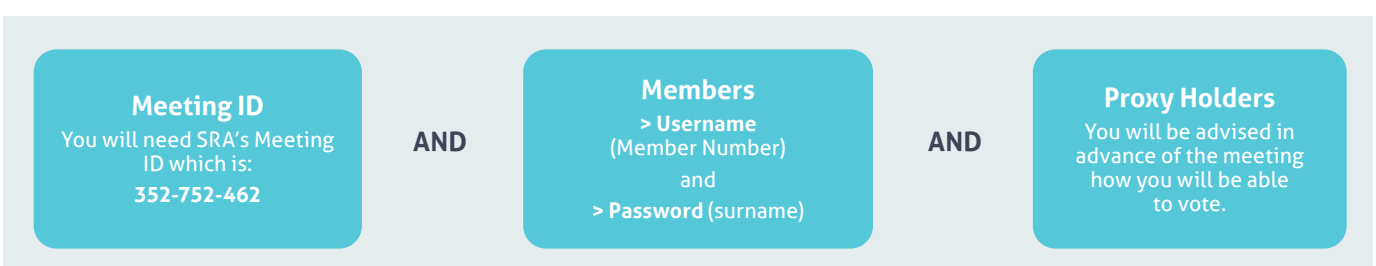
1. **The meeting ID**, which is: 352-752-462;
2. **Your username**, which is your Member Number (this can be found with the Notice we sent you); and
3. **Your password**, which is your Member Representative's surname.

Once you have that information, see our step by step guide on the following pages to see how you can participate.

Please note:

- When you enter your password, please use the following rules:
 1. Single word surnames like Smith stay exactly the same: **Smith**
 2. Surnames with hyphens and apostrophes stay exactly the same: **O'Connor** or **Smith-Brown**
 3. Surnames with a space remove the space: **DiSmith**
- Proxy holders will need to contact the Company Secretary of SRA, Mr Michael Shannon, to be advised of their login in details. He can be contacted at: members@sugarresearch.com.au or (07) 3331 3333.
- Member Representatives who represent multiple Members will only be able to log in as one Member (using the Member number we included on the Notice we sent you). The other memberships represented by that Member Representative will be tied to that Member number. So, for example, a Member Representative who represents three Members will have three votes.

A summary of what you will need to have in order to log in to the meeting follows:



Registering and participating in the meeting – Step by step

Step 1 – Registering

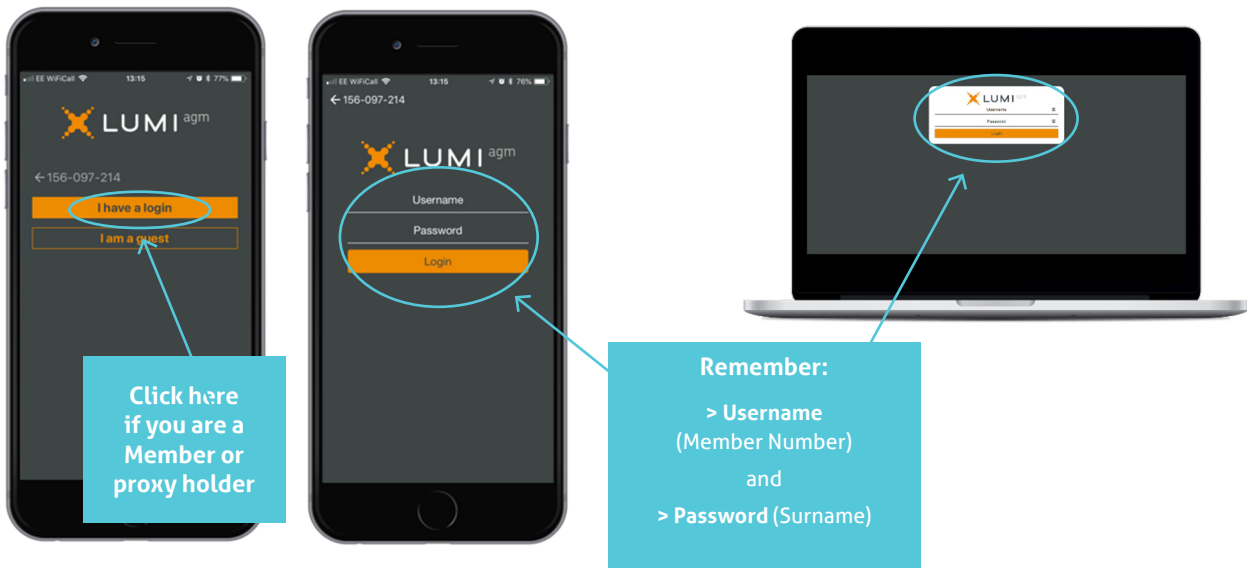
To register as a Member or proxy holder, select **'I have a login'** and enter your username and password (see previous page).

If you are a visitor, select **'I am a guest'**.

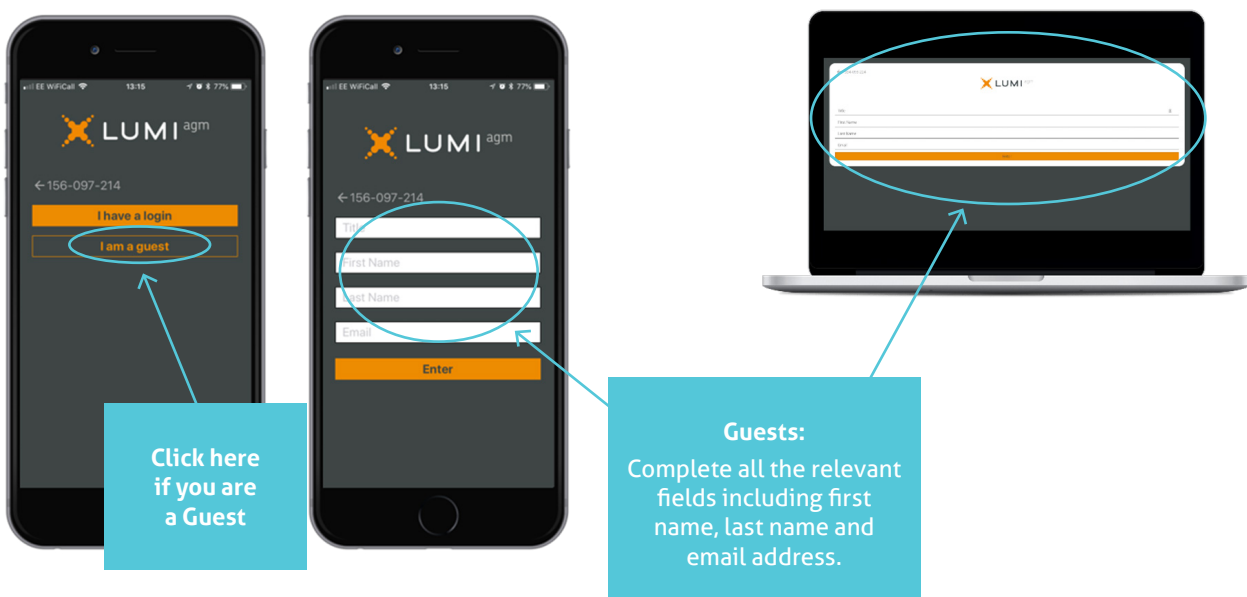
As a guest, you will be prompted to complete all the relevant fields including, first name, last name and email address.

Please note, visitors will not be able to ask questions or vote at the meeting.


(Process for SRA Members or proxy holders)



(Process for guests)




Step 2 – Navigating the Lumi Platform

When successfully authenticated, the info screen  will be displayed (see below). You can view company information, ask questions and watch the webcast. You can also click the info screen icon to return to the info screen at any time.

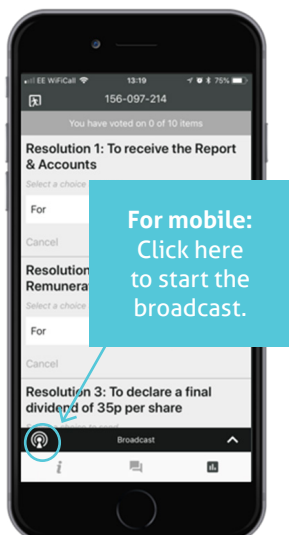
(Lumi info screen on mobile)




Step 3 – Watching the AGM

If you would like to watch the webcast, press the broadcast icon  at the bottom of the screen. If viewing on a computer, the webcast will appear at the side automatically once the meeting has started.

(Watching the broadcast on the Lumi Platform)



Step 4 – Voting

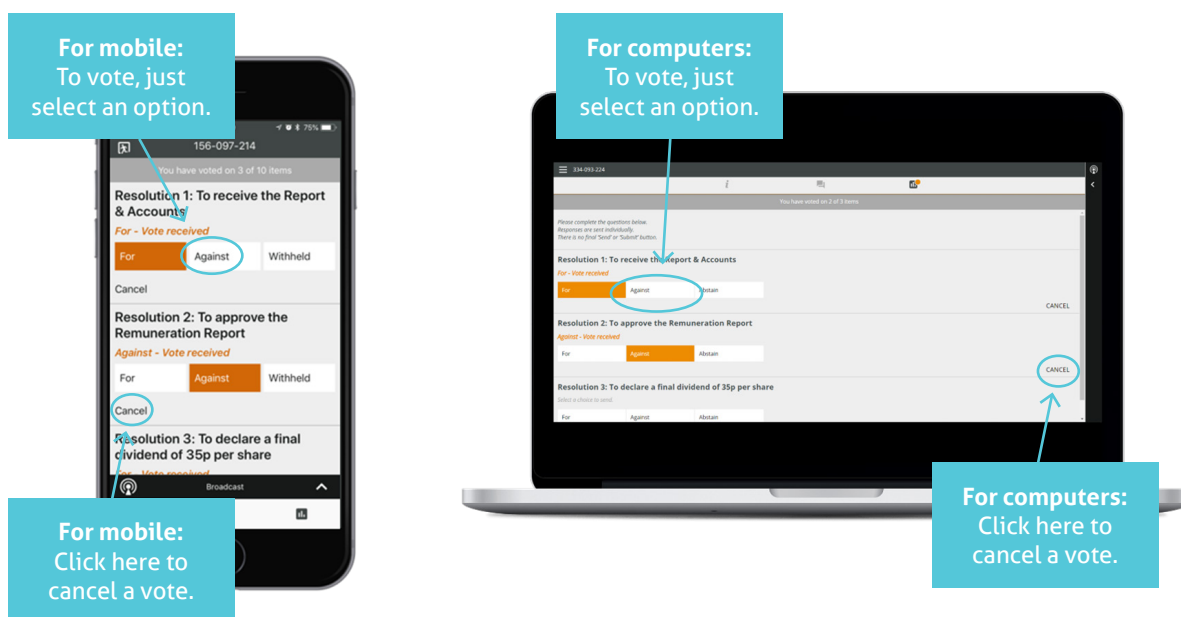
The Chair will open voting on all resolutions at the start of the meeting. Once the voting has opened, the polling icon  will appear on the navigation bar at the bottom of the screen. From here, the resolutions and voting choices will be displayed.

(1. Voting using the Lumi Platform)




To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received **For - Vote received**. To change your vote, simply select another direction. If you wish to cancel your vote, please press "Cancel".

(2. Voting using the Lumi Platform)

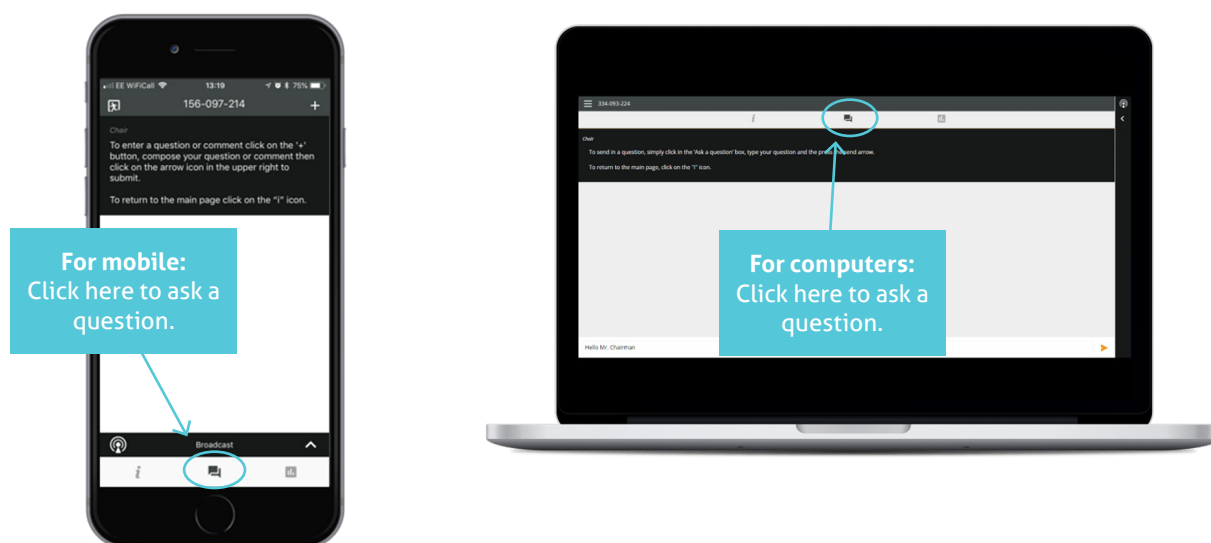


Once the Chair has opened voting, voting can be performed at any time during the meeting until the Chair closes the voting on the resolutions. You will still be able to send messages and view the webcast whilst the poll is open.

Step 5 – Questions

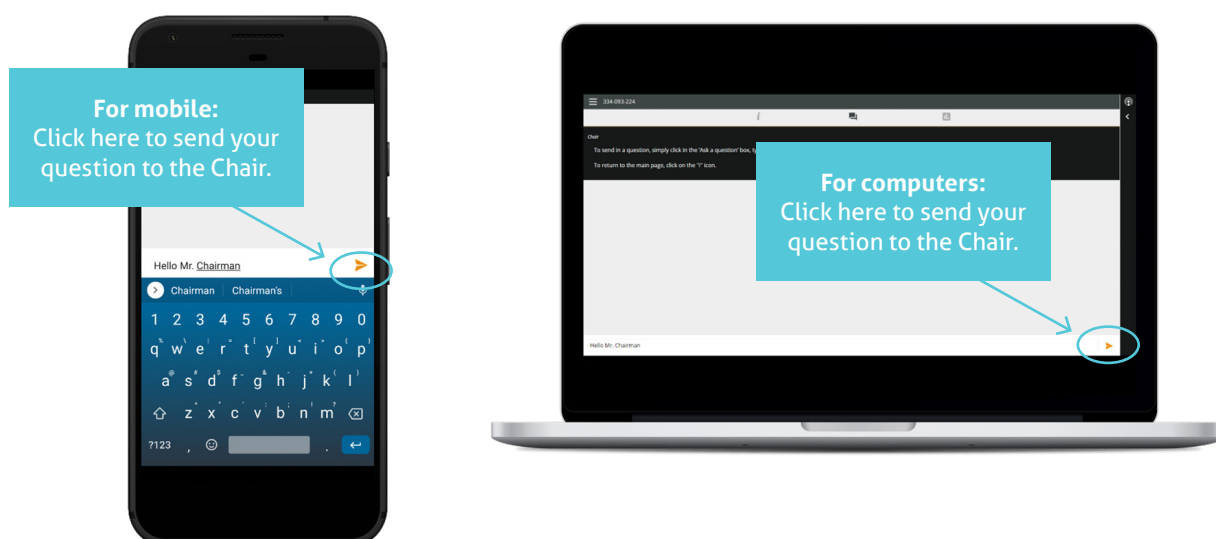
Any Member or proxy holder attending the meeting is eligible to ask questions. If you would like to ask a question, select the messaging icon . Messages can be submitted at any time during the Q&A session up until the Chair closes the session.

(Asking a question through the Lumi Platform)







Once you are happy with your message click the submit button. Questions sent via the Lumi AGM online platform will be moderated before being sent to the Chair. This is to avoid repetition and remove any inappropriate language.

(Sending a question through the Lumi Platform)



Lumi Icons

Lumi has several icons. The meaning of these icons can be found below:

-  Info icon – displays meeting information
-  Broadcast icon – turns on the webcast of the AGM
-  Voting icon – used to vote. Only visible when the Chair opens the poll.
-  Questions icon – allows you to send a question to the Chair.

Difficulties?

If you have any difficulties accessing Lumi or understanding this Meeting Guide, please contact members@sugarresearch.com.au.



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