

Virtual Meeting Online Guide

Virtual Meeting Online Guide

Before you begin

Ensure your browser is compatible. You can easily check your current browser by going to the website: whatismybrowser.com

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 “Mavericks” & OS X v10.10 “Yosemite” and after
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported)

The virtual meeting is viewable from desktops and laptops. To attend and vote at the virtual annual general meeting you must have:

- Shareholders (and their corporate representatives and attorneys) : Shareholder Reference Number (SRN), Holder Identification Number (HIN) or Employee ID and postcode.
- If you are an appointed proxy you will need your proxy number which will be provided by Link Market Services prior to the meeting. **Please make sure you have this information before proceeding.**

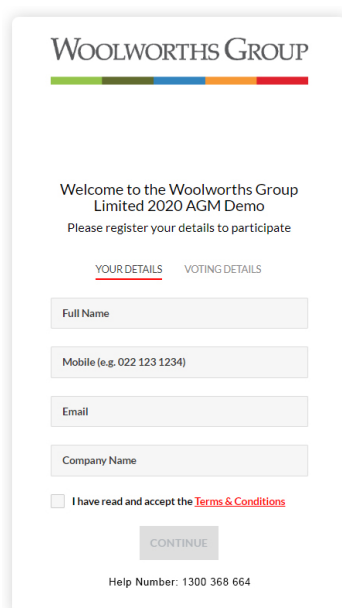
Step 1

Open your web browser and go to <https://agmlive.link/WOW20>

Login to the online portal using your full name, mobile number, email address and company name (if applicable).

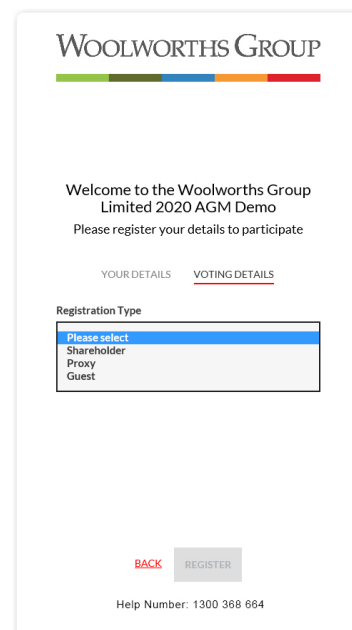
To proceed further you will need to read and accept the terms and conditions by ticking the box.

Click on the **‘Continue’** button.



Step 2

Select your **‘Registration Type’** from the drop-down box by choosing – Shareholder or Proxyholder.



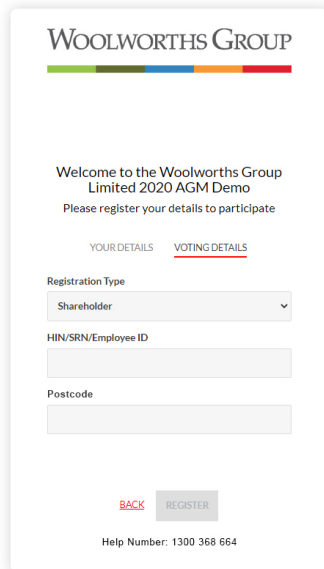
Step 3

Follow the instructions below that correspond to the **'Registration Type'** you selected in Step 2.

Shareholder

At 'Registration Type' select **'Shareholder'** from the drop-down box. Enter your Security Reference Number (SRN) or Holder Identification Number (HIN) and postcode.

Click the **'Register'** button.

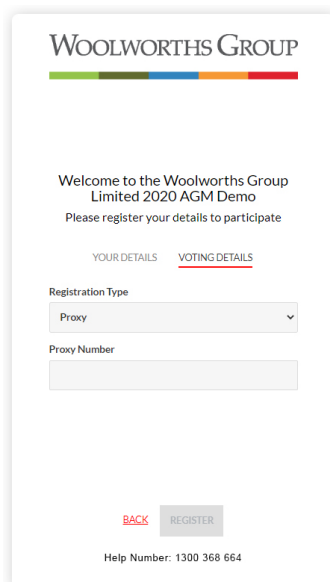


The screenshot shows the Woolworths Group registration page. At the top, it says "Woolworths Group" with a logo. Below that, it says "Welcome to the Woolworths Group Limited 2020 AGM Demo" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS". Under "VOTING DETAILS", there is a "Registration Type" dropdown menu with "Shareholder" selected. Below that are input fields for "HIN/SRN/Employee ID" and "Postcode". At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1300 368 664".

Proxyholder

At 'Registration Type' select **'Proxy'** from the drop-down box. Enter your proxy number which will be provided by Link Market Services prior to the meeting. If you cannot locate your proxy number call +61 1300 368 664 for assistance.

Click the **'Register'** button.



The screenshot shows the Woolworths Group registration page. At the top, it says "Woolworths Group" with a logo. Below that, it says "Welcome to the Woolworths Group Limited 2020 AGM Demo" and "Please register your details to participate". There are two tabs: "YOUR DETAILS" and "VOTING DETAILS". Under "VOTING DETAILS", there is a "Registration Type" dropdown menu with "Proxy" selected. Below that is an input field for "Proxy Number". At the bottom, there are "BACK" and "REGISTER" buttons, and a "Help Number: 1300 368 664".

Navigating

At the bottom of the webpage under the webcast and presentation there are four boxes. Refer to each section below for operating instructions.

- 4 Vote
- 5 Vote Additional Holdings
- 6 Ask a Question
- 7 Downloads

4. Vote

To get your voting card – click on the **'Vote'** box at the top of the webpage or below the videos.



The screenshot shows a sample voting card. At the top, it says "SAMPLE SMITH" and "*****5236". Below that is a "VOTE" button with a pencil icon. At the bottom, it says "Not yet submitted".

Your voting card will appear with all of the resolutions to be voted on by shareholders at the Meeting (as set out in the Notice of Meeting). You may need to use the scroll bar on the right hand side of the voting card to scroll up or down to view all resolutions.

Shareholders and proxies can either submit a Full Vote or a Partial Vote. You can move between the two tabs by clicking on **'Full Vote'** or **'Partial Vote'** at the top of the voting card.

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ABC COMPANY PTY LTD X123456789

Voting Card

Please complete your vote by selecting the required voting instruction (For, Against or Abstain) for each resolution. If you would like complete a partial vote, please specify the number of votes for each resolution in the Partial Vote section. Proxy holder votes will only be applied to discretionary (undirected) votes. Directed votes will be applied as per the the Unitholder's voting instructions.

Full Vote Partial Vote

Resolution 2 For Against Abstain

RE-ELECTION OF MR. SCOTT PERKINS AS A DIRECTOR

Resolution 3 For Against Abstain

ADOPTION OF REMUNERATION REPORT

Resolution 4 For Against Abstain

APPROVE F21 LONG TERM INCENTIVE GRANT TO CEO

Resolution 5 For Against Abstain

RENEW APPROACH TO TERMINATION BENEFITS FOR 3 YEARS

SUBMIT VOTE

Full Votes

To submit a full vote on a resolution ensure you are in the **'Full Vote'** tab. Place your vote by clicking on the **'For'**, **'Against'**, or **'Abstain'** voting buttons.

Partial Votes

To submit a partial vote on a resolution ensure you are in the **'Partial Vote'** tab. You can enter the number of votes you would like to vote (for any or all) resolution/s. The total amount of votes that you are entitled to vote for will be listed under each resolution. When you enter the number of votes in a certain box it will automatically tally how many votes you have left.

Note: If you are submitting a partial vote and do not use all of your entitled votes, the un-voted portion will be submitted as No Instruction and therefore will not be counted.

Once you have finished voting on the resolutions scroll down to the bottom of the box and click the blue **'Cast Vote'** or **'Cast Partial Vote'** button.

Note: You are able to close your voting card during the meeting without submitting your vote at any time while voting remains open. Any votes you have already made will be saved for the next time you open up the voting card. The voting card will appear on the bottom left corner of the webpage. The message **'Not yet submitted'** will appear at the bottom of the page.

You can edit your voting card at any point while voting is open by clicking on **'Edit Card'**. This will reopen the voting card with any previous votes made.

If at any point you have submitted your voting card and wish to make a change while voting is still open you can do so by clicking the **'Edit Card'** button and making the required change. Once you have completed your card select the blue **'Cast Vote'** or **'Cast Partial Vote'** button.

The voting card remains editable until the voting is closed at the conclusion of the Meeting. Once voting has been closed all voting cards, submitted and un-submitted, will automatically be submitted and cannot be changed.

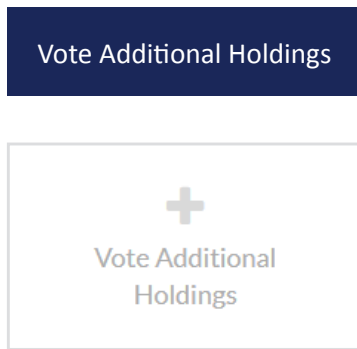
At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time available to shareholders. Please make any changes required to your voting cards at this point and submit your voting cards.

If an additional resolution is proposed during the meeting, there will be a short delay while the resolution is added to the voting card. Once the resolution has been added you will be notified by the Chairman during the meeting. In order to vote on the extra resolution you will need to reopen your voting card to cast your vote by clicking the **'Edit Card'** button.

Note: Registration for the meeting and voting opens one hour before the meeting begins.

5. How to vote additional holdings

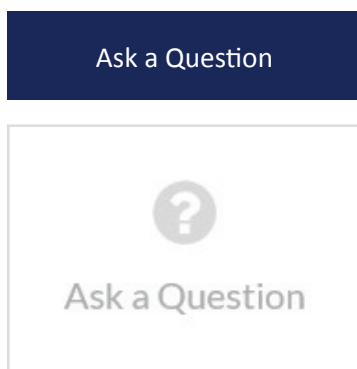
If you have more than one shareholding, please select **'Vote Additional Holdings'** to register and vote each holding.



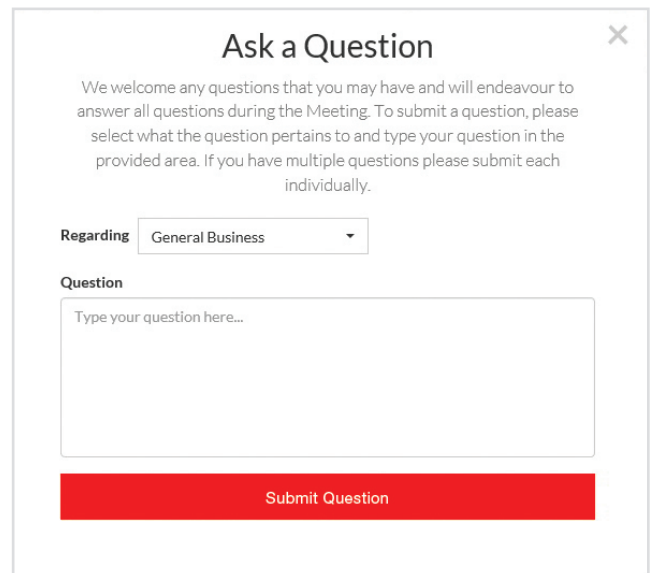
6. How to ask a question

Note: Only shareholders (including body corporate representatives and attorneys) and proxyholders are eligible to ask questions.

You will only be able to ask a question after you have registered to vote. If you would like to ask a question, click on the **'Ask a Question'** box either at the top or bottom of the webpage.



The **'Ask a Question'** box will then pop up with two sections for completion.



In the **'Regarding'** section click on the drop down arrow and select one of the following categories:

- General Business
- Resolution 1
- Resolution 2
- Resolution 3
- Resolution 4
- Resolution 5

After you have selected your question category, click in the **'Question'** section and type your question.

When you are ready to submit your question - click the blue **'Submit Question'** button. This will send the question to the Management/Board.

Once you have asked a question a **'View Questions'** box will appear.

At any point you can click on **'View Questions'** and see all the questions you have submitted. Only you can see the questions you have asked.

As with every Woolworths AGM, the Chairman reserves the right to determine that questions on a certain topic should no longer be asked, once he has determined that shareholders have had a reasonable opportunity to ask questions on that matter.

Note: You can submit your questions by this method one hour before the meeting begins, if you have registered to vote. You can continue to submit questions up until the close of voting.

Virtual Meeting Online Guide *continued*

If your question has been answered and you would like to exercise your right of reply, you can do so by submitting another question.

View questions

Your submitted questions can be viewed below. We will endeavour to answer all questions during the Meeting.

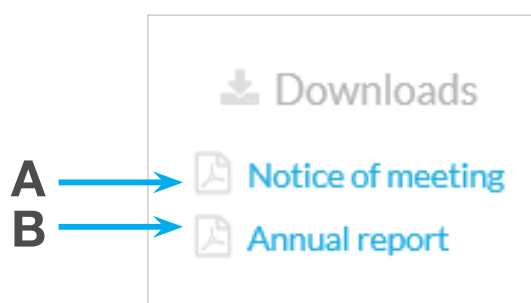
Question 1
General Business

When will you be holding your next AGM?

[SUBMIT ANOTHER QUESTION](#)

7. Downloads

If you would like to see the Notice of Meeting or the Annual Report you can do so here.



- To download the Notice of Meeting – click A
- To download the Annual Report – click B

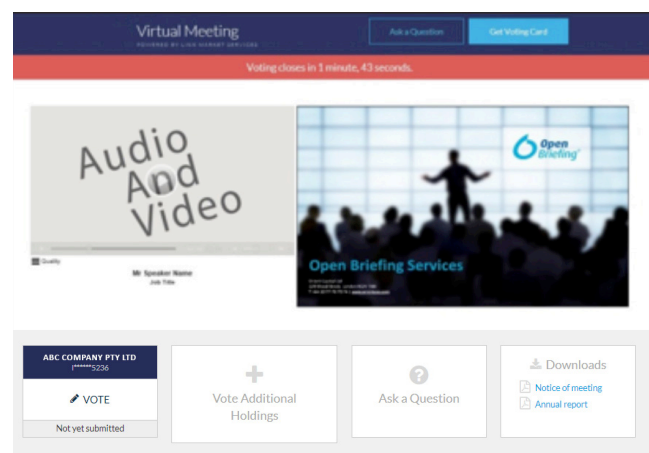
When you click on these links the file will open in another tab in your browser.

8. Voting closing

Voting will close 5 minutes after the close of the Meeting.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time. If you have not yet submitted your vote at this point, you will be required to do so now.

At the close of the meeting any votes you have placed will automatically be submitted.



Phone Participation

What you will need

- a) Land line or mobile phone
- b) The name of your holding/s
- c) Your unique PIN. To obtain your unique PIN, please contact Link Market Services on +61 1300 368 664 or email: woolworths@linkmarketservices.com.au.

Joining the Meeting via Phone

Step 1

From your land line or mobile device, call 1800 572 288 or +61 1800 572 288 (if outside Australia).

Step 2

You will be greeted with a welcome message and provided instructions on how to participate in the meeting. Please listen to the instructions carefully.

At the end of the welcome message you will be asked to enter your unique PIN followed by the hash key. This will verify you as a Woolworths shareholder and allow you to submit a question.

Step 3

Once you have entered your unique PIN, you will be greeted by a moderator. Once the moderator has verified your details you will be placed into a waiting room and will hear music playing.

If your holding cannot be verified by the moderator, you will need to attend the meeting as a visitor and will not be able to ask a question.

Step 4

At the commencement of the meeting, you will be admitted to the meeting.

Asking a Question

Step 1

When the Chairman calls for questions on each Item of Business, you will be asked to press *1 on your keypad should you wish to raise your hand to ask a question.

Step 2

The moderator will ask you what Item of Business your question relates to. For example, General Business or the relevant resolution.

Your question will be taken over the phone by the moderator, and will then be submitted to the queue. Your question will be read aloud to the meeting by a moderator in the same manner as questions submitted via the online portal.

You will be asked if you have any additional questions.

Contact us

Australia

T 1300 368 664

E info@linkmarketservices.com.au