

Frequently Asked Questions – Virtual AGM 2020

1. When is The College Of Law Limited's virtual AGM?

The College of Law Limited's (COLL) Virtual Annual General Meeting (AGM) will be held on Tuesday, 20 October 2020 commencing at 11.00am (AEDST) The meeting will be open for Members to join 60 minutes prior at 10.00am.

2. Why is The College of Law not holding a physical meeting for its AGM this year?

In light of the COVID-19 pandemic and the current restrictions on public gatherings, to ensure the safety of our Members, and in line with the temporary relief provided by the Commonwealth Treasurer, The College of Law Limited will conduct its Annual General Meeting virtually.

3. Restrictions have eased, why are you not holding your AGM at a venue?

Due to the unprecedented nature of the COVID-19 pandemic and the ever-evolving circumstances, it is not possible to predict what Government advice and restrictions will be in place at the time of our AGM.

To ensure the safety of our Members, our people and the community, and in line with the current Government advice, we will proceed with a virtual AGM this year.

4. How do we access The College of Law's Virtual AGM?

To facilitate the virtual AGM meeting preparations, between Friday, 25 September 2020 and Monday, 12 October 2020, Members will be able to pre-register for the AGM online.

5. What do I need to do to Pre-Register to attend the virtual AGM and to vote at the virtual AGM?

- a) Visit our AGM website at <https://www.collaw.edu.au/about/corporate-governance/AGM-2020>

To attend

- b) Complete the Pre-Registration Form, which will include your name, email address and member category and whether you will be attending via Online Zoom Video Conference (the preferred option) or telephone.

To vote

- c) Complete the Direct Voting Form

We understand that circumstances on the day may mean that you need to change your nominated option to access the virtual AGM. To facilitate the Company's administration of the meeting, we ask if you could (i) endeavour to access the virtual AGM using your nominated access option or (ii) if not possible, provide us with advance notice of your change in access by contacting the Company Secretary on +61 2 9965 7031 or klaurie@collaw.edu.au

6. How will I ask a question ahead of the AGM?

Members are encouraged to submit written questions in advance of the AGM by completing and returning the AGM Member Question Form attached to the Notice of Meeting and available on the AGM website at

<https://www.collaw.edu.au/about/corporate-governance/AGM-2020>.

Questions submitted in advance of the AGM must be received by the Company Secretary **on or before Sunday 18 October 2020**.

7. Can you send me a Direct Voting Form or Proxy form so I can vote?

A Direct Voting form and Proxy Form is attached to the Notice of Meeting sent by the Company Secretary and is also available on the AGM website at:

<https://www.collaw.edu.au/about/corporate-governance/AGM-2020>.

8. What is the deadline for lodging Direct Votes and Questions prior to the virtual AGM?

The deadline for lodging direct votes, Proxies and questions is before 11:00am (AEDST) on Sunday 18 October 2020

9. How do I attend the virtual AGM?

Members who register in accordance with the "Pre-Registration" procedures above and indicate they will be attending by Zoom Online Video Conference will receive an email containing the Zoom Online Video Conference link, meeting ID and password. The Company Secretary expects to send this email to Members on Tuesday, 13 October 2020.

If you register after Tuesday, 13 October 2020 you will be emailed the Online AGM Details following receipt by the Company of your completed Pre-Registration form.

10. How do I vote at the virtual AGM?

Members will have the option to vote on resolutions considered at the AGM by:

- a) lodging a Direct Vote with the Company (by completing and returning the attached Direct Vote Form to the Company Secretary) before 11:00am (AEDST) on Sunday 18 October 2020
- b) appointing a proxy to vote on their behalf at the AGM (by completing and returning the attached Proxy Form to the Company Secretary) before 11:00am (AEDST) on Sunday 18 October 2020
- c) Voting on video or by telephone during the AGM

11. How do I ask Questions at the virtual AGM?

Members are encouraged to submit written questions in advance of the AGM by completing and returning the attached AGM Member Question Form. Questions submitted in advance of the AGM must be received by the Company Secretary on or before Sunday 18 October 2020.

The Chair will answer these questions submitted in advance, during the AGM.

During the AGM, Members will also be provided with the opportunity to ask questions, including an opportunity to ask questions of the Company's External Auditor PricewaterhouseCoopers.

The Chair will provide further instructions during the AGM.

12. Can I listen to the AGM, vote and ask questions via phone? If so, how?

Members who register in accordance with the "Pre-Registration" procedures above and indicate they will be attending by telephone will receive an email containing telephone numbers, meeting ID and password (Telephone AGM Details). The Company expects to send this email to Members on Tuesday, 13 October 2020.

13. If I vote prior to the AGM can I still attend the AGM?

Yes, if you have registered following the instructions at point 5 above you will receive an email containing the Zoom Online Video Conference link, meeting ID and password.

14. If I am a few minutes late logging into the virtual AGM, am I still allowed entry? What is the latest time I can login to vote at the virtual AGM?

Yes, you can still join the meeting even if you are a few minutes late. Voting will start at 11.30am. If you are unable to attend prior to 11.30am please complete a voting form and send it in prior to the AGM.

15. How do I watch the AGM as a non-voting shareholder or member of the public?

Please email Kathryn Laurie: klaurie@collaw.edu.au and Chris Huxley-Briand: chuxley@collaw.edu.au requesting the Zoom link to join the meeting.

16. Will The College of Law Limited have a virtual AGM next year?

The Board is yet to make a decision in respect of the 2021 AGM

17. What is the date of The College of Law Limited's 2021 AGM?

The College of Law Limited's 2021 AGM will be advised at the 2020 AGM.

18. Who do I speak with to test my audio and video settings?

At 5:30pm on Tuesday 13 October 2020 there will be a trial run of the Company's virtual AGM process. This will provide Members with an opportunity to test the device that they intend to use for the virtual AGM and see how the system will work on the day of the virtual AGM.

Members who wish to participate in the trial run should contact the Company Secretary on +61 2 9965 7031 or klaurie@collaw.edu.au before 5pm on Friday 8 October 2020. Access details will be provided to Members who have indicated their interest in participating in the trial run.

Alternatively Members can contact the Company Secretary to arrange a personal trial run of the system.

19. Where do I get help if needed during the virtual AGM?

Please email Chris Huxley-Briand: chuxley@collaw.edu.au for any assistance.