

## **ANNUAL GENERAL MEETING OF BEFORE YOU DIG AUSTRALIA LTD**

Notice of the Annual General Meeting of  
Before You Dig Australia Ltd (ABN 91 089 413 650)

Date: 29 November 2023

Time: 10.00 am AEST

Location: To be held as a Hybrid Meeting

In person at the Queensland office of Before You Dig Australia Ltd  
19/35 Paringa Rd, Murarrie Qld 4172

And via Microsoft Teams Video Conferencing



Before You Dig Australia Ltd  
ABN 91 089 413 650  
(the Company)

## AGENDA

### ORDINARY BUSINESS

**ITEM 1: Welcome and Introductions**

**ITEM 2: Apologies & Quorum**

**ITEM 3: Confirmation of Minutes of Previous Annual General Meeting**

***To receive and accept the Company's Minutes of Previous Annual General Meeting.***

#### ITEM 3

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The previous Before You Dig Australia Ltd (BYDA) Annual General Meeting was held on 24 November 2022 at 10.00 am AEDT via Microsoft Teams Video Conferencing Technology and at the Company's Registered Office, 35 Railway Road, Blackburn, Victoria, 3130.

The minutes of the previous AGM are available for viewing by clicking the link [HERE](#).

The Directors are of the opinion that the minutes are a true and correct record of that meeting.

**ITEM 4: 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 30 June 2023***

#### ITEM 4

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The Before You Dig Australia Ltd (BYDA) Annual Financial Report, Directors' Report and Auditor's Report for the year ended 30 June 2023 will be laid before the Members for consideration at the Annual General Meeting (AGM). There is no requirement for Members to vote on, approve or adopt these reports.

Members as a whole will have a reasonable opportunity at the AGM to ask questions and make comments on these reports for the purposes of this Item.

BYDA's Financial Report, Directors' Report and Auditor's Report form part of the BYDA Annual Report 2023.

For the purposes of this Item, the Auditor will also be available to answer questions relating to the conduct of the audit, the Auditor's Report, and the independence of the Auditor in relation to the conduct of the audit.

Members as a whole will have the opportunity at the end of the AGM to ask questions and make comments on the general business, operations, and management of BYDA.

A copy of the BYDA Annual Report 2023 is available for viewing by clicking the link [HERE](#).

## VOTING AND PROXIES

### *Ways to Vote*

A Member who is entitled to attend and vote at the meeting (a Voting Member) may vote by representative, proxy or by attorney.

A Member may appoint another person as their proxy to attend and vote instead of the Member. A proxy need not be a Member.

### *Voting by Proxy*

To vote by proxy, a member must appoint a proxy to attend and vote on their behalf.

### *Instructions on how to vote by Proxy*

To vote by proxy, please complete and sign the attached proxy form and return it to the Company as soon as possible.

The document appointing a proxy:

- must be in writing
- must include the Member's name and address
- must include the Proxy's name or the name of the office held by the Proxy.
- must be signed by the Member making the appointment.

If the proxy form specifies the manner in which the proxy is to vote in respect of a particular resolution, the proxy is not entitled to vote on the resolution except as specified in proxy form.

If the appointment of proxy is signed by the appointor's attorney, both the appointment of proxy and the authority under which the appointment was signed, or a certified copy of that authority, must be provided to the Company as designated below.

### *For the appointment of your proxy to be effective:*

Please send your completed and signed Proxy Form to the Company Secretary, which must be received:

**By 10.00 am AEST on Monday, 27 November 2023**

Proxies must be sent to the Company Secretary by one of the following methods:

By email: To the Company Secretary, at [kristin.murray@byda.com.au](mailto:kristin.murray@byda.com.au)

By mail: The Company Secretary  
Before You Dig Australia Ltd  
35 Railway Road, Blackburn Vic 3130

### *Further Information*

For questions or further information, please contact us at [kristin.murray@byda.com.au](mailto:kristin.murray@byda.com.au)