



2021 Annual General Meeting

Proxy Appointment

Dear member,

You have received an email from HRCCQ Inc with the following two (2) files as attachments:

- 2021 Proxy Form - 1.pdf
- 2021 Proxy Form - 2a.pdf

Both of the attachments are the same document, however, they differ slightly in that 1.pdf is a 'flat' document and 2a.pdf is a 'fillable' document.

Please feel free to use either document; we hope that the following suggestions assist.

Using '2021 Proxy Form - 1.pdf'

Suggestion (1)

Open the document - print the document - using a ball point pen, complete the document by hand and do one of the following:

1. Scan the document - save it as a .pdf - email it to info@hrcc.org.au
2. Use your mobile 'phone to take a photograph of the document - save it as a .jpg - email it to info@hrcc.org.au
3. Place the document into an envelope and (via Australia Post) send it to HRCCQ's post office address

Suggestion (2)

1. First action, go to <https://get.adobe.com/reader> and download/install 'Adobe Acrobat Reader DC', it's a free download.
2. Open '2021 Proxy Form - 1.pdf' using 'Adobe Acrobat Reader DC'
3. From the right hand side of 'Adobe Acrobat Reader DC' select 'Fill & Sign'
4. Next screen: 'What do you want to do?' - Select 'Fill and Sign'
5. Next screen: At the top of the screen select 'AB' to fill in the text boxes in the nomination form
6. At the top of the screen select 'Sign' to create a signature for the signature boxes in the nomination form
7. Complete the nomination form - save it to your computer as your copy - email it to info@hrcc.org.au

NOTE: For the purpose of this nomination a signature created in 'Adobe Acrobat Reader DC' is acceptable; what is important is that whatever is inserted must be done with the intention of giving authenticity to it as a signature.

Using '2021 Proxy Form - 2a.pdf'

Suggestion (1)

1. Open '2021 Proxy Form - 2a.pdf'
2. Click into the 'fillable' boxes and type the appropriate text information (Fillable boxes should display as colour 'blue')
3. In a signature box, enter a signature in the following format example:

Signature of Ima Memba (Replace 'Ima Memba' with your own name)

4. Save the document to your computer as your copy - email it to info@hrcc.org.au

NOTE: For the purpose of this nomination a signature created as above is acceptable; what is important is that whatever is inserted must be done with the intention of giving authenticity to it as a signature.

If you require any assistance to complete the document please don't hesitate to email your request to info@hrcc.org.au

Peter Gilbert

Secretary
HRCCQ Inc Management Committee