

28 September 2020

## Notice of Annual General Meeting

The Annual General Meeting (AGM) of the Members of the Pharmaceutical Society of Australia Limited (PSA) ABN 49 008 532 072 will be held:

Date: **Thursday, 29 October 2020**  
Time: **6pm (ADST)**  
E-Venue: **PSA AGM Webinar**

In accordance with section 5(1)(f) of the *Corporations (Coronavirus Economic Response) Determination (No. 1) 2020* made by the Commonwealth Treasurer on 5 May 2020, this Notice of AGM (**Notice**) and other information in connection with this Notice, is being made available to members of PSA (**Members**) electronically.

Due to the extraordinary circumstances, PSA's AGM will be held virtually and we encourage all Members and proxyholders to participate via the PSA Member portal. To do this you will need your PSA Member login details and access via a desktop or mobile / tablet device with internet access.

### **Registration for the AGM**

If you wish to virtually attend the AGM (which will be broadcast as a live webinar), please pre-register here [www.psa.org.au/agm2020](http://www.psa.org.au/agm2020). Following your registration, you will be sent an email containing a link which you will need to log into the Zoom meeting on the date of the AGM.

Please begin the log in process for the AGM no later than 5:45pm on the day of the AGM so that registration may be completed and all Members admitted to the Zoom meeting before 6.00pm, at which time the AGM will commence.

### **Communicating at the AGM**

It is important that Members have the opportunity to communicate their views to us. Members are encouraged to participate in the AGM by watching the live webcast and asking questions and voting in the manner described below. PSA will do its utmost to ensure that Members are able to ask questions as well as make comments during the AGM.

### **How Members can participate remotely?**

- A. Members can appoint the Chair of the AGM (or another individual) as their proxy ahead of the AGM (and no later than 6.00pm Wednesday 28 October 2020). Members can complete the Proxy Form enclosed with this Notice to provide specific instructions on how their vote is to be exercised on each item of business to be considered at the AGM and your appointed proxy must follow your instructions. Instructions on how to vote are set out in the Proxy Form.
- B. Members can submit questions to PSA 48 hours ahead of the AGM by emailing [company.secretary@psa.org.au](mailto:company.secretary@psa.org.au) with their questions. Members and proxyholders will have the ability to ask questions during the AGM via the online platform using the 'Chat' function, and to hear all of the discussion, subject to connectivity of their device.
- C. A live webcast will be available which will allow Members to participate in the AGM Meeting with written questions.

## **Voting at the AGM**

All voting at the AGM will be conducted by poll. Ordinary Financial Members are entitled to vote at the AGM and their vote may be given in person, by Zoom voting poll or by proxy in accordance with the instructions provided on the Proxy Form provided that the Member is an Ordinary Financial Member as at the date of the AGM.

Members will be able to vote and ask questions at the virtual AGM and all resolutions will be decided on a poll. To vote by Zoom voting poll, members will be prompted to answer the polling questions with a Yes or No answer and all responses will remain anonymous. Online voting registration will commence at 5.30pm on the day of the AGM.

Any eligible Member unable to attend the AGM virtually via Zoom is entitled to appoint a proxy to attend the AGM and vote on their behalf in accordance with the directions on the Proxy Form. The proxy need not be a Member of PSA.

Any instrument appointing a proxy must be in writing, in the form prescribed by the Board under the hand of the appointer or the appointor's attorney duly authorised in writing. The instrument appointing the proxy (and the power of attorney or other authority (if any) under which the instrument is signed or proof of the power or authority to the satisfaction of the Board) must be received by PSA not less than 24 hours before the AGM either electronically by completing the Proxy Form available online at [www.psa.org.au/agm2020](http://www.psa.org.au/agm2020) or by emailing or mailing your completed Proxy Form to PSA to either of the addresses specified below.

### **Mail:**

Pharmaceutical Society of Australia  
Level 1, 17 Denison St  
DEAKIN ACT 2600

### **Email:**

[company.secretary@psa.org.au](mailto:company.secretary@psa.org.au)

All directed proxies received will be included in the vote count on a poll.

## **Business of the Meeting**

- To receive and consider the PSA's audited financial report and reports of the Directors and auditor for the financial year ended 30 June 2020.
- To receive and consider the President's Report.
- To consider any other business that may be brought before the AGM in accordance with the Constitution or the *Corporations Act 2001* (Cth).

## **Member Engagement**

Members will be able to listen to the proceedings and view the presentation through Zoom (including being able to ask questions online *by speaking when being provided with an opportunity to do so*). A representative of PSA's auditor will be available at the AGM to answer questions relevant to the audited financial report and reports of the Directors and auditor for the financial year ended 30 June 2020.

By Order of the Board of Directors.



Penny Brenchley  
Company Secretary

## **Related Documents**

1. Proxy Form
2. A copy of PSA's 2019–20 Annual Report can be found at the *PSA website*. You will need to be logged in as a PSA member to view this content.

*For assistance and further detail please contact the Company Secretary at [company.secretary@psa.org.au](mailto:company.secretary@psa.org.au).*