

Notice of Annual General Meeting

Notice is hereby given that the 2023 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, 26 October 2023**
Time: **6:00pm (AEDT)**
E-venue: **Virtual**

Members can participate online using their smartphone, tablet or computer and will be able to view a live webcast with the ability to participate, ask questions, or otherwise speak to the extent they are entitled to do so and cast direct votes at the appropriate time whilst the meeting is in progress.

Registration for the AGM

Pre-register on the PSA website **no later than 3pm (AEDT) Thursday, 26 October 2023**. Following your registration, you will receive an email containing a link that you will need to log in to the meeting on the date of the AGM. Please join the AGM no later than 5:45pm for a 6:00pm (AEDT) start.

Communicating at the AGM

It is important that Members have the opportunity to communicate their views. Members are encouraged to participate in the AGM by watching the live webcast, asking questions, and voting in the manner described below. Any questions not answered at the meeting will be tabled and the member will be contacted separately.

How can Members participate remotely?

- A. Members are encouraged to submit questions to PSA 48 hours ahead of the AGM by emailing company.secretary@psa.org.au.
- B. Members and proxy holders will have the ability to ask questions during the AGM via the online platform and by speaking when being provided with an opportunity to do so, subject to connectivity of their device.

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 by poll or 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.

Proxies

Members can appoint the Chair of the AGM (or another individual) as their proxy prior to the AGM [no later than 6:00pm (AEDT) Wednesday, 25 October 2023]. 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. Your appointed proxy must follow your instructions. Instructions on how to vote are set out in the Proxy Form.

Any eligible Member unable to attend the AGM is entitled to appoint a proxy to attend 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 must be received by PSA no less than 24 hours before the AGM by emailing or mailing your completed Proxy Form to PSA using either of the addresses specified below.

Email:

company.secretary@psa.org.au

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

Ordinary Business of the Meeting

At the meeting, members will be asked to vote to:

- Accept the minutes of the last annual general meeting
- Accept the audited financial statements
- Accept the auditor's report
- Accept the directors' report
- Appoint the external auditor

A representative of PSA's auditor will be available at the AGM to answer questions relevant to the audited financial report, reports of the Directors and auditor for the financial year ended 30 June 2023.

By Order of the Board of Directors.

Joanna Bell
Company Secretary

Related Documents

1. Proxy Form

For assistance and further detail please contact the Company Secretary at company.secretary@psa.org.au.