

NOTICE OF MEETING

AITPM 2021 Annual General Meeting

The Annual General Meeting of Members of the Australian Institute of Traffic Planning and Management Ltd (ACN 062 495 452) will be held on Friday 13 August 2021 at 1.00pm (AEST) via Online Zoom.

PROXY FORM

Your vote is important – appointing a proxy can see your vote count even if you cannot attend the AGM. To complete the Proxy form please read the instructions on the back of this form and accompanying Notice of Meeting for details of each item of business.

1. Registered name and address

2. Appointment of proxy

I, being a member of Australian Institute of Traffic Planning and Management Ltd, hereby appoint:

Chair of the Meeting (mark this box with X) OR (print name of person you wish to appoint as proxy)

OR if the person named does not attend, or if no person is named, the Chair of the Meeting as my proxy to act generally at the Meeting on my behalf and to vote as directed below or if no directions are given as the proxy sees fit at the **Annual General Meeting of AITPM to be held on Friday 13 August 2021 at 1:00pm (AEST) via Online Zoom** and at any adjournment of that Meeting.

3. Voting directions to your proxy

For each item of business please mark X in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

Resolutions

1. **Reports:** To receive and consider the Financial Report and the Reports of the Directors and of the Auditor for year ended 31 March 2021.

In favour

Against

Abstain

2. Appointment of Directors: to consider and, if thought fit, to pass the following resolutions as ordinary resolutions:

- 'That in accordance with clause 34.5 of the constitution, **Andrew Leedham** who has been duly nominated and consented to act and who is eligible under the constitution, be appointed an Elected Director subject to the constitution.'
- 'That in accordance with clause 34.5 of the constitution, **Paul Smith**, who has been duly nominated and consented to act and who is eligible under the constitution, be appointed an Elected Director subject to the constitution.'

In favour

Against

Abstain

Signature of Member

Please sign and date.

____ / ____ / 2021

Signature

PTO

INSTRUCTIONS FOR COMPLETING YOUR PROXY FORM

1. Registered name and address

This is your Preferred First name, Last Name and address as a Member as it appears in AITPM's Register of Members. If the information is incorrect please make the correction over the page.

2. Appointment of proxy

If you want your proxy to be someone other than the Chair of the meeting please insert their name or role in the box.

If you leave this section blank or your named proxy is unable to attend the Meeting then the Chair will be your proxy.

Remember that if you appoint someone other than the Chair to be your proxy and a poll is called then they are not compelled to exercise your proxy, in which case your vote would not count unless you have directed how the proxy is to vote. If you have so directed, the law requires that that unexercised vote must be transferred to the chair of the meeting who must exercise it as you have directed.

3. Voting Eligibility requirements

Only financial members who are Full Members (Membership in the grades of Fellow, Member, Life Member, Retired Fellow, Retired Member or Associate) are eligible to vote.

4. Voting directions to your proxy

You may direct your proxy how to vote on a given item of business by placing an X in one of the three boxes opposite that item. If you mark your vote then your proxy must vote that way for your vote.

1. If you want your proxy to vote for the proposal cross the box under **In favour**.
2. If you want your proxy to vote against the proposal cross the box under **Against**.
3. If you do not want your proxy to vote at all regarding the proposal cross the box under **Abstain**.
4. If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.

If you place an X in more than one box against an item then the proxy will not know how to vote and your vote will be invalid.

5. Signature

The Member must sign. If the proxy is signed under power of attorney, please provide a copy of the power.

6. Lodging your proxy

The proxy appointed can attend and vote as per the directions from the Voting Member who signed the form. Alternatively, if you wish the Chair to exercise your vote, there are 2 ways for you to lodge your Proxy Form on this form or on a sheet containing the details on this form by:

1. **Mail** to reach the Company Secretary at AITPM, PO Box 1070, TOOMBUL QLD 4012 by 4:30 pm Wednesday, 11 August 2021.

OR

2. **Email** the details on this form or a scanned copy to reach the Company Secretary at aitpm@aitpm.com.au by 4:30 pm Wednesday, 11 August 2021.