# Notice of Annual General Meeting

# Harbord Financial Services Limited A.B.N. 25 097 282 525

To be held at 7:00pm on Tuesday 19<sup>th</sup> November 2013 at South Curl SLSC, Carrington Parade, South Curl Curl

# **Ordinary Business**

# 1. Receipt of Annual Report

To receive the Company's Financial Report, the Director's Report and the Auditor's Report for the year ended 30 June 2013.

#### 2. Notification of Dividend

To notify the meeting that the Directors have declared a fully franked dividend to shareholders of 4.5cents per share.

#### 3. Election of Directors

To consider, and if thought fit, to pass each of the following resolutions as an ordinary resolution.

Re-election of Director retiring by rotation

- (a) That Trevor Sargeant be elected as a Director of the company.
- (b) That Martin Brook be elected as a Director of the company.

Election of new Director

(c) That Kevin Abrahamson be elected as a Director of the company.

# 4. Remuneration Report

That the remuneration report be adopted.

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By order of the Board

IAN GREENTREE

Company Secretary

18 October 2013

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# Attending the meeting

All shareholders may attend the Annual General Meeting.

Joint holders: In the case of joint shareholders, all holders may attend the Meeting. If only one holder attends (including by proxy), that shareholder may vote at the Meeting as if that holder were solely entitled to the shares. If more than one joint holder is present (including by proxy), the joint holder whose name appears first in the register may vote.

*Proxy:* If you are unable to attend the Meeting, you are entitled to appoint a proxy to attend and vote. See the attached Proxy Form for information on appointing a proxy.

Corporate shareholder: A corporate shareholder may appoint one or more persons to act as its representative under section 250D of the Corporations Act, but only one representative may exercise the corporate shareholder's powers at any one time. The company requires written evidence of a representative's appointment to be given to the company before the meeting.

# **Voting rights**

Each shareholder is entitled to **one** vote (regardless of the number of shares held).

For the purposes of voting at the Meeting, shares will be taken to be held by the persons who are registered as shareholders as at **5:00PM** on Monday 11 November 2013.

By order of the Board

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IAN GREENTREE

Company Secretary

18 October 2013

A proxy form accompanies this Notice of meeting. A member entitled to attend and vote at this meeting is entitled to appoint a proxy. The proxy need not be a member of the Company.

#### ANNUAL REPORTS

To assist with the reduction in printing costs and reduction of our Environmental footprint, we will be printing a limited number of Annual reports.

The Annual report will be able to be viewed on the Harbord Financial Services Ltd website – <a href="https://www.harbordfinancialservices.com.au">www.harbordfinancialservices.com.au</a> > Shareholders > Documents > Annual reports.

We are requesting that all shareholders now complete the enclosed "Form to receive Annual Report by Email".

Should you require a hard copy of the Annual report please contact Simmone on 9939-8990

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# Notice of Annual General Meeting

#### **Explanatory Notes**

This information has been included to assist you in making an informed decision about the resolutions proposed at the meeting.

# Agenda item 1. Receipt of Annual Report

Harbord Financial Services Limited's Annual Report including the financial report and other items will be laid before the meeting in accordance with the Corporations Act. There is no requirement for shareholders to approve those reports. However, the Chairman will allow a reasonable opportunity for shareholders at the meeting to ask questions about, or make comments on the management of the Company. The Chairman will also allow reasonable opportunity for shareholders at the meeting to ask the Auditor or the Auditors representative questions relevant to the conduct of the audit, the preparation and content of the auditor's report, the accounting policies adopted by Harbord Financial Services Limited in relation to the preparation of the financial statements and the independence of the auditor in relation to the conduct of the audit.

#### Agenda item 2. Dividend Notification

The Directors have approved a fully franked dividend of 4.5 cents per share to be paid in February 2014. This is for notification and no resolution is required

#### Agenda item 3. Election of Directors

The following information is provided about candidates for election to the Board.

# Re-election of Director retiring by rotation

- (a) **Trevor Sargeant** retires by rotation in accordance with the constitution of the company, and being eligible, offers himself for re-election.
- (b) **Martin Brook** retires by rotation in accordance with the constitution of the company, and being eligible, offers himself for re-election.

The above directors have been actively involved as directors of the Company. The Board recommends the re-appointment of these two directors.

#### **Election of New Director**

(c) **Kevin Abrahamson** has not previously served as a Director, and offers himself for election.

The above director has been actively involved as an Ambassador and as a new director of the Company. The Board recommends the appointment of this new director.

# Agenda item 4. Remuneration Report

No Directors' remuneration has been paid as the positions are held on a voluntary basis. (as per the Directors' Report). Nevertheless the Corporations Act 2001 requires the Directors' Report to include a separate Remuneration Report and the business of the AGM to include a resolution for its approval as an advisory (i.e. non-binding) resolution only and does not bind the Directors of the Company.

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