# **Notice of Annual General Meeting**

#### Acacia Ridge Financial Services Limited A.B.N. 73 116 060 916

To be held at 6pm on Friday 19<sup>th</sup> November 2010 at Watson Road State School, 210 Watson Road, Acacia Ridge.

### **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 2010.

2. Election of Director

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 Paul Douglas Knight be elected as a Director of the Company.
- 3. Appointment of Auditor

To consider, and if thought fit, pass the following resolution as an ordinary resolution.

That the appointment of Andrew, Frewin and Stewart of Bendigo as Auditor of the Company be approved.

## 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.

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 5pm on Tuesday 16<sup>th</sup> November 2010.

By order of the Board

Linda Beaumont Company Secretary 20<sup>th</sup> October 2010

# **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 2. Election of Director

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

### Re-election of Director retiring by rotation

(a) Paul Douglas Knight retires by rotation in accordance with the constitution of the Company, and being eligible, offers him/herself for re-election.

Paul has been on the Board from the beginning. He is a member of the Governance, Audit and Human Resources sub-committee and takes the Minutes for monthly board meetings. Paul is a local small business owner with 12 years experience. He holds a double degree in Chiropractic. He is also a member of Rotary. He is keen to continue working on the Board.

## Agenda item 3. Appointment of Auditor

Item 3 is an ordinary resolution to seek your approval for the appointment of Andrew, Frewin and Stewart (AFS) as the Company's Auditor.

The Board has received AFS's consent to act and written notice of AFS's nomination as Auditor from a shareholder.

The appointment of AFS requires approval of shareholders under the Corporations Act.

Andrew Frewin and Stewart are chartered accountants and business advisors based in Bendigo. They have been recommended by Bendigo and Adelaide Bank Ltd and are auditors for many of the Community Banks. Their experience with Community Banks coupled with comparable rates for their services makes them the ideal choice as auditor for our Company.

## Proxy form

Acacia Ridge Financial Services Limited A.B.N. 73 116 060 916

All correspondence to:
Acacia Ridge Financial Services Limited
PO BOX 187
Acacia Ridge Qld 4110
Enquiries 07 3255 6773
Facsimile 07 3255 6997

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I/We being a shareholder/s of Acacia Ridge Financial Services Limited and entitled to attend the vote appoint the person named below or.

if no person is named below, the Chairman of the Meeting as my/our proxy to vote in accordance with directions set out below (with a discretion as to any business not referred to below) or, if no directions are given, as my/our proxy sees fit, at the Annual General Meeting of the Company to be held at **Watson Road State School** on **Friday 19<sup>th</sup> November 2010** at **6pm** and at any adjournment of that Meeting.

| The Chairman of the Meeting OR (mark with an 'X')                           |                  | if this perso | f the person yon is someone the Meeting. |           |  |  |
|---|------------------|---------------|--|-----------|--|--|
| Voting directions to your proxy   | Please mark with | 'X' to indi   | cate your d                              | irections |  |  |
| Ordinary Business   |                  | Accept        | Decline                                  | Abstain*  |  |  |
| Item 1. Receipt of Financial Report, Director's Report and Auditor's Report |                  |               |  |           |  |  |
| Item 2. Re-election of Paul Douglas Knight                                  |                  |               |  |           |  |  |
| Item 3. Appointment of Auditor  |                  |               |  |           |  |  |
|   |                  |               |  |           |  |  |

\*If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your vote will not be counted in working out the required majority on a poll.

## PLEASE SIGN HERE

This section MUST be signed in accordance with the instructions overleaf to enable your directions to be implemented.

| Individual or Shareholder 1                 | Shareholder 2 | Shareholder 3              |
|---|---------------|----------------------------|
|   |               |                            |
| Sole Director and<br>Sole Company Secretary | Director      | Director/Company Secretary |

Acacia Ridge Financial Services Limited
A.B.N. 73 116 060 916
Registered Office – Shop 5, 11-28 Elizabeth Street, Acacia Ridge, Queensland 4110.

## Proxy form

### How to complete this Proxy form

#### 1. Your name and address

This is your name and address as it appears on the Company's share register. If this information is incorrect, please mark the box and make the correction on the form. Please note, you cannot change ownership of your shares using this form.

#### 2. Appointment of a proxy

A shareholder entitled to attend and vote at the Meeting may appoint one proxy. A proxy need not be a shareholder of the Company. A proxy may be an individual or a Company.

## 3. Identity of proxy

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box. If the person you wish to appoint as your proxy is someone other than the Chairman of the Meeting please write the name of that person. If you leave this section blank, the Chairman of the Meeting will act as your proxy.

#### 4. Voting instructions

You may direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. If you do not mark any of the boxes on a given item, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

### 5. Signing instructions

The Proxy form must be signed in the spaces provided.

#### Individual

If the holding is in one name, the holder must sign.

## Joint holding

If the holding is in more than one name, any one holder may sign.

## Power of Attorney

To sign under power of attorney, you must have already lodged this document with the Company or attach a certified copy of the Power of Attorney to this form when you return it.

#### Companies

If the Company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the Company (under section 204A of the Corporations Act 2001) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director of a Company Secretary. Please indicate the office held by signing in the appropriate place.

If a representative of the Company is to attend the meeting, the appropriate 'Certificate of Appointment of Corporate Representative' must be produced before admission to the Meeting.

## How to complete this Proxy form

This Proxy Form (and any Power of Attorney under which it is signed) must be received by the Company not later than **2 business** days before the Meeting (ie by 5pm Wednesday 17<sup>th</sup> November 2010). Any Proxy Form received after that time will not be valid for the scheduled meeting.

Documents may be lodged in any of the following ways:

## Post or hand delivery

To the Company's registered office at Shop 5, 11-28 Elizabeth Street, Acacia Ridge, Queensland 4110.

## Facsimile

To fax number (07) 3255 6997