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# **HEYFIELD & DISTRICT COMMUNITY FINANCIAL SERVICES LTD**

ACN 094 854 949

Correspondence and enquiries: 47 TEMPLE STREET, (PO BOX 251) HEYFIELD, VIC, 3858

TEL: (03) 5148 2292 FAX: (03) 5148 2188

Our Ref:

KAB:HR

Your Ref:

26 October 2007

IAN CRAIG NSX LIMITED LEVEL 8 410 COLLINS STREET MELBOURNE 3000

Dear Ian

## **RE: ANNOUNCEMENT**

We advise that our Annual General Meeting had to be postponed from the 25th October 2007. Accordingly, we enclose copies of the following:

- Notice of Annual General Meeting for the 29th November 2007.
- 2 Proxy form.
- 3 Letter to Shareholders dated 25th October 2007.

Yours faithfully

KEITH BORTHWICK

**SECRETARY** 

# HEYFIELD & DISTRICT COMMUNITY FINANCIAL SERVICES LIMITED (ACN 094 854 949)

### NOTICE OF ANNUAL GENERAL MEETING

Notice is given that an Annual General Meeting of Heyfield & District Community Financial Services Limited will be held at:

LOCATION: Heyfield Wetlands Centre, Traralgon - Maffra Road, Heyfield

DATE: 29th November 2007

TIME: 7:30pm

### Agenda

## Ordinary Business

# 1 Receipt of Financial Statements and Report

To consider the Financial Statements and Reports of the Directors and Auditor of the Company for the year ended 30th June 2007.

## 2 Election of Directors

As the number of candidates offering themselves for election as directors does not exceed the number of vacancies on the Board, to consider and if thought fit, to pass each of the following resolutions as an ordinary resolution:

### "That:

- (a) Keith Alexander Borthwick be elected as a Director of the Company;
- (b) David Vernon Graham be elected as a Director of the Company;
- (c) Martin John Swanson be elected as a Director of the Company:
- (d) Donald Michael Kube be elected as a Director of the Company,
- (e) Sarah Diane Bardsley be elected as a Director of the Company; and
- (f) Anne Hellyer be elected as a Director of the Company."

## 3 Appointment of Auditors

To defer the appointment of auditors of the company for the year ended 30th June 2007, pending a tender for the position.

## 4 Remuneration Report

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

"That the remuneration report be adopted".

## 5 Constitution

To consider, and if thought fit, pass the following resolution as a special resolution:

"That the model Constitution (version dated 12th April 2007) published by Bendigo Bank Ltd and circulated to shareholders with the preliminary Notice of Annual general meeting dated 23rd August 2007 be adopted and substituted as the constitution of the company."

# HEYFIELD & DISTRICT COMMUNITY FINANCIAL SERVICES LIMITED (ACN 094 854 949)

# NOTICE OF ANNUAL GENERAL MEETING

- 2 -

# 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.

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.

*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.

## 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 members as at 5:00pm on the 27th September 2006.

By order of the Board

KEITH BORTHWICK
Company Secretary

24th October 2007

# 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 Directors)

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

- (a) Keith Alexander Borthwick, David Vernon Graham and Martin John Swanson retire by rotation in accordance with the constitution of the company and being eligible offer themselves for re-election.
- (b) Donald Michael Kube, Sarah Diane Bardsley and Anne Hellyer retire in accordance with Rule 52(2) of the constitution of the company and being eligible offer themselves for re-election.

Sender Name:

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# HEYFIELD & DISTRICT COMMUNITY FINANCIAL SERVICES LIMITED (ACN 094 854 949) Registered office – 170 Johnson Street, Maffra, 3860.

<del></del>	·	PROX	Y FORM						
Mark this box wi	ith an 'X' <u>if you ha</u> v	ve made any changes to	your address d	etails į	(see reverse	<u>e)</u> [ ]	·	-"	
If the name and	l address section	n below is not complete	d, your proxy	will b	e invalid.				
Your Name	•••••			••••					
	,,,,,,	,							
Your Address									
in accordance vidirections are gi	f Proxy ember/s of Heyfie on named below o vith directions sel ven, as my/our pr re, Traralgon - N	old & District Community or, if no person is named out below (with a disc oxy sees fit, at the Annu laffra Road, Heyfield o	Financial Sen below, the Cha retion as to a	vices Lairman	imited and of the Meetsiness not read the Common transfer and transf	entitled t ting as my eferred to	o attend a	to vote	
	rman of the Meeti ith an 'X')	ng <u>OR</u> write here the someone other	name of the p	erson	you are a	ppointing	if this pe	rson is	
not instruct your	proxy how to vote, proxy how to vote	insert 'X' in the appropri on a resolution, your pro as indicated below: (p	xy may vote as	he/sh	e thinks fit d	or abstain	t below. If from votin	you do g.	
Ordinary Busine		,-			· · uppropri				
Resolution 1. Receipt of financia		cial report	For		Against [ ]	<b>A</b> ! [	ostain 1		
Resolution 2.	Election of Direct Keith Alexander David Vernon Gr Martin John Swa Donald Michael I Sarah Diane Bar Anne Hellyer	Borthwick raham inson Kube	[ ] [ ] [ ] [ ]			[ [ [	]		
Resolution 3.	Re-appointment	of Auditors	[ ]		[ ]		1		
Resolution 4.	Adoption of Rem	uneration Report	[ ]		[ ]	[	I		
Resolution 5.	Adoption of new	Constitution	[ ]		[ ]	[	]		
NOTE:	If you mark the Abs or on a poll and you	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 mejority on a poll.							
PLEASE SIGN H	ERE This section directions to	n <i>must</i> be signed in a be implemented.	ccordance wit	n the	instructions	overleaf	to enable	your	
Individual shareholder 1		Shareholder 2			Shareholder 3				
Sole Director and Sole Company Secretary		Director	Director			Director/Company Secretary			

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#### How to complete the Proxy Form

#### 1 Your Name and Address

Please fill in your name and address where provided at the top of page 1. The name and address on the envelope in which this Proxy Form was delivered to you is your name and address as it appears on the Company's share register. If you have changed your postal address, please mark the box and enter your current address on the form. Please note you cannot change ownership of your shares using this form. If a name correction is required, please contact us.

### 2 Appointment of Proxy

A member entitled to attend and vote at the meeting may appoint one proxy. A proxy need not be a member of the 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 an also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or 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.

## **Lodging Instructions**

This Proxy Form (and a certified copy of any Power of Attorney under which it is signed) must be received by the Company not later than 48 hours before the meeting (ie by 5:00pm on Tuesday 27th November 2007). 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.

- By post or hand delivery to the Company's registered office at Adams & Pund Accountants, 170
  Johnson Street, Maffra, 3860.
- By fax to 03 5147 3211

Sender Name:

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# **HEYFIELD & DISTRICT COMMUNITY FINANCIAL SERVICES LTD**

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TEL: (03) 5148 2292 FAX: (03) 5148 2188

Our Ref:

KAB:HR

Your Ref:

25th October 2007

Dear Shareholder

We enclose the Annual Report for the year ended  $30^{\rm th}$  June 2007 together with the Notice and proxy for this year's Annual General Meeting.

We regret to advise that we have had to reschedule the Annual General Meeting following delays in production of the Annual Report. We apologise to any shareholders who may have suffered inconvenience as a result of the rescheduling.

The AGM will now take place on <u>Thursday 29<sup>th</sup> November 2007</u> at the Heyfield Wetlands Centre.

We also need to draw your attention to a typographical error which appears on page 26 of the Annual Report. The total of shares held by the ten largest shareholders should read "113,501" and not "208,001". The percentage of Issued Capital, shown as "25.2 %", is however correct.

Yours faithfully

KEITH BORTHWICK

SECRETARY