

# Notice of Annual General Meeting

**Community Financial Services Victoria Limited**  
A.B.N. 51 092 756 351

**To be held at 7.30pm on Thursday 27 October 2011 at the Lang Lang Memorial Hall.  
Please join us for light refreshments at 6.30pm in the Senior Citizens Room.**

## 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 2011.

### 2. 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 Maxwell Arthur John Kneebone be elected as a Director of the Company.

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

(b) That Dianne Lesley Loft be elected as a Director of the Company

### 3. Remuneration Report

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

That the Remuneration Report be adopted.

## 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.

# Notice of Annual General 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 members as at 5.00pm on 25 October 2011.

By order of the Board,



Tania Hansen

Company Secretary  
26 September 2011

## 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.

#### Re-election of Director retiring by rotation

(a) Maxwell Arthur John Kneebone retires by rotation in accordance with the constitution of the Company, and being eligible, offers himself for re-election.

#### Election of New Director

(b) Dianne Lesley Loft has not previously served as a Director, and offers herself for election.

Dianne resides in Tooradin, where she is a co-owner of the Tooradin Newsagency and recently completed a Diploma of Newsagency. She has many years experience in the retail sector. Dianne has always been an active community representative having been involved in various sporting clubs and organisations as her children grew up. Currently she is involved with the Tooradin Commerce Committee and was a member of the Tooradin & Coastal Villages **Community Bank®** steering committee. She has continued to represent the Tooradin & Coastal Villages at Community Financial Services Victoria Ltd Board meetings. The Board endorses Dianne's nomination.

### Agenda item 3. Remuneration Report

The Corporations Act requires a resolution that the Remuneration Report contained in the Company's Annual Report [and Concise Report] be adopted, be put to the vote. The resolution is advisory only and does not bind the Directors of the Company.

# Proxy form

**Community Financial Services Victoria Limited**  
A.B.N. 51 092 756 351

All correspondence to:  
**Community Financial Services Victoria Limited**  
29 Westernport Road  
Lang Lang, VIC3984 Australia  
Enquiries **0427 830 009**  
Facsimile **03 5997 5024**

**Shareholder Name:**

**Address:**

Mark this box with an 'X' if you have made any changes to your address details (see reverse)

## Appointment of proxy

I/We being a member/s of **Community Financial Services Victoria 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 **Lang Lang Memorial Hall** on **27 October 2011** at **7.30pm** and at any adjournment of that meeting.

The Chairman of the Meeting  
(mark with an 'X')

OR

Write here the name of the person you are appointing if this person is someone other than the Chairman of the Meeting.

## Voting directions to your proxy

Please mark with 'X' to indicate your directions

Ordinary Business	Accept	Decline	Abstain*
Item 1. Receipt of financial report, Director's report and Auditor's report			
Item 2(a). Re-election of Maxwell Arthur John Kneebone			
Item 2(b). Election of Dianne Lesley Loft			
Item 3. Remuneration Report			

\*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  
Sole Company Secretary

Director

Director/Company Secretary

**Community Financial Services Victoria Limited**  
A.B.N. 51 092 756 351  
Registered Office - 29 Westernport Road, Lang Lang, VIC 3984

# 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 member entitled to attend and vote at the Meeting may appoint one proxy. A proxy need not be a member 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 (directed proxy). If you do not mark any of the boxes on a given item (undirected proxy), 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. Remuneration Report

It is usual for the Chairperson at the AGM of a listed company to be a Director of the Company and therefore be listed on the remuneration report. If the Chairperson receives an undirected proxy on the remuneration resolution, that vote will not be counted. To ensure such proxy votes are counted on the remuneration resolution, ensure that the proxy given is a directed proxy i.e. tick either a 'for' or 'against' box.

### 6. 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 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.

## 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 two business days before the meeting (**i.e. by 5.00pm on 25 October 2011**). 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 29 Westernport Road, Lang Lang VIC 3984

#### *Facsimile*

To fax number 03 5997 5024

#### *Email*

To email address [tanhan1@bigpond.com](mailto:tanhan1@bigpond.com)