

# VIRTUAL MEETING GUIDE



#### MEETING NAME: Capricorn Group Limited AGM 2023

#### MEETING ID: 154-627-318

To login you must have a *Username* and *Password* which you can request/will receive from <u>supportza@lumiengage.com</u> after registering to attend the AGM via <u>https://reg.lumiengage.com/capricorn-group-</u> agm-2023/reg

You will be able to log into the site from 16:30 on 25 October 2023.

# The Lumi Platform

This year we will be conducting a Hybrid Annual General Meeting, giving you the opportunity to attend and participate in person or online, using your smartphone, tablet or computer. Shareholders who elect to attend the General Meeting in person must bring their smartphone, tablet or computer to the General Meeting to be able to electronically vote on the necessary resolutions.

Capricorn Group

You will be able to view a live webcast of the meeting, ask the Board questions and submit your votes in real time.

To access the platform, you will need to visit <u>https://web.lumiagm.com</u> on your smartphone, tablet or computer. The latest version of Chrome, Safari, Microsoft Edge or Firefox is required. *Please ensure your browser is compatible*.

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### Access

Next, you'll be prompted to enter the Meeting ID (which you will find it at the top of this page).

To login as a Participant, select 'I am a Participant'. Note that depending on the type of meeting, this text might change.

You will then be required to enter your: *Username*; and *Password* 

If you are a Guest, select 'I am a Guest'. As a Guest, you will be prompted to complete all the relevant fields including; *first name, last name* and *email address*.

Note that Guests are not able to ask questions or vote at the meeting.



# Navigation

When successfully authenticated, the home screen will be displayed. You can view company information, ask questions, view relevant documents and watch the webcast.

**Please note:** the broadcast screen will either appear on the right (for laptops and computers) or at the bottom of your screen (for tablets and mobile devices). Once the meeting starts, the broadcast will start automatically. If the broadcast does not appear automatically, ensure that your browser is compatible or seek assistance by contacting our support team.

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# Voting

Once the poll has opened, the voting icon will appear on the navigation bar at the top of the screen. From here, resolutions or motions will be displayed.

To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.

If you wish to change your vote, simply select an alternate choice while the voting is open or select cancel if you wish to cancel your vote.

Once opened, voting can be performed at anytime during the meeting until the Chairman closes the voting. At that point, your last choice will be submitted.

You will still be able to send messages and view the webcast whilst voting is open.

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Poll Open				
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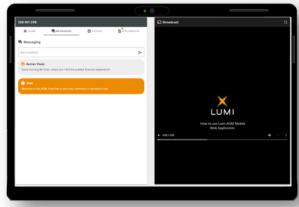
#### Questions

Any participant or appointed proxy (whether a Shareholder, or Member) attending the meeting is eligible to ask questions.

Guests may not ask questions.

To ask a question, select the messaging icon at the top of the screen.

Type your message within the chat box at the top of the messaging screen and then press send (the arrow key).

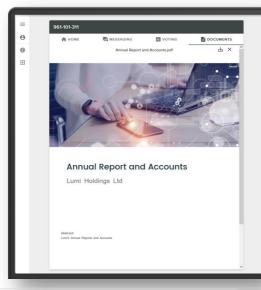




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#### Documents

Any documents pertaining to the meeting will be visible in the Documents tab of the platform. Click on this icon to view the documents.



Email <u>supportza@lumiengage.com</u> if you require any technical assistance.