



The Environmental Group Limited

4 December 2020

Dear Shareholders,

IMPACT OF COVID-19 RESTRICTIONS ON THE RESUMPTION OF THE COMPANY'S ANNUAL GENERAL MEETING

The resumption of the Annual General Meeting which was adjourned on 26 November 2020 is scheduled to be held on Friday 18 December 2020 at 9.00AM (AEDT) (**Meeting**).

The Directors have made the decision to resume the Annual General Meeting virtually to consider Resolution 5, Appointment of Auditor. No other items of business will be considered at the meeting.

The Company is closely monitoring the impact of the COVID-19 virus in Victoria and following guidance from the Federal and State Governments. Accordingly, there will not be a physical location where shareholders can attend the Meeting in person.

The Company **strongly encourages Shareholders to lodge a directed proxy form prior to the meeting.**

Enclosed with this letter is:

1. a nomination from a shareholder that RSM Partners Australia be appointed as auditor of the Company; and
2. a proxy and voting form.

To view the text of the resolution and the explanatory statement concerning Resolution 5 Appointment of Auditor which was read out at the AGM held on 26 November 2020, please use the following link:

<http://www.reportsonline.net.au/?documentid=C055F89564DA4CB9AE8A82598BC91867>

Shareholders who wish to participate in the resumption of the AGM online may do so:

- (a) from their computer, by entering the URL into their browser: <https://web.lumiagm.com/365802851>; or
- (b) from their mobile device by either entering the URL in their browser: <https://web.lumiagm.com/365802851> or by using the Lumi AGM app, which is available by downloading the app from the Apple App Store or Google Play Store.

If you choose to participate in the resumption of the AGM online or through the app, you can log in to the meeting by entering:

- (a) your username, which is your Voting Access Code (VAC), which can be located on the first page of your proxy form or Notice of Meeting email; and
- (b) your password, which is the postcode registered to your holding if you are an Australian shareholder. Overseas shareholders should refer to the user guide for their password details.

If you have been nominated as a third party proxy, please contact Boardroom on 1300 737 760

Attending the meeting online enables shareholders to view the resumption of the AGM live and to also ask questions and cast direct votes at the appropriate times whilst the meeting is in progress.

For more information on how to vote and participate in the virtual meeting please refer to the Online User Guide using the following link:

<http://www.reportsonline.net.au/?documentid=79DEF33568384105AB45AAFE0D067797>

The Australian government and the respective State governments are implementing a wide range of measures to contain or delay the spread of COVID-19. If it becomes necessary or appropriate to make alternative arrangements to those set out in the Company's Notice of Meeting, the Company will notify Shareholders accordingly via the Company's website at www.environmental.com.au and the Company's ASX Announcement Platform at asx.com.au (ASX: EGL).

This announcement has been authorised for release by the Board.

For further information please contact
Stephen Strubel
Joint Company Secretary
Phone: 61 3 9763 6711
Email: stephenstrubel@egl.com.au

24 November 2020

To: The Company Secretary
The Environmental Group Limited
10 Ferntree Place
NOTTING HILL VIC 3168

Dear Sir,

NOMINATION OF AUDITOR

For the purpose of Section 328(1) of the Corporations Act 2001, I, Lynn Richardson, on behalf of Richmarsh Investments Pty Ltd, a member of The Environmental Group Limited ("Company") nominate RSM Australia Partners, of Level 21, 55 Collins Street, Melbourne, Victoria 3000 as Auditor of the Company at the next Annual General Meeting of the Company (or any adjournment thereof).

Signed for and on behalf of Richmarsh Investments Pty Ltd



Lynn Richardson

Director



All Correspondence to:

✉ **By Mail** Boardroom Pty Limited
GPO Box 3993
Sydney NSW 2001 Australia

📠 **By Fax:** +61 2 9290 9655

💻 **Online:** www.boardroomlimited.com.au

☎ **By Phone:** (within Australia) 1300 737 760
(outside Australia) +61 2 9290 9600

YOUR VOTE IS IMPORTANT

For your vote to be effective it must be recorded **before 9:00am (AEDT) on Wednesday, 16 December 2020.**

🖥 TO VOTE ONLINE

- STEP 1: VISIT** <https://www.votingonline.com.au/eglagmdec2020>
- STEP 2: Enter your Postcode OR Country of Residence (if outside Australia)**
- STEP 3: Enter your Voting Access Code (VAC):**

📱 BY SMARTPHONE



Scan QR Code using smartphone
QR Reader App

TO VOTE BY COMPLETING THE PROXY FORM

STEP 1 APPOINTMENT OF PROXY

Indicate who you want to appoint as your Proxy.

If you wish to appoint the Chair of the Meeting as your proxy, mark the box. If you wish to appoint someone other than the Chair of the Meeting as your proxy please write the full name of that individual or body corporate. If you leave this section blank, or your named proxy does not attend the meeting, the Chair of the Meeting will be your proxy. A proxy need not be a securityholder of the company. Do not write the name of the issuer company or the registered securityholder in the space.

Appointment of a Second Proxy

You are entitled to appoint up to two proxies to attend the meeting and vote. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by contacting the company's securities registry or you may copy this form.

To appoint a second proxy you must:

- (a) complete two Proxy Forms. On each Proxy Form state the percentage of your voting rights or the number of securities applicable to that form. If the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise half your votes. Fractions of votes will be disregarded.
- (b) return both forms together in the same envelope.

STEP 2 VOTING DIRECTIONS TO YOUR PROXY

To direct your proxy how to vote, mark one of the boxes opposite each item of business. All your securities will be voted in accordance with such a direction unless you indicate only a portion of securities are to be voted on any item by inserting the percentage or number that you wish to vote in the appropriate box or boxes. 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 for all your securities your vote on that item will be invalid.

Proxy which is a Body Corporate

Where a body corporate is appointed as your proxy, the representative of that body corporate attending the meeting must have provided an "Appointment of Corporate Representative" prior to admission. An Appointment of Corporate Representative form can be obtained from the company's securities registry.

STEP 3 SIGN THE FORM

The form **must** be signed as follows:

Individual: This form is to be signed by the securityholder.

Joint Holding: where the holding is in more than one name, all the securityholders should sign.

Power of Attorney: to sign under a Power of Attorney, you must have already lodged it with the registry. Alternatively, attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: this form must be signed by a Director jointly with either another Director or a Company Secretary. Where the company has a Sole Director who is also the Sole Company Secretary, this form should be signed by that person. **Please indicate the office held by signing in the appropriate place.**

STEP 4 LODGEMENT

Proxy forms (and any Power of Attorney under which it is signed) must be received no later than 48 hours before the commencement of the meeting, therefore by **9:00am (AEDT) on Wednesday, 16 December 2020.** Any Proxy Form received after that time will not be valid for the scheduled meeting.

Proxy forms may be lodged using the enclosed Reply Paid Envelope or:

- 🖥 **Online** <https://www.votingonline.com.au/eglagmdec2020>
- 📠 **By Fax** + 61 2 9290 9655
- ✉ **By Mail** Boardroom Pty Limited
GPO Box 3993,
Sydney NSW 2001 Australia
- 👤 **In Person** Boardroom Pty Limited
Level 12, 225 George Street,
Sydney NSW 2000 Australia

The Environmental Group Limited

ABN 89 000 013 427

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Your Address

This is your address as it appears on the company's share register. If this is incorrect, please mark the box with an "X" and make the correction in the space to the left. Securityholders sponsored by a broker should advise their broker of any changes.

Please note, you cannot change ownership of your securities using this form.

PROXY FORM

STEP 1 APPOINT A PROXY

I/We being a member/s of **The Environmental Group Limited** (Company) and entitled to attend and vote hereby appoint:

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the **Chair of the Meeting** (mark box)

OR if you are **NOT** appointing the Chair of the Meeting as your proxy, please write the name of the person or body corporate (excluding the registered securityholder) you are appointing as your proxy below

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chair of the Meeting as my/our proxy at the **Adjourned Annual General Meeting** of the Company to be held **virtually on Friday, 18 December, 2020 at 9.00am (AEDT)** and at any adjournment of that meeting, to act on my/our behalf and to vote in accordance with the following directions or if no directions have been given, as the proxy sees fit.

The Chair of the Meeting intends to vote undirected proxies in favour of each of the items of business.

STEP 2 VOTING DIRECTIONS

* 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 calculating the required majority if a poll is called.

Resolution 5 Appointment of Auditor

For Against Abstain*

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STEP 3 SIGNATURE OF SECURITYHOLDERS

This form must be signed to enable your directions to be implemented.

Individual or Securityholder 1

Sole Director and Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director / Company Secretary

Contact Name.....

Contact Daytime Telephone.....

Date / / 2020