



ONLINE MEETING GUIDE

By participating in the Meeting online, you will be able to view a live audio webcast of the Meeting, ask questions, and submit your vote in real time.

To access the Meeting, login to the Company's share registry website at www.advancedshare.com.au/virtual-meeting with your Meeting ID and Shareholder ID (found on your personalised proxy form, *available to shareholders only*).

- Open your internet browser on your smartphone, tablet or PC and go to <https://www.advancedshare.com.au/Dashboard/Virtual-Meeting-Centre-Login>
- Login with your Meeting ID and Shareholder ID and click "Login"

Once you access the website, the sign in page appears as follows:

Virtual Meeting Login

Accessible
Attend Meetings and lodge your polling instructions electronically from anywhere in the world.

Convenient
All polling and meeting functions are online.

Automated
Polling lodgements are received and processed immediately.

Meeting Id

Shareholder Id

☐ I agree to the [Terms and Conditions](#)

LOGIN

Shareholders who do not have a Meeting ID and Shareholder ID or have not received their personalised proxy form should contact Advanced Share Registry on the following numbers as soon as possible and well in advance of the Meeting to avoid any delays on the day of the Meeting:

- 1300 113 258 (within Australia); or
- +61 8 9389 8033 (overseas).

For visitors or public who do not hold any Alkane shares by the register cut off time, please view the meeting at:

<https://www.advancedshare.com.au/Dashboard/Meeting-Casting-Control?meetingid=ALK0010>



After the Meeting ID and the unique Shareholder ID are entered, you will enter the Virtual Meeting Portal. You can now directly lodge questions, join the meeting and enter poll instructions. Shareholders will also gain access to the Notice of Meeting.

The screenshot shows the 'Virtual Meeting Information' page for MRS JUDY FALLON & MR JOHN FALLON. The page has a header with the user's name and links for 'MESSAGES' and 'LOGOUT'. Below the header, there is a section titled 'Virtual Meeting Information' with a list of details:

Company	YYY PTY LTD
Meeting Type	DEMO - PANCONTINENTAL OIL & GAS NL
Meeting Venue	TO BE HELD VIRTUALLY
Meeting Date/Time	Wed, 18 Nov 2020 2:30 PM WST
Meeting Status	Pre Meeting
Questions & Answers	ASK NOW
Meeting Casting	JOIN NOW

Below the information section, there is a 'Documents' section with two buttons: [NOTICE OF MEETING](#) and [ANNUAL REPORT](#).

The Chair will open the poll shortly after the Meeting commences and you will be able to vote at any time during the Meeting and for 10 minutes afterwards. Once the Chair has declared the poll open for voting, click on "Polling TAB" to be taken to the voting screen.

The screenshot shows the 'Meeting Poll Instruction' screen. At the top, there is a navigation bar with four tabs: 'TERMS', 'ALLOCATION', 'LODGE' (highlighted in orange), and 'POLL INSTRUCTIONS REVIEW'. Below the navigation bar, the section is titled 'Resolution Selection'. It displays the following information:

- Shareholder: JOHN SMITH
- Proxyholder: Jones William
- Your total holding is **10,000**.
- You have selected to cast the total votes of your holding on each resolution. Please choose/review your poll intention below.
- If you mark the Abstain box for an item, your votes will not be counted in computing the required majority.
- If you are a member of the Company's key management personnel, certain voting exclusions apply to you in relation to remuneration related resolutions. Please refer to the Notice of Meeting for details.

Below this information, there is a 'Voting Selection' section with a table of resolutions and voting directions:

Resolution	Direction
ADOPTION OF REMUNERATION REPORT	<input checked="" type="radio"/> For <input type="radio"/> Against <input type="radio"/> Abstain <input type="radio"/> No Change
RE-ELECTION OF MR JOHN SMITH AS A DIRECTOR	<input type="radio"/> For <input checked="" type="radio"/> Against <input type="radio"/> Abstain <input type="radio"/> No Change
APPOINTMENT OF AUDITOR	<input type="radio"/> For <input type="radio"/> Against <input checked="" type="radio"/> Abstain <input type="radio"/> No Change

At the bottom of the screen, there are three buttons: 'CANCEL', 'BACK', and 'CONTINUE' (highlighted in orange).


Select your voting direction and click "confirm" to submit your vote.




You can lodge a question verbally or in writing and it will be instantly visible to the Company.

×

Ask a Question

 VERBAL

 WRITE

It is recommended that you register to use the share registry website well in advance of the Meeting to save time on the day of the Meeting. Should you have any difficulties, you can contact the share registry by telephone on 1300 113 258 (within Australia) and +61 8 9389 8033 (overseas).