

**The Tourism & Transport Forum Australia Limited ("Company")**

ACN 050 036 041

**NOTICE OF 2020 ANNUAL GENERAL MEETING**

To financial Members and other persons entitled to receive notice of general meetings of the Company:

The 2020 Annual General Meeting of the Company will be held on Thursday 26 November 2020 at 10am to transact the business set out below.

**DUE TO CURRENT COVID-19 SOCIAL DISTANCING REQUIREMENTS AND HAVING REGARD TO THE HEALTH AND SAFETY OF MEMBERS, THE ANNUAL GENERAL MEETING WILL BE HELD AS A VIRTUAL MEETING AND MEMBERS WILL NOT BE ABLE TO ATTEND THE MEETING IN PERSON.**

Ordinary Business:

1. To consider the financial statements for the Financial Year ended 30 June 2020, together with the Directors' statement and the reports of the Directors and Auditors.

(The financial statements may be viewed by emailing [accounts@tff.org.au](mailto:accounts@tff.org.au) and requesting a copy.

No resolution is required in respect of the financial statements, but members will be given the opportunity at the meeting to ask questions about, or make comments on, the operations and management of the Company and to ask the auditor questions regarding the conduct of the audit and the content of the auditor's report.

DATED: 23 October 2020

BY ORDER OF THE BOARD



**Hon Bruce Baird AM  
Acting Chairman  
The Tourism & Transport Forum Australia Limited**

**PROXIES:**

A Member entitled to attend, and vote is entitled to appoint one proxy who need not be a member of the Company. Members seeking to appoint a proxy should complete the proxy form enclosed and ensure that it is lodged at the registered office of the Company **OR** by email to [accounts@tff.org.au](mailto:accounts@tff.org.au) no later than **4pm Monday, 23 November 2020**, which is at least 48 hours before the due time for holding the meeting.

## **HOW TO PARTICIPATE IN THE MEETING:**

Given the current Covid-19 circumstances and in the interests of the health and the safety of members, the Company will hold a Virtual Annual General Meeting rather than ask members to physically attend the meeting. Please refer to the information below in regard to attendance at and participation in the meeting.

As the Annual General Meeting is a virtual meeting, technical issues may arise. If such an issue arises, the Chairman of the meeting may issue instructions for resolving the issue and may continue or adjourn the meeting in his discretion.

If you wish to attend the Annual General Meeting you MUST register with the Company prior to the meeting. In order to register, please rsvp to [accounts@ttf.org.au](mailto:accounts@ttf.org.au) . If you have any questions in regard to registration or encounter any difficulties, please phone Amanda Clark, Director - Marketing & Operations on 0412 080 174. Please note that registration will close at 12 noon on Wednesday 25 November 2020. **If you do not register by that time, the Company regrets that you will not be able to attend the meeting.**

Members who register prior to the above deadline will be entitled to participate in the meeting online (by Zoom), which will allow them to view the meeting and ask questions in writing. A Zoom link to join the meeting will be sent to attendees on Wednesday 25 November 2020 after the closing time for registration at 12.00 noon on that date.

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**PROXY FORM**

The Tourism & Transport Forum Australia Limited  
Level 1  
60 Martin Place  
Sydney NSW 2000

**PLEASE COMPLETE IN BLOCK LETTERS**

I/We \_\_\_\_\_

of \_\_\_\_\_

being a member of the Company hereby appoint:

(name of proxy) \_\_\_\_\_

of \_\_\_\_\_

or failing him/her, the Chairman of the meeting as my/our proxy to represent and vote on my/our behalf at the annual general meeting of shareholders of the company, to be held on Thursday, 26 November 2020 and any adjournment thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Member's execution \_\_\_\_\_  
Director Director/Secretary