

# The Colonial Motor Company Limited

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17 September 2021

## THIS IS AN IMPORTANT DOCUMENT – PLEASE READ IT CAREFULLY

Dear Shareholder,

**The Company is currently planning to hold the normal form of annual meeting this year** (i.e. a *physical* meeting with shareholders present in person). This is scheduled for midday on Friday, 5 November 2021, **so long as the whole of New Zealand is in Alert Levels 1 or 2.**

The Notice of Meeting, including full details of the business to be transacted and the venue location are at pages 1 and 2 of the accompanying Annual Report. The requirements for attending a *physical* meeting under Covid restrictions are detailed on the next page of this advice letter.

However, **if any part of New Zealand is in Alert Levels 3 or 4 on 5 November**, the annual meeting will change to be a *virtual* meeting **that will be held at the later date advised below** (i.e. it will be held electronically by webcast and with no shareholders physically present). The instructions on how you can attend a *virtual* meeting are also on the next page of this letter.

The current Covid-related uncertainties require the Company to plan now for both of these meeting outcomes and the purpose of this letter is to prepare you for either event.

Right up to the scheduled meeting date, circumstances could arise where the *physical* meeting cannot be held. The meeting would therefore be deferred to be a *virtual* meeting. In that event, an announcement would be made to the Stock Exchange (CMC NZX announcements can be found here: <https://www.nzx.com/companies/CMO>). That announcement would also be posted on the Company's website: <https://www.colmotor.co.nz/about/nzx-releases/>

**In the event the annual meeting is deferred to be a *virtual* meeting**, that would be held **without fail** at midday on Friday, 19 November 2021.

Any announcement of a deferral will contain all the necessary details for attending the annual meeting virtually. The Company will email that announcement to you where we have your email address. If we don't have your email address already, we encourage you to provide it to the Company ahead of the annual meeting. This is so you can receive Company communications directly.

**Please note:** you can provide your email address to the Company at [cmc@colmotor.co.nz](mailto:cmc@colmotor.co.nz) and by doing so it will be assumed you have consented to being sent announcements to Shareholders by email. Please include your full Shareholder name and CSN/Holder Number - you can find that number at the bottom of your proxy form or on any dividend advice.

To help us with our planning for holding a *physical* meeting we ask you to confirm whether you will be attending. You can do this by emailing to [cmc@colmotor.co.nz](mailto:cmc@colmotor.co.nz) and putting "RSVP AGM" in the subject line and include the number of people who will attend. Alternatively, you can telephone the Group Office on 04 384 9734 and provide these details.

Please contact us if you need clarification of any matter relating to this letter. The Company's contact details are at the bottom of this page.

Kind regards,



Jack Tuohy  
Company Secretary

## What to expect if a *physical* annual meeting is held on 5 November 2021

- The meeting will commence at midday at the QT Hotel (formally the Museum Hotel) – refer to the Notice of Meeting for location details.
- Entry will be from the Tory Street entrance to the hotel and you will be directed to the meeting room foyer on the ground floor.
- The meeting room foyer will open from 11.15am, so please provide plenty of time for registration on arrival.
- Do not attend if you have any cold or flu-like symptoms.
- Subject to Alert Level guidance at the time, please bring a mask and remain masked while in the foyer and the meeting room.
- On arrival:
  - Scan in using the QR code app or sign into the physical register that will be available at the entrance to the hotel.
  - You will then need to register at the meeting room entrance as a Shareholder, Proxyholder or Guest for the meeting.
  - Shareholders will be issued with a personalised voting paper.
  - Please then find a place to sit in the meeting room and maintain physical distancing if the Alert Level restrictions require this.
- Depending on any Alert Level restrictions, we may need to limit the number of people in the meeting room. If required, an additional room will be available.

## What to expect if a *virtual* annual meeting is held on 19 November 2021

- The Company's share registrar, Computershare Investor Services, will host the *virtual* annual meeting.
- You will need the latest version of Chrome, Safari, Edge or Firefox to be able to attend virtually. Well ahead of the meeting, you are encouraged to ensure the device you plan to view the meeting on has a browser that is compatible with one of these.
- You will be able to access the *virtual* meeting via the link <https://meetnow.global/nz>. On that page you will find a schedule of upcoming annual meetings for various companies in date order. Find the one for The Colonial Motor Company, click GO and it will take you to the meeting.
- There will then be steps to follow to register for the meeting and enable you to vote and ask questions.
- You will need to provide your CSN/Holder Number. You can find that number at the bottom of your proxy form or on any dividend advice.
- Once you have completed these steps you will be able to access the meeting.
- It is recommended you test the system ahead of time to check you are able to access the meeting.