

# The Colonial Motor Company Limited

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20 October 2021

Dear Shareholder,

## CONFIRMATION OF A PHYSICAL ANNUAL MEETING ON 5 NOVEMBER 2021

We are writing to confirm that the Company will be holding its annual meeting at midday on Friday, 5 November 2021 in the Timburini Room of the QT Hotel at 90 Cable Street, Wellington. This means it will be a *physical* meeting with shareholders present in person.

### **Physical meeting requirements**

The requirements for attending a *physical* meeting under Covid restrictions are detailed on the next page of this letter. You will find the Notice of Meeting, including full details of the business to be transacted and the venue location, on pages 1 and 2 of the Annual Report that was mailed to you last month.

### **Live stream of the physical meeting**

A live stream of the *physical* meeting will be available for those who cannot attend in person. You can access the live stream by clicking on a link that will be provided on the Company's website <https://www.colmotor.co.nz/>. There will be a banner on the front page of the site containing the link button and you will then be prompted to enter the meeting **passcode** [REDACTED].

Alternatively, you can send an email to the Company's email address of [cmc@colmotor.co.nz](mailto:cmc@colmotor.co.nz) and ask for the link to be emailed back to you (please put "Annual Meeting link" in the subject line). We ask that you 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.

There will also be a mobile meeting access option you can utilise and this is provided on the following page.

For those who wish to attend the meeting via the live stream, while you will not be able to actively participate in the meeting (other than to view it and hear the proceedings), we ask you to take note of the following action items:

#### **Voting**

As you will not be able to vote via the live stream and if you haven't already done so, you are urged to lodge your proxy before midday on Wednesday, 3 November.

#### **Questions**

If you wish to ask a question you will need to send that to the Company's email address to arrive no later than midday on Wednesday, 3 November (please put "Annual Meeting question" in the subject line).

#### **Record of attendance**

If you view the meeting via the live stream and you wish to be recorded as attending then you can confirm that to the Company's email address at any time from the commencement of the meeting until 4:00pm that day (please put "Annual Meeting attended" in the subject line).

### **Backup virtual meeting**

We must also continue to plan for a *virtual* meeting if Wellington becomes subject to further restrictions beyond the current Level 2 status. In the event the annual meeting is deferred to a *virtual* meeting, that will be held without fail at midday on Friday, 19 November 2021.

If a virtual meeting becomes necessary, you will be sent a further letter containing instructions on how to attend.

Please contact us if you need clarification of any matter relating to this letter. You can find the Company's various contact details at the bottom of the previous page.

Kind regards,



Jack Tuohy  
Company Secretary

### **Computer device access**

To join the live stream, click on the link that will be provided on the Company's website front page at <https://www.colmotor.co.nz/>

When prompted to do so, enter the **passcode** [REDACTED]

### **Mobile device access**

New Zealand: 04 886 0026 then enter 89562044780# then enter [REDACTED]

Or 09 884 6780 then enter 89562044780# then enter [REDACTED]

### ***What to expect at the physical annual meeting on 5 November 2021***

- *The meeting will commence at midday at the QT Hotel (formally the Museum Hotel) – refer to the Notice of Meeting at page 1 of the 2021 Annual Report 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 in 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 or Proxyholder 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.*