

**INSTRUCTIONS FOR
COMPLETING YOUR PROXY
FORM (AGM Meeting 15 November 2020)**



1. Registered name and address

This is your name and address as a Member as it appears in ADOHTA's Register of Members. If the information is incorrect please make the correction over the page.

2. Appointment of proxy

If you want your proxy to be a Member other than the Chair of the meeting, please insert their name or role in the box.

If you leave this section blank or your named proxy is unable to attend the Meeting, then the Chair will be your proxy and, if you have indicated how you wish your vote to be exercised, they must vote that way.

3. Voting directions to your proxy

You may direct your proxy how to vote on a given item of business by placing 'X' in one of the three boxes opposite that item. If you mark your vote, then your proxy must vote that way for your vote.

1. If you want your proxy to vote for the proposal cross the box under **In favour.**
2. If you want your proxy to vote against the proposal cross the box under **Against.**
3. If you do not want your proxy to vote at all regarding the proposal cross the box under **Abstain.**
3. If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.

If you place an 'X' in more than one box against an item, then the proxy will not know how to vote and your vote will be invalid.

4. Signature

You, as the Member appointing the proxy, must sign.

5. Lodging your proxy

Your proxy form needs to be lodged in sufficient time before the meeting to allow proper validation of the form. You may lodge your Proxy Form by:

1. **Mail** to The Secretary, ADOHTA, PO Box 405, Nundah QLD 4012 arrive by Tuesday 10th November 2020 5pm (AEST)
2. **Email** a scanned copy to membership@adohta.net.au to arrive by 10th November 2020 5pm (AEST)
3. **Online Form** use our online form here:
<https://form.jotform.com/202851388643865>

Australian Dental and Oral Health Therapists' Association Incorporated

PROXY FORM

Your vote is important – appointing a proxy can see your vote count even if you cannot attend the general meeting. To complete the form please read the instructions on the back of this form and the accompanying Notice of Meeting for details of each item of business.

1. Registered name and address

2. Appointment of proxy

I, being a member of *Australian Dental and Oral Health Therapists' Association Incorporated* (ADOHTA), by this form hereby appoint:

Chair of the Meeting (mark this box with **X**)

OR print name of Member you wish to appoint as a proxy

OR if the person named does not attend, or if no person is named, the Chair of the Meeting as my proxy to act generally at the Meeting on my behalf and to vote as directed below or if no directions are given as the proxy sees fit at the Annual General Meeting of ADOHTA to be held at Mercure Grosvenor Hotel Adelaide, 125 North Terrace on 15th November 2020 at 10:30 am ACDST and at any adjournment of that Meeting.

3. Voting directions to your proxy

For each item of business please mark X in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

Item	<u>In favour</u>	<u>Against</u>	<u>Abstain</u>
1. Restructure to a company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name of the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Constitution of the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Transfer to the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Signature of Member

Please sign and date.

____ / ____ / 2020

ADOHTA National transfer to company limited by guarantee

Resolutions to be considered by members at the AGM

1. **Restructure to a company:** to consider and, if thought fit, to pass the following resolution as an ordinary resolution:

‘That Members endorse the proposal from the Council of *Australian Dental and Oral Health Therapists’ Association Incorporated* for *Australian Dental and Oral Health Therapists’ Association Incorporated*:

- i. to be transferred to a company limited by guarantee to be established by *Australian Dental and Oral Health Therapists’ Association Incorporated* with
- ii. *Australian Dental and Oral Health Therapists’ Association Incorporated* being the initial, sole member of the company with
- iii. the members of Council of *Australian Dental and Oral Health Therapists’ Association Incorporated* to be admitted by the board of the company as members once the company is established and
- iv. for *Australian Dental and Oral Health Therapists’ Association Incorporated* to resign its membership of the company prior to the transfer of *Australian Dental and Oral Health Therapists’ Association Incorporated* to the company and
- v. for *Australian Dental and Oral Health Therapists’ Association Incorporated* to be transferred to that company using the process provided by section 42(1)(b) of the *Associations Incorporation Act 1985* (SA).’

2. **Name for the company:** to consider and, if thought fit, to pass the following resolution as a special resolution:

That the name of the company to be established by *Australian Dental and Oral Health Therapists’ Association Incorporated* be *Australian Dental and Oral Health Therapists’ Association Ltd*, or such other name as may be accepted for registration by the *Australian Securities and Investments Commission* with the name to apply from when the company and the name are registered with the *Australian Securities and Investments Commission*.

3. **Constitution for the company:** to consider and, if thought fit, to pass the following resolution as a special resolution:
- That the constitution tabled at the annual general meeting and initialled by the chair of the annual general meeting for the purpose of identification (a copy of which has been made available to Members of *Australian Dental and Oral Health Therapists' Association Incorporated*) and modified by the change of name in rule 4.1 if required by the *Australian Securities and Investments Commission* for registration purposes, be adopted as the constitution of the company to which *Australian Dental and Oral Health Therapists' Association Incorporated* is to seek to be transferred with the constitution to take effect from when the *Australian Securities and Investments Commission* registers the company with at least the members of Council of *Australian Dental and Oral Health Therapists' Association Incorporated* being the initial directors of the company, subject to each meeting the requirements of being a director of a company.
4. **Transfer to the company:** to consider and, if thought fit, to pass the following resolution as a special resolution:
- ‘That Members resolve that the Council of *Australian Dental and Oral Health Therapists' Association Incorporated* be authorised to request, under S42(1)(b) of the *Associations Incorporation Act 1985* (SA), the Corporate Affairs Commission of South Australia to transfer the undertaking of *Australian Dental and Oral Health Therapists' Association Incorporated* (Incorporation number A36457), including the assets and liabilities, to *Australian Dental and Oral Health Therapists' Association Ltd*, a public company limited by guarantee incorporated under the *Corporations Act 2001* (Cth) which is a more appropriate body corporate for carrying on the undertaking of *Australian Dental and Oral Health Therapists' Association Incorporated*.’