

AGM Checklist

Suggested Timeline

The timeline below is to provide an indication only. Actual deadlines should be checked against any constitutional, regulatory (ASX and ASIC) or mailhouse requirements.



Annual General Meetings (AGM) must be held within 5 months of the year end.

Set AGM date

120 – 90 days prior to set date:

Advise Directors and Auditor of AGM date

Confirm meeting type and set up any booking requirement (e.g. physical, hybrid or virtual)

Draft Notice of Meeting (NoM)

Obtain Proxy form from Registry

60 days prior to set date:

Seek ASX approval on NoM (if required)

Seek ASIC approval on NoM (if required)

Seek Board Approval on NoM

Prepare close of Directors nomination to ASX (check your constitution and ASX listing rules for exact deadline)

40 business days prior to set date:

Meeting documentation to printer / registry / mail house (check lead time requirements with your printer / registry / mailhouse to ensure regulatory deadline met)

31 days prior to set date:

Despatch meeting documents (check constitution for postage allowances and notice requirements to ensure deadlines met)

NoM, Proxy form and any other meeting documents to be released to the ASX (if required)

NoM and Proxy form emailed to all Directors and Auditor

24 days prior to set date:

Draft AGM documents - script, slides and CEO and/or Chair addresses (if required)

5 days prior to set date:

Deadline for receipt of written questions to auditor by members

2 days prior to set date:

Voting close 48 hours before AGM (subject to constitution)

Obtain voting results from Share Registry

Meeting day:

Announce to the ASX Chairman's Address and or Presentation (if required)

Attend Meeting

Announce meeting results (if required)

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