



NOTICE OF ANNUAL GENERAL MEETING

TO BE HELD ON

17 October 2018 at 5.00 pm (Sydney time)

GRCI, WorkClub
Level 6, 201 Kent Street
Sydney, NSW Australia



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Summary of Key Dates

16 October 2018 **5.00 pm Sydney Time (Note Daylight Savings)**

- Close of receipt of Appointment of Proxy forms for AGM 2018

17 October 2018 **5.00 pm Sydney Time (Note Daylight Savings)**

- Annual General Meeting

Notes:

1. Voting on items of business at the AGM requiring a vote **will take place at the AGM** as per the normal course of meeting business.
2. The Election of Directors will take place prior to the AGM via online voting and members will be separately notified.

1 Notice of Annual General Meeting

The Annual General Meeting of the GRC Institute Incorporated has been convened by resolution of the Board pursuant to section 8 of the Constitution and Rules.

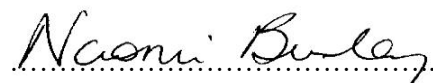
Date: 17 October 2018
Time: 5.00 pm Sydney Time (Note Daylight Savings)
Place: GRCI, WorkClub,
Level 6, 201 Kent Street
Sydney NSW Australia

Business:

The business of the meeting is:

1. Apologies and Attendance
2. Accept the Minutes of the AGM of 11 October 2017
3. Introduction of current Board Members
4. President's Report to Members
5. MD's Report to Members
6. Treasurer's Report to Members and receive the statutory Financial Statements for the year 2017 - 2018
7. Receive the report on the result of the nominations for election of Directors to the Board for 2018
8. Ratification of the Life Member candidate for 2018.
9. Close

Signed



Naomi Burley
Public Officer

2 Appointment of Proxy for AGM

If you wish to appoint another member as your proxy for voting purposes at the **Annual General Meeting** on Wednesday 17 October 2018, your completed proxy form must reach the Returning Officer no later than 5.00 pm Sydney time on Tuesday 16 October 2018.

I.....of am a Voting Member of the GRC Institute Inc.

I appoint:, who is a Voting Member of the GRC Institute Inc, **or** the Chair of the meeting, as my proxy to vote for me on my behalf at the Annual General Meeting on Wednesday 17 October 2018, and at any adjournment of that meeting.

I authorise my proxy to vote:

- As he or she considers appropriate; **or**
- For the following resolutions in the manner indicated:

Item on Agenda	Brief Description	For	Against
2	Accept the Minutes of the AGM held 11 October 2017		
6	Accept Financial Statements and Auditors Report for 2017 - 2018		

Signed:..... Date.....

SEND TO:

**The Returning Officer
GRC Institute Inc
GPO Box 4117, Sydney NSW 2001
Fax to: +612 9262 3311**

(or, if by courier, to GRCI, WorkClub, Level 6, 201 Kent Street, Sydney)

MUST BE RECEIVED BY: 5.00 pm Sydney time Tuesday 16 October 2018

GRCI Office Only

Returning Officer Certification

Received Date		Received Time	
Status		Signed (RO)	

3 Audited Accounts 2017 - 2018

4 Minutes of the AGM held 11 October 2017

