



## **Election Procedures for the 2017 CoINVEST Limited Director Elections**

*These are the "Election Procedures" referred to in Rule 9.4 of Schedule 2 and Rule 9.4 of Schedule 3 of the Articles of Association of CoINVEST Limited. These procedures were endorsed by the Board on 7 February 2017 in Decision No. 01/17/5*

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### **Definitions:**

CoINVEST or CoINVEST Officers – refers to either of the Company Secretary or the Chairman of CoINVEST Limited.

### **Election Procedures:**

#### ***1 Communication with Nominees and Nominating Organisations***

It is intended that written and verbal communications with Nominees and their respective organisations is via the Returning Officer (RO). This is to ensure independence in the process and consistency in responses.

#### ***2 Receipt of Nominations***

The RO will write to each nominee upon receipt of a nomination form, stating the date the nomination form was received and whether a correction to the form is required.

#### ***3 Disclosure of Information to CoINVEST Officers***

The RO is authorised to keep CoINVEST Officers informed of the nomination process progressively. The RO has the authority to check and disclose to CoINVEST Officers the nomination forms received.

#### ***4 Correction of Invalid Nominations***

It is CoINVEST's intention that nominations received are valid and it is not intended that nominations be invalidated through typographical errors or omissions such as a signature on a form. It is intended that nominees are provided with reasonable opportunity to rectify errors in their submissions.

Where an error, omission or inaccuracy is identified either by the RO or CoINVEST on the nominating forms or candidate statements:

- The RO has authority to inform CoINVEST Officers of any suspected error, omission or inaccuracy.
- The RO, with the permission of CoINVEST Officers, may contact the nominee or nominating organisation for the purpose of correcting the form within 2 business days of being notified.

#### ***5 Correction or Removal of Offensive Content***

CoINVEST has the right to refuse any offensive content from Candidate Statements. Candidates will be given opportunity to rectify their statement in line with the procedures above applying to errors and omissions. If after the statement has been resubmitted, CoINVEST Officers still regard the statement as offensive, CoINVEST will remove the offending part of the statement.

#### ***6 Correction or Removal of Excessive Content***

CoINVEST has the right to edit and reduce text from Candidate Statements where the Statement exceeds the prescribed maximum number of words. Candidates will be given opportunity to rectify their statement in line with the procedures above applying to errors and omissions. If after the statement has been resubmitted, the Candidate statement still exceeds the maximum number of words, CoINVEST will remove excessive words from the statement.

### ***7 Failure to Provide a Correct Candidate Statement***

If a candidate fails (or chooses) not to provide a candidate statement by the specified close date, their name alone will appear on the Ballot Paper with no supporting candidate statement.

The RO will print and typeset the provided word version with no fixing of spelling or grammar mistakes.

### ***8 Withdrawals of Candidates***

Candidates may withdraw their nomination at any time up to 3 business days after nominations close.

### ***9 Communication to Candidates***

At the close of nominations CoINVEST will provide a communiqué to inform all candidates of a list of nominations received and their nominating organisation. Notification of any withdrawals in the subsequent 3 days will be provided to all candidates.

### ***10 Draw for positions on Ballot Paper***

The draw for positions on the ballot paper may be conducted at any time after the close of nominations. The draw may be conducted prior to the cut-off for withdrawal of nominations. Nominations withdrawn after the draw will not invalidate the original draw. Candidates who withdraw their nomination or are deemed ineligible by CoINVEST after the draw has been conducted will be removed from the ballot and the original draw for positions on the ballot paper altered accordingly without altering the order of the remaining candidates.