

SERVCORP LIMITED

ABN 97 089 222 506

NOTICE OF ANNUAL GENERAL MEETING

Date: **Wednesday, 9 November 2022**
Time: **4:30pm (AEDT)**
Place: **This annual general meeting is being held as a hybrid meeting**

TO BE VALID, FORMS OF PROXY FOR USE AT THE ANNUAL GENERAL MEETING MUST BE COMPLETED AND RETURNED TO THE COMPANY NO LATER THAN 4:30PM (AEDT) ON 7 NOVEMBER 2022

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION.
IF YOU ARE IN ANY DOUBT ABOUT THE ACTION YOU SHOULD TAKE PLEASE CONSULT YOUR STOCKBROKER, SOLICITOR, ACCOUNTANT OR OTHER PROFESSIONAL ADVISER.**

Table of Contents

Details of the Meeting.....	3
Notice of 2022 Annual General Meeting.....	4
Proxies and Voting.....	5
Voting Exclusions.....	6
Explanatory Memorandum.....	7

Details of the Meeting

How to participate in this Annual General Meeting

Servcorp Limited's Annual General Meeting will be held as a hybrid meeting.

Members will be able to participate in the Annual General Meeting through an online platform that will allow members to watch, vote and ask questions during the Annual General Meeting in real time. Information on how to participate in the Annual General Meeting virtually is set out below.

Physical attendance at the meeting at Servcorp's Head Office, Level 63, 25 Martin Place, Sydney will be permitted.

Watch and participate live online

Members and proxyholders can watch, vote, make comments and ask questions during the Annual General meeting via the online platform. To do this, you will need a computer or mobile/ tablet device with internet access.

Computer & Mobile devices - enter the following URL in your browser <https://web.lumiagm.com/350358602>

Members

To log into the meeting, you will be required to enter the following details:

1. Servcorp Limited's Annual General Meeting ID: **350-358-602**
2. your Voting Access Code and Password
 - Voting Access Code: located on your proxy form or Annual General Meeting notification email, which will be sent to you;
 - Password: your postcode registered on your holding if you are an Australian shareholder. Overseas shareholders should refer to the User Guide (see below).

Proxyholders

You will need your proxy login details to participate. Please contact Boardroom before the Annual General Meeting on 1300 737 760 or email proxy@boardroomlimited.com.au to obtain the log in details.

User Guide

More information about how to use the Annual General Meeting online platform to participate in the Annual General Meeting is available in the User Guide, which is available at: www.boardroomlimited.com.au/agm/servcorp2022

Information about Servcorp

You can read about Servcorp's performance for the 2022 financial year in its annual report, which is available online at: www.servcorp.com.au/en/about-us/corporate-governance/

If you would like any further information regarding the Annual General Meeting, please contact the Company's share registry on: 1300 737 760 if calling from within Australia or +61 2 9290 9600 from outside Australia.

Notice of 2022 Annual General Meeting

NOTICE IS HEREBY GIVEN that the twenty third Annual General Meeting of the members of Servcorp Limited ACN 089 222 506 (**Servcorp** or the **Company**) will be held at Servcorp's Head Office, Level 63, 25 Martin Place, Sydney on Wednesday, 9 November 2022 at 4:30pm (AEDT).

Ordinary business

Item 1 Financial and other reports

To receive and consider the Company's financial report, the directors' report and the auditor's report for the financial year ended 30 June 2022.

Item 2 Remuneration report

To consider and, if thought fit, to pass the following non-binding resolution:

"That the Company's remuneration report for the financial year ended 30 June 2022 be adopted."

Item 3 Re-election of director

To consider and, if thought fit, to pass the following ordinary resolution:

"That Mrs Wallis Graham, who retires by rotation in accordance with rule 6.1(f) of the Company's Constitution, and being eligible, offers herself for re-election, be re-elected as a director of the Company."

Item 4 Other business

To transact any other business that may be legally brought forward.

An explanation of the proposed resolutions is set out in the Explanatory Memorandum which forms part of this Notice of Meeting.

By order of the Board



G L Pearce
Company Secretary

Sydney, 6 October 2022

Proxies and Voting

Determination of membership and voting entitlement

For the purpose of determining a person's entitlement to attend and vote at the meeting, a person will be recognised as a member of the Company and the holder of shares if that person is registered as a holder of those shares at 7:00pm (AEDT) on 7 November 2022.

Votes of members

On a show of hands, each member present in person or by proxy (or, in the case of a body corporate, by a representative) at the meeting shall have one vote.

On a poll, every member present in person or by attorney or by proxy (or, in the case of a body corporate, by a representative) shall have one vote for each share held by him, her or it provided that all shares are fully paid.

Method of voting

Members can vote in one of four ways:

- attending the meeting virtually and voting online during the meeting; or
- lodging a direct vote; or
- appointing a proxy to attend and vote online during the meeting on their behalf; or
- attending the meeting in person.

Members can direct vote electronically via email link or lodge proxy forms online, by fax, by post or by hand.

Proxies

If you are entitled to attend and vote at the meeting, you can appoint a proxy to attend and vote on your behalf.

- (a) a member entitled to cast two or more votes may appoint no more than two proxies;
- (b) an instrument appointing a proxy must be in the form of the proxy form attached to this Notice of Annual General Meeting;
- (c) where more than one proxy is appointed, each proxy must be appointed to represent a specified proportion of the member's voting rights. If a member appoints two proxies, and the appointment does not specify the proportion of the member's voting rights which each proxy may exercise, each proxy may exercise one-half of the voting rights;
- (d) a proxy need not be a member of the Company;
- (e) a proxy form may specify the manner in which the proxy is to vote in respect of a particular Resolution and, where a proxy form so provides, the proxy is not entitled to vote on the Resolution except as specified in the proxy form;
- (f) if a member appoints the Chair of the meeting as the member's proxy and does not specify how the Chairman is to vote on an item of business, the Chair will vote, as proxy for that member, in favour of items 2 and 3 (except as specified in the voting exclusions in this Notice of Annual General Meeting);
- (g) a proxy has the authority to vote on the member's behalf as he or she thinks fit, on any motion to adjourn the Meeting, or any other procedural motion, unless the member gives a direction to the contrary;
- (h) a valid proxy form will be deemed to confer authority to demand or join in demanding a poll;
- (i) to be valid, a proxy form must be signed by the member or the member's attorney or, if the member is a corporation, executed in accordance with the corporation's constitution and the Corporations Act 2001 (and may be signed on behalf of the corporation by its attorney); and
- (j) to be valid, a proxy form and the power of attorney or other authority (if any) under which it is signed (or an attested copy of it) must be received by no later than 4:30pm (AEDT) on 7 November 2022, being 48 hours prior to the commencement of the meeting.

Proxies may be lodged:

With the Company:

- in person: Servcorp Limited
Level 63
25 Martin Place
SYDNEY NSW 2000

With the Company's share registry:

- online www.votingonline.com.au/servcorpagm2022

- in person: Boardroom Pty Limited
Level 12,
225 George Street
SYDNEY NSW 2000
Australia

- by mail: Boardroom Pty Limited
GPO Box 3993
SYDNEY NSW 2001
Australia

- by facsimile +61 2 9290 9655

Voting Exclusion Statement

Item 2 Remuneration report

The Corporations Act 2001 prohibits any votes being cast on the resolution in item 2 by or on behalf of a person who is disclosed in the remuneration report as a member of the key management personnel of the Company (which includes the directors and the Chair) or a closely related party of that member. A closely related party is defined in the Corporations Act 2001 and includes certain family members, dependants and companies controlled by the key management personnel. However, such a person may cast a vote on item 2 if they do so as a proxy for a person who is permitted to vote:

- (a) in accordance with a direction on the Proxy Form;
- (b) by the Chair of the meeting pursuant to an express authorisation on the Proxy Form.

If you appoint as your proxy any other director of the Company, any other of its key management personnel or any of their closely related parties (as that term is defined in the Corporations Act 2001), and you do not direct that person to vote, that person will not vote your proxy on that item of business.

Explanatory Memorandum

Introduction

This Explanatory Memorandum contains the information needed for Servcorp's members to consider the items in the accompanying Notice of Annual General Meeting.

This Explanatory Memorandum, as well as the Notice of Annual General Meeting should be read carefully and in their entirety.

Item 1 Financial and other reports

The financial report, directors' report and the auditor's report for Servcorp for the year ended 30 June 2022 will be laid before the meeting in accordance with the Corporations Act 2001. There is no requirement for members to approve these reports.

The Chair will allow a reasonable opportunity for members' questions and comments about the management of Servcorp.

The auditor of Servcorp will be available to take members' questions and comments about the conduct of the audit and the content of the auditor's report.

Item 2 Remuneration report

The remuneration report is included on pages 41 to 53 of the Company's 2022 annual report.

The report outlines the Company's principles for determining key management personnel remuneration, the linkages between the remuneration and the Company's performance and provides remuneration details for each director and for each executive key management personnel.

The Corporations Act 2001 requires listed companies to put the remuneration report for each financial year to a resolution of members at their Annual General Meeting.

During this item there will be opportunity for members at the meeting to comment on and ask questions about the remuneration report.

Under the Corporations Act 2001 the vote on the proposed resolution in item 2 is advisory only and will not bind the directors or the Company. However, the Board will take the outcome of the vote and comments made by members into consideration when reviewing the remuneration practices and policies of the Company.

The directors believe Servcorp's approach to non-executive director and executive key management personnel remuneration is balanced, fair and equitable, and designed to achieve an alignment of interests between executive reward and shareholder expectations and financial return.

Members should note that, whilst the vote on this resolution is advisory only, if at least 25% of the votes cast are against the resolution at two consecutive Annual General Meetings, members will be given the opportunity to vote at the second of those Annual General Meetings on a resolution ('spill resolution') that another meeting be held within 90 days at which all of the Company's directors (other than the Managing Director) must stand for re-election.

The directors unanimously recommend that members vote in favour of this resolution. The Chair intends to vote available proxies given to him "For" the adoption of the remuneration report.

Item 3 Re-election of director

The Company's Constitution specifies that an election of Directors must take place each year. Any Director appointed by the Board since the last Annual General Meeting, and one-third of the Board (rounded down, if necessary, to the nearest whole number), excluding the Managing Director, and any other Director who has held office for three or more years since they were last elected, must retire from office at each Annual General Meeting.

The Director retiring at this Annual General Meeting in accordance with the Company's Constitution is Mrs Wallis Graham. Mrs Wallis Graham is offering herself for re-election. The skills and experience of Mrs Wallis Graham are set out below.

Wallis Graham was appointed a Director of Servcorp in October 2017, and in accordance with the Company's Constitution must retire from office. Mrs Graham offers herself for election.

Wallis Graham GAICD

Independent and Non-executive director

Chair of Remuneration Committee

Appointed October 2017

Wallis has had over 20 years of experience in finance, including funds management, corporate finance, private equity and investment banking. Her responsibilities have spanned multiple industries, including business services, and she has a strong understanding of emerging technologies and the digital landscape.

Wallis has involvement with many community and charitable organisations. She is currently a Director of Wenona School Limited, the Garvan Research Foundation, the Sydney Youth Orchestras, the Wenona Foundation and the John Brown Cook Foundation.

The Board considers Mrs W Graham to be independent. The directors (with Mrs W Graham abstaining) unanimously support the election of Mrs W Graham and recommend that members vote in favour of this resolution.



All Correspondence to:

- ✉ **By Mail** Boardroom Pty Limited
GPO Box 3993
Sydney NSW 2001 Australia
- 📠 **By Fax:** +61 2 9290 9655
- 💻 **Online:** www.boardroomlimited.com.au
- ☎ **By Phone:** (within Australia) 1300 737 760
(outside Australia) +61 2 9290 9600

To attend the AGM online, please visit:	https://web.lumiagm.com/350358602
Voting Access Code (VAC):	

YOUR VOTE IS IMPORTANT

For your vote to be effective it must be recorded **before 4:30pm AEDT on Monday 7 November 2022.**

🖥 TO VOTE ONLINE

- STEP 1: VISIT** www.votingonline.com.au/ <https://www.votingonline.com.au/servcorpagm2022>
- STEP 2: Enter your Postcode OR Country of Residence (if outside Australia)**
- STEP 3: Enter your Voting Access Code (VAC):**

📱 BY SMARTPHONE



Scan QR Code using smartphone QR Reader App

TO VOTE BY COMPLETING THE NOTICE OF DIRECTION AND VOTING FORM

The voting form can be used to either vote directly (Section 1) OR appoint a proxy to vote on your behalf (Section 2).

SECTION 1: DIRECT VOTING

If you wish to vote directly, you should clearly mark the box in Section 1 and the boxes in Section 3 to indicate your voting instruction for each resolution. Please only mark either "for" or "against" for each resolution. Do not mark the "abstain" box if you are voting directly. If no direction is given on a resolution, or if you complete both the boxes in Section 1 and 2, your vote may be passed to the Chairman of the Meeting as your proxy. Securityholders, custodians and nominees may identify on the Voting Form the total number of votes in each of the categories "for" and "against" and their votes will be valid. The Chairman's decision as to whether a direct vote is valid is final and conclusive.

SECTION 2: APPOINTMENT OF PROXY

Indicate who you want to appoint as your Proxy.

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box in Section 2. If you wish to appoint someone other than the Chairman of the Meeting as your proxy please write the full name of that individual or body corporate. If you leave this section blank, or your named proxy does not attend the meeting or does not vote on a poll in accordance with your instructions, the Chairman of the Meeting will be your proxy by default. A proxy need not be a Securityholder of the company. Do not write the name of the issuer company or the registered Securityholder in the space.

Appointment of a Second Proxy

You are entitled to appoint up to two proxies to attend the meeting and vote on a poll. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by contacting the company's securities registry or you may copy this form.

To appoint a second proxy you must:

- complete two forms. On each form state the percentage of your voting rights or the number of securities applicable to that form. If the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise half your votes. Fractions of votes will be disregarded.
- return both forms together in the same envelope.

SECTION 3: VOTING DIRECTIONS

To cast your direct vote or to direct your proxy how to vote, place a mark in one of the boxes opposite each resolution. All your securities will be voted in accordance with such a direction unless you indicate only a portion of securities are to be voted on any resolution by inserting the percentage or number that you wish to vote in the appropriate box or boxes. The sum of the votes cast must not exceed your voting entitlement or 100%. If you do not mark any of the boxes on a given resolution, your proxy may vote as he or she chooses (subject to any voting restrictions that apply to your proxy). If you mark more than one box on a resolution for all your securities your vote on that resolution will be invalid.

Proxy which is a Body Corporate

Where a body corporate is appointed as your proxy, the representative of that body corporate attending the meeting must have provided an "Appointment of Corporate Representative" prior to admission. An Appointment of Corporate Representative form can be obtained from the Company's securities registry.

SECTION 4: SIGN THE FORM

The form **must** be signed as follows:

Individual: This form is to be signed by the securityholder.

Joint Holding: where the holding is in more than one name, all the securityholders should sign.

Power of Attorney: to sign under a Power of Attorney, you must have already lodged it with the registry. Alternatively, attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: this form must be signed by a Director jointly with either another Director or a Company Secretary. Where the company has a Sole Director who is also the Sole Company Secretary, this form should be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. **Please indicate the office held by signing in the appropriate place.**

LODGEMENT

Notice of Direction and Voting form (and any Power of Attorney under which it is signed) must be received no later than 48 hours before the commencement of the meeting, therefore by **4:30pm AEDT on Monday 7 November 2022**. Any form received after that time will not be valid for the scheduled meeting.

Forms may be lodged using the enclosed Reply Paid Envelope or:

- 🖥 **Online** <https://www.votingonline.com.au/servcorpagm2022>
- 📠 **By Fax** + 61 2 9290 9655
- ✉ **By Mail** Boardroom Pty Limited
GPO Box 3993,
Sydney NSW 2001 Australia
- 👤 **In Person** Boardroom Pty Limited
Level 12, 225 George Street,
Svdnev NSW 2000 Australia

Attending the Meeting

If you wish to attend the meeting please bring this form with you to assist registration.

Your Address

This is your address as it appears on the company's share register. If this is incorrect, please mark the box with an "X" and make the correction in the space to the left. Securityholders sponsored by a broker should advise their broker of any changes. **Please note, you cannot change ownership of your securities using this form.**

VOTING FORM

SECTION 1: DIRECT VOTING

I/We being a Securityholder/s of **Servcorp Limited** (Company) and entitled to attend and vote hereby elect to vote directly at the Annual General Meeting of the Company to be held at **Servcorp's Head Office, Level 63, 25 Martin Place, Sydney and virtually at <https://web.lumiagm.com/350358602> on Wednesday 9 November 2022 at 4:30pm AEDT** and at any adjournment of that meeting.

(To cast a vote, you should mark either "For" or "Against" for each item in Section 3 below.)

SECTION 2: APPOINTMENT OF PROXY

I/We being a Securityholder/s of **Servcorp Limited** (Company) and entitled to attend and vote hereby appoint:

the **Chair of the Meeting (mark box)**

OR if you are **NOT** appointing the Chair of the Meeting as your proxy, please write the name of the person or body corporate (excluding the registered shareholder) you are appointing as your proxy below

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chair of the Meeting as my/our proxy at the Annual General Meeting of the Company to be held at **Servcorp's Head Office, Level 63, 25 Martin Place, Sydney and virtually at <https://web.lumiagm.com/350358602> on Wednesday 9 November 2022 at 4:30pm AEDT** and at any adjournment of that meeting, to act on my/our behalf and to vote in accordance with the following directions or if no directions have been given, as the proxy sees fit.

Chair of the Meeting authorised to exercise undirected proxies on remuneration related matters: If I/we have appointed the Chair of the Meeting as my/our proxy or the Chair of the Meeting becomes my/our proxy by default and I/we have not directed my/our proxy how to vote in respect of item 2, I/we expressly authorise the Chair of the Meeting to exercise my/our proxy in respect of this Item even though Item 2 is connected with the remuneration of a member of the key management personnel for the Company.

The Chair of the Meeting will vote all undirected proxies in favour of all Items of business (including Item 2). If you wish to appoint the Chair of the Meeting as your proxy with a direction to vote against, or to abstain from voting on an item, you must provide a direction by marking the 'Against' or 'Abstain' box opposite that resolution.

SECTION 3: VOTING DIRECTIONS

* If you have appointed a proxy and you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your vote will not be counted in calculating the required majority if a poll is called. If you are direct voting and you mark the Abstain box for an item, your vote for that item will not be counted in calculating the required majority if a poll is called.

		For	Against	Abstain*
Item 2	Adoption of Remuneration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 3	Re-election of Director – Mrs Wallis Graham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 4 SIGNATURE OF SECURITYHOLDERS

This form must be signed to enable your directions to be implemented.

Individual or Securityholder 1

Sole Director and Sole Company Secretary / Sole Director (no Company Secretary)

Securityholder 2

Director

Securityholder 3

Director / Company Secretary

Contact Name.....

Contact Daytime Telephone.....

Date / / 2022