

Constitution of Z Energy Limited



CONSTITUTION OF Z ENERGY LIMITED

INTERPRETATION

1 Defined terms

1.1 In this constitution the following expressions have the following meanings:

Act means the Companies Act 1993;

ASX means ASX Limited or the financial market operated by ASX Limited, as the context requires;

ASX Rules means the listing rules of ASX and any other rules of ASX which are applicable while the Company is admitted to the official list of ASX, each as amended or replaced from time to time, except to the extent of any express written waiver by ASX;

ASX Settlement means ASX Settlement Pty Ltd (ABN 49 008 504 532);

ASX Settlement Operating Rules means operating rules of ASX Settlement or of any relevant organisation which is an alternative or successor to, or replacement of, ASX Settlement or of any applicable CS Facility Licensee;

CHESS Holding has the meaning given to that term in the ASX Settlement Operating Rules;

Company means Z Energy Limited;

constitution means this constitution as it may be altered from time to time in accordance with the Act;

CS Facility Licensee means a person who holds a licence under the Australian Corporations Act 2001 (Cth) that authorises the person to operate a clearing and settlement facility;

Director means a person appointed as a director of the Company in accordance with this constitution;

Holding Adjustment has the meaning given to that term in the ASX Settlement Operating Rules;

Issuer Sponsored Holding has the meaning given to that term in the ASX Settlement Operating Rules;

NZX means NZX Limited, its successors and assigns and, as the context permits, includes any duly authorised delegate of NZX;

NZX/NZX Rules means the listing rules applying to the main board equity securities market operated by NZX (or any successor to that market) as altered from

Commented [CT1]: This defined term has been updated to reflect the new name of the NZX Listing Rules.

Commented [CT2]: This has been updated to reflect that the "main board" is now the primary market operated by NZX (and this is how that market is referred to in the new NZX Listing Rules).



time to time by NZX, subject to any ruling or waiver relevant to the Company granted by NZX from time to time;

Secretary means any person or persons appointed as secretary of the Company pursuant to *clause 51* of this constitution, and includes a deputy secretary;

Share means a share in the Company;

special resolution means a resolution approved by a majority of 75% of the votes of those shareholders entitled to vote and voting on the question;

shareholder means a holder of Shares; and

written or in writing in relation to words, figures and symbols includes all modes of presenting or reproducing those words, figures and symbols in a tangible and visible form.

1.2 Subject to *clause 1.1*, expressions:

- (a) which are defined in the ~~NZSX~~NZX Rules (whether or not expressed with an initial capital letter) have the meanings given by the ~~NZSX~~NZX Rules.
- (b) which are defined in the Act (whether generally or for the purposes of one or more particular provisions) or the ~~Financial Markets Conduct Act 2013~~ Securities Act 1978 have the meanings given to them by the Act or the ~~Financial Markets Conduct Act 2013~~ Securities Act 1978. Where an expression is defined in the Act or the ~~Financial Markets Conduct Act 2013~~ Securities Act 1978 more than once and in different contexts, its meaning will be governed by the context in which it appears in this constitution.

Commented [CT3]: The Securities Act 1978 was repealed and replaced by the Financial Markets Conduct Act 2013.

2 **Construction**

In this constitution:

- 2.1 headings appear as a matter of convenience and do not affect the interpretation of this constitution;
- 2.2 the singular includes the plural and vice versa, and words importing one gender include the other genders;
- 2.3 a reference to an enactment or any regulations is a reference to that enactment or those regulations as amended, or to any enactment or regulations substituted for that enactment or those regulations;
- 2.4 a reference to an ~~NZSX~~NZX Rule or the ~~NZSX~~NZX Rules includes that ~~NZSX~~NZX Rule or the ~~NZSX~~NZX Rules as from time to time amended or substituted;
- 2.5 a reference to an ASX Rule or the ASX Rules includes that ASX Rule or the ASX Rules as from time to time amended or substituted;



2.6 a reference to *permitted by the Act* or *permitted by the ~~NZSX/NZX~~ Rules* or *permitted by the ASX Rules* means not prohibited by the Act or not prohibited by the ~~NZSX/NZX~~ Rules or not prohibited by the ASX Rules;

2.7 a reference to time is to New Zealand time; and

2.8 the Schedules form part of this constitution.

RELATIONSHIP BETWEEN CONSTITUTION, ~~NZSX/NZX~~ RULES AND ASX RULES

3 Incorporation of listing rules of exchanges while listed

3.1 For so long as the Company is listed on the NZX main board ~~equity securities market~~ (or any successor to that market):

- (a) this constitution is deemed to incorporate all provisions of the ~~NZSX/NZX~~ Rules required under the ~~NZSX/NZX~~ Rules to be contained or incorporated by reference in this constitution, as those provisions apply from time to time (and as modified by any waiver or ruling relevant to the Company);
- (b) if the ~~NZSX/NZX~~ Rules are changed so that any act or omission by the Company, which was formerly prohibited by the ~~NZSX/NZX~~ Rules, is subsequently required or permitted by the change, the act or omission is deemed to be authorised by this constitution with effect from the date of the change;
- (c) shareholders must not cast a vote if prohibited from doing so by the ~~NZSX/NZX~~ Rules; and
- (d) Directors must not cast a vote if prohibited from doing so by the ~~NZSX/NZX~~ Rules.

3.2 While the Company is admitted to the official list of ASX:

- (a) if the ASX Rules are changed so that any act or omission by the Company, which was formerly prohibited by the ASX Rules, is subsequently required or permitted by the change, the act or omission is deemed to be authorised by this constitution with effect from the date of the change;
- (b) shareholders must not cast a vote if prohibited from doing so by the ASX Rules; and
- (c) Directors must not cast a vote if prohibited from doing so by the ASX Rules.

4 Company must comply with listing rules of exchanges while listed

4.1 Notwithstanding anything else in this constitution, for so long as the Company is listed on the NZX main board ~~equity securities market~~ (or any successor to that market):



- (a) the Company must comply with the ~~NZSX~~NZX Rules (as modified by any waiver or ruling); and
- (b) if this constitution contains any provision inconsistent with the ~~NZSX~~NZX Rules, ~~as modified by any waiver or ruling relevant to the Company,~~ then, subject to clause 5, the relevant ~~NZSX~~NZX Rules (as modified by any such waiver or ruling) prevail.

Commented [CT4]: This is a mandatory provision which the Listing Rules require to be in Z Energy's constitution.

The wording has been updated to reflect changes from current Listing Rule 3.1.1(e) to new Listing Rule 2.20.1(e)

4.2 While the Company is admitted to the official list of ASX:

- (a) notwithstanding anything contained in this constitution, if the ASX Rules prohibit an act being done, the act shall not be done;
- (b) nothing in this constitution prevents an act being done that the ASX Rules require to be done;
- (c) if the ASX Rules require an act to be done or not to be done, authority is given for that act to be done or not to be done (as the case may be);
- (d) if the ASX Rules require this constitution to contain a provision and it does not contain such a provision, this constitution is deemed to contain that provision;
- (e) if the ASX Rules require this constitution not to contain a provision and it contains such a provision, this constitution is deemed not to contain that provision; and
- (f) if any provision of this constitution is or becomes inconsistent with the ASX Rules, this constitution is deemed not to contain that provision to the extent of the inconsistency.

5 **Stock exchange rulings and waivers**

If any act or omission which in the absence of a ruling and/or waiver from either or both of NZX or ASX would be in contravention of the ~~NZSX~~NZX Rules, the ASX Rules and/or this constitution, and rulings or waivers are granted by the relevant stock exchange or stock exchanges, that act or omission will, unless a contrary intention appears in this constitution, be deemed to be authorised by this constitution and the relevant listing rules.

6 **Failure to comply with ~~NZSX~~NZX Rules has limited effect in some cases**

Any failure to comply with:

6.1 the ~~NZSX~~NZX Rules; or

6.2 a clause of this constitution corresponding with a provision of the NZX Rules (whether such provision is set out in full in this constitution or incorporated in it pursuant to clause 3.1(a)).

Commented [CT5]: This clause is permitted under the Listing Rules, and the wording has been updated to reflect the new wording of new Listing Rule 2.20.2.

No substantive amendments have been made to the clause.

by the Company or shareholders does not affect the validity or enforceability of any transaction, contract, action, decision or vote taken at a meeting of shareholders, or



other matter ~~whatsoever (including the proceedings of, or voting at, any meeting) done or~~ entered into by, or affecting, the Company, except that a party to a transaction or contract who knew of the ~~failure to comply with the NZSX Rules~~non-compliance is not entitled to enforce that transaction or contract. This clause does not ~~affect~~limit the rights of any shareholder against the Company or the ~~Board arising from failure to comply with the NZSX Rules~~Directors.

SHARES AND SHAREHOLDERS

7 Company's Shares

At the time of adoption of this constitution, the Company has 400 million Shares, with the rights set out in section 36 of the Act. No money is payable for calls or otherwise on those Shares.

8 Board need not comply with statutory pre-emptive rights

Section 45(1) and section 45(2) of the Act do not apply to the Company.

9 Further issues of Shares do not affect rights of existing shareholders

Subject to this constitution, the Board may issue Shares that rank as to voting or distribution rights, or both, equally with or in priority to any existing Shares, in accordance with this constitution and (for so long as the Company is listed on the relevant stock exchange) the provisions of the ~~NZSX~~NZX Rules and ASX Rules. Any such issue will not be treated as an action affecting the rights attached to those existing Shares unless the terms of issue of those Shares expressly provide otherwise.

10 Consolidation and subdivision

The Board may:

- 10.1 consolidate and divide Shares or any class of Shares in proportion to those Shares or the Shares in that class; or
- 10.2 subdivide Shares or any class of Shares in proportion to those Shares or the Shares in that class.

11 Company must maintain a share register

The Company must maintain a share register in the manner required by the Act.

12 Share register may be divided

The share register may be divided into 2 or more registers kept in different places.

13 Share register kept by means of computer or other electronic system

Where the Board has determined that the principal share register is to be kept by means of a computer or other electronic system:

- 13.1 the non-removable disc storage system or other central information storage system (the "central information storage system") of the computer or other electronic system must be located in New Zealand;



13.2 notwithstanding that the computer or other electronic system is capable of being accessed by remote terminals (whether within or outside New Zealand), the record of the principal share register on the central information storage system shall constitute the principal share register, which shall be located where the central information storage system is located; and

13.3 where information deriving from any such computer or other electronic system is capable of being accessed by remote terminals, in the event of any difference between information provided at terminals located at the office in New Zealand where the central information storage system is located and information provided at remote terminals, the former shall be conclusive for all purposes.

14 Share register is conclusive

The Company may treat the registered holder of Shares as the only person entitled to:

14.1 exercise the right to vote attaching to the Shares;

14.2 receive notices;

14.3 receive a distribution in respect of the Shares; and

14.4 exercise the other rights and powers attaching to the Shares.

15 Record date for shareholder voting

The Board may determine in a notice of meeting for the purpose of voting at that meeting that those registered shareholders as at 5 p.m. on a day not more than 2 working days before the meeting will be the only persons entitled to exercise the right to vote at that meeting and only the Shares registered in the name of those shareholders at that time may be voted at that meeting.

16 Trusts not to be entered on share register

The Company must not enter any notice of a trust on the share register, or any other register of equity securities, whether that trust is express, implied or constructive. The Company is not bound to recognise (even when having notice) any equitable, contingent, future, or partial interest in any equity security or an interest in any fractional part of an equity security or (except only as otherwise provided by this constitution or required by law) any other rights in respect of an equity security except an absolute right to the entirety of the equity security in the registered holder.

17 Registration of separate parcels

A shareholder or a transferee may request the Company to register the Shares held by that person in 2 or more separately identifiable parcels. Where the Company agrees to such a request, the Company may, so far as it considers convenient, communicate with the shareholder, pay dividends and otherwise act in respect of such parcel, as if the separately identifiable parcels belonged to different persons.



18 Board may refuse or delay transfer

The Board may in its absolute discretion refuse or delay the registration of any transfer of Shares (subject to their terms of issue) if permitted to do so by the Act, the ASX Rules, or the ~~NZSX~~NZX Rules.

19 Compulsory sale of less than minimum holdings

19.1 The Company may at any time give notice to a shareholder holding less than a Minimum Holding of Shares that if, at the expiration of 3 months after the date the notice is given, Shares then registered in the name of the holder are less than a Minimum Holding the Company may sell those Shares on market (including through a broker acting on the Company's behalf)~~through NZX or in some other manner approved by NZX.~~

19.2 The Board may authorise the transfer of the Shares sold by the Company under this clause ~~19 to a purchaser of the Shares through NZX or in some other manner approved by NZX~~, and the holder is deemed to have authorised the Company to act on behalf of the holder and to sign all necessary documents relating to the sale. For the purposes of the sale and of Rule 5.12 of the ASX Settlement Operating Rules, where the Company has given a notice that complies with Rule 5.12.2 of the ASX Settlement Operating Rules, the Company may, after the expiration of the time specified in the notice, initiate a Holding Adjustment to move the relevant Shares from that CHESS Holding to an Issuer Sponsored Holding or to take any other action the Company considers necessary or desirable to effect the sale. The purchaser of Shares sold by the Company under this clause 19 shall have no obligation to ensure the proceeds of the sale of those Shares is applied in accordance with this clause 19 is not bound to see to the application of the purchase money, nor shall the title to the Shares be affected by any irregularity or invalidity in the procedures under this constitution relating to the sale. The remedy of any person aggrieved by the sale is in damages only and against the Company exclusively.

19.3 The proceeds of the sale of any Shares sold under this clause must be applied as follows:

- (a) first, in payment of any reasonable sale expenses;
- (b) second, in satisfaction of any unpaid calls or any other amounts owing to the Company in respect of the Shares;
- (c) the residue, if any, must be paid to the person who was the holder immediately before the sale or his or her executors, administrators or assigns.

19.4 A certificate, signed by a Director that records that a power of sale under this clause has arisen and is exercisable by the Company, is conclusive evidence of the facts stated in that certificate.

20 Board may make calls on Shares

The Board may make calls on any shareholder for any money that is unpaid on that shareholder's Shares and not otherwise payable at a specified time or times under this constitution or the terms of issue of those Shares or any contract for the issue of those Shares. The First Schedule governs calls on Shares.

Commented [CT6]: Clause 19 updated to amend the procedure allowing for the sale of share parcels of less than a minimum holding so as to provide for those shares to be sold on market (including through a broker on behalf of Z Energy), rather than through NZX or in some other manner approved by NZX.

Such amendments reflect the changes from current Listing Rule 8.5.1 to updated Listing Rule 8.1.6(c).



- 21 **Forfeiture of Shares where calls or other amounts unpaid**
The Board may exercise the rights set out in the First Schedule for forfeiture of any Shares if the holder of those Shares fails to pay:
- 21.1 a call, or an instalment of a call, on those Shares; or
- 21.2 any amount that is payable under this constitution or the terms of issue of those Shares or any contract for the issue of the Shares.
- 22 **Company's lien**
The Company has a lien on Shares and dividends in respect of such Shares on the terms set out in the First Schedule.
- 23 **Company may acquire and hold Shares**
Subject to this constitution and the ~~NZSX~~NZX Rules and the ASX Rules the Company may:
- 23.1 purchase or otherwise acquire Shares issued by the Company and may hold Shares as treasury stock; and
- 23.2 make an offer to one or more holders of Shares to acquire Shares issued by the Company in such number or proportions as it thinks fit,
- in accordance with the Act, the ~~NZSX~~NZX Rules and the ASX Rules.
- 24 **Company may issue and redeem Shares**
Subject to this constitution, the ~~NZSX~~NZX Rules and the ASX Rules, the Company may:
- 24.1 issue or redeem redeemable Shares; and
- 24.2 exercise an option to redeem redeemable Shares issued by the Company in relation to one or more holders of redeemable Shares,
- in accordance with the Act, the ~~NZSX~~NZX Rules and the ASX Rules.
- 25 **Board deductions from distribution**
The Board may, at its discretion, deduct from any dividend or other distribution payable to a shareholder any amount owed by the shareholder to the Company in respect of which the Company has a lien over the specific Shares on which the dividend or other distribution is payable. The Board must deduct from any dividend or other distribution payable to any shareholder any amount it is required by law to deduct, including withholding and other taxes.
- 26 **Distributions do not bear interest**
No dividend or other distribution shall bear interest against the Company unless the applicable terms of issue of an equity security expressly provide otherwise.



27 **Unclaimed distributions**

All dividends and other distributions unclaimed for 1 year after the due date for payment may be invested or otherwise made use of by the Board for the benefit of the Company until claimed. The Company shall be entitled to mingle the distribution with other money of the Company and shall not be required to hold it or to regard it as being impressed with any trust but, subject to compliance with the solvency test, shall pay the distribution to the person producing evidence of entitlement.

28 **Proceedings at meetings of shareholders and interest groups**

The Second Schedule governs the proceedings at meetings of shareholders. The Second Schedule also governs the proceedings of meetings of any interest group required to be held by the Act, the ~~NZSX~~NZX Rules, the ASX Rules or this constitution, with all necessary consequential modifications, except that the quorum shall be the members of the interest group holding 5% or more of the total number of Shares held by all members of that group having the right to vote at the meeting.

DIRECTORS

29 **Composition**

29.1 The minimum number of Directors (other than alternate Directors) shall be 3. The maximum number of Directors (other than alternate Directors) shall be 8. The maximum number of Directors may be increased by an ordinary resolution of the issuer.

29.2 At least 2 Directors must be persons who are ordinarily resident in New Zealand.

29.3 The minimum number of Independent Directors shall be two, ~~or, if there are 8 or more Directors, 3 or one third (rounded down to the nearest whole number of Directors) of the total number of Directors, whichever is the greater.~~ The Board must identify which Directors it has determined, in its view, to be Independent Directors when required to do so by ~~NZSX~~NZX Rule ~~3.3.32.6~~.

Commented [CT7]: Updated to reflect new Listing Rule 2.1.1(c), which only requires two directors to be independent.

30 **Appointment of Directors**

30.1 Any natural person who is not disqualified under the Act and, if required under the ~~NZSX~~NZX Rules or the ASX Rules, who has been nominated within the time limits under the ~~NZSX~~NZX Rules or the ASX Rules, may be appointed as a Director by an ordinary resolution of the issuer.

30.2 The Board may appoint any person who is not disqualified under the Act to be a Director to fill a casual vacancy or as an addition to the existing Directors. Any Director appointed under this clause (including any person who subsequent to his or her appointment as a Director becomes an Executive Director) may hold office only until the next annual meeting (at which he or she must retire), and is then eligible for election, ~~but must not be taken into account in determining the Directors who are to retire by rotation at that meeting.~~

Commented [CT8]: As the director rotation requirements have changed (see comment below to clause 31), this is no longer applicable.

30.3 The persons holding office as Directors of the Company on adoption of this constitution continue in office and are deemed to have been appointed as Directors pursuant to this constitution. Similarly the chairperson of the Board continues in



office and is deemed to have been appointed as chairperson pursuant to this constitution.

31 **Rotation of Directors**

~~31.1 Each Director shall retire from office when required to do so by the NZX Rules, but, subject to the NZX Rules, shall be eligible for re-election (including at any meeting at which the Director retires).~~

~~31.1 At the annual meeting in each year at least the number of Directors required to retire at that meeting by the NZSX Rules or the ASX Rules must retire from office, but shall be eligible for re-election at that meeting. The following Directors are exempt from this particular obligation to retire:~~

~~(a) Directors appointed by the Board pursuant to clause 30.2 (who are offered for election under that clause); and~~

~~(b) one Executive Director nominated by the Board.~~

~~The Director referred to in paragraph (b) shall be included in the number of Directors upon which the calculation for the purposes of this clause is based. The Directors referred to in paragraph (a) shall be excluded from that number.~~

~~31.2 The Directors to retire at an annual meeting will be those Directors who have been longest in office since their last election. Persons who became Directors on the same day must retire in the order determined by lot, unless the Board resolves otherwise.~~

~~31.31.2~~ A retiring Director retiring at a meeting of Shareholders continues to hold office:

- (a) until he or she is re-elected; or
- (b) if he or she is not re-elected, until the meeting of shareholders at which he or she retires (or any adjournment of that meeting) elects someone in his or her place; or
- (c) if the meeting of shareholders does not elect someone in his or her place, until the end of the meeting or any adjournment of the meeting.

~~31.431.3~~ The shareholders may by ordinary resolution of the issuer fill the office vacated by a Director who is retiring in accordance with this clause by electing a person who is not disqualified under the Act to that office at the ~~annual~~ meeting at which the outgoing Director retires. If no new Director is elected and if the retiring Director (not being disqualified under the Act) is offering himself or herself for re-election, the retiring Director shall be deemed to be re-elected unless it is expressly resolved by ordinary resolution of the issuer not to fill the vacated office or a resolution for the re-election of that Director is put to the meeting and lost.

32 **No shareholding qualification for Directors**

There is no shareholding qualification for Directors.

Commented [CT9]: Clause 31 has been updated to reflect the rotation requirements in the new Listing Rules. The new Listing Rules now require that a Director must not hold office (without re-election) past the third annual meeting following that Director's appointment or three years, whichever is longer. Previously, the Listing Rules required one third of Directors to retire from office.

Commented [CT10]: Deleted "annual" to reflect Directors can retire and be elected at any meeting of shareholders.



33 Election of chairperson of the Board and term of office

- 33.1 The Directors may elect one of their number as chairperson and, if they so determine, a deputy chairperson of the Board.
- 33.2 The chairperson of the Board and, if one has been elected, the deputy chairperson of the Board holds that office until the expiry of any period determined by the Board; or he or she vacates that office; or the Directors elect a chairperson or deputy chairperson (as the case may be) in his or her place.

34 Office of Director vacated in certain cases

The office of Director is vacated if the person holding that office:

- 34.1 dies; or
- 34.2 is absent from 3 consecutive meetings of the Board without leave being granted by a resolution of the Board and the Board resolves that the Director has vacated office; or
- 34.3 becomes disqualified from being a Director pursuant to the Act; or
- 34.4 retires from office and is not re-elected or deemed to have been re-elected under this constitution; or
- 34.5 is removed from office in accordance with this constitution or the Act; ~~or,~~
- 34.6 ~~being the Managing Director, ceases for any reason to be in the salaried employment of the Company or any of its subsidiaries, unless the Board resolves otherwise.~~

Commented [CT11]: The appointment of a "Managing Director" has been removed from the new Listing Rules (see comment below for deleted clause 44).

35 Meetings of the Board

The Third Schedule governs the proceedings at meetings of the Board, except where otherwise agreed by all Directors in relation to a particular meeting or meetings. The third schedule to the Act does not apply to proceedings of the Board.

36 Written resolutions of Board permitted

A written resolution signed or assented to by all of the Directors then entitled to receive notice of a meeting of the Board and who together would constitute a quorum at a meeting is as valid and effective as if it had been passed at a meeting of the Board duly convened and held.

37 Written resolutions may be in counterparts

Any written resolution may consist of several copies of the resolution, each signed or assented to by one or more of the Directors. A copy of a written resolution, which has been signed and is sent by ~~facsimile-email~~ or any similar means of communication ~~(including PDF counterparts)~~, will satisfy the requirements of this clause.

Commented [CT12]: To reflect modern communication practices, references to "facsimile" have been removed throughout the constitution and replaced with email.



38 **Board delegates to comply with regulations**

In exercising the Board's delegated powers, any committee of Directors, Director, employee, or any other person must comply with any regulations that the Board may impose.

39 **Committee proceedings**

The provisions of this constitution relating to meetings and proceedings of the Board also apply to meetings and proceedings of any committee of Directors, except to the extent the Board determines otherwise.

40 **Reimbursement of expenses**

A Director may be reimbursed for reasonable travelling, accommodation and other expenses incurred in the course of performing duties or exercising powers as a Director without requiring the prior approval of shareholders.

41 **Directors may appoint and remove alternate Directors**

Every Director may:

41.1 appoint any person who is not a Director and is not disqualified by the Act or this constitution from being a Director, and whose appointment has been approved in writing by a majority of the other Directors, to act as an alternate Director in his or her place either for a specified period, or generally during the absence or inability to act from time to time of such Director; and

41.2 remove his or her alternate Director from that office,

by giving written notice to that effect to the Company. A majority of the other Directors may similarly remove an alternate of a Director from that office. No Director shall appoint a deputy or agent otherwise than by way of appointment of an alternate Director under this *clause 41*.

42 **Alternate Director has powers of appointer**

While acting in the place of the Director who appointed him or her, an alternate Director:

42.1 has, and may exercise and discharge, all the powers, rights, duties and privileges of that Director (including the right to receive notice of, be counted as part of the quorum of, and participate in a meeting, of the Board, and to sign any document, including a written resolution, and to act as chairperson of the Board, but excluding the right to appoint an alternate Director);

42.2 is also subject to the same terms and conditions of appointment as that Director, except that he or she is not entitled to receive remuneration other than such proportion (if any) of the remuneration otherwise payable to his or her appointer as the appointer may direct by notice in writing to the Company.

43 **Termination of appointment of alternate Director**

The appointment of an alternate Director terminates automatically if the Director who appointed him or her ceases to be a Director or if an event occurs which would



cause him or her to vacate office if he or she were a Director. A Director retiring by rotation and being re-elected is not to be treated as having ceased to be a Director for the purposes of this clause.

44 — Board may appoint Managing Director

~~The Board may appoint one of the Directors to the office of Managing Director (by whatever name called) for a term not exceeding 5 years and on such other terms as the Board thinks fit. A Managing Director may be re-appointed at any time within 3 months before expiry of a term of appointment for a further period not exceeding 5 years, and may be re-appointed for a further term of 5 years in the same manner. Subject to the terms of any agreement entered into between the Board and the Director concerned, the Board may revoke the appointment. The appointment of a Managing Director shall terminate automatically if he or she ceases to be a Director.~~

45 — Remuneration of Managing Director

~~A Managing Director will receive in addition to remuneration for services as a Director such remuneration and benefits as the Board may determine.~~

46 — Powers conferred on Managing Director

~~Subject to the restrictions on delegation in the Act, the Board may:~~

~~46.1 confer on a Managing Director any of the powers exercisable by the Board; and~~

~~46.2 without affecting the powers of a Managing Director to act as a member of the Board, impose such terms and conditions and such restrictions as the Board thinks fit; and~~

~~46.3 alter or revoke any of the powers it confers under this clause.~~

47 — Managing Director has no power to appoint alternate Managing Director

~~The power to appoint an alternate Director conferred on Directors by this constitution does not confer on any Managing Director the power to appoint an alternate Managing Director.~~

48 — Executive Directors

~~No term of appointment of an Executive Director shall exceed 5 years but this shall not preclude reappointment of an Executive Director upon expiry of a term of appointment.~~

4944 Insufficient number of Directors

Directors may act notwithstanding any vacancy in their body but, if and for so long as their number is reduced below the number fixed in *clause 29.1*, the continuing Directors may act for the purpose of increasing the number of Directors to the minimum number or of summoning a ~~general~~ meeting of the Company's Shareholders, but for no other purpose.

Commented [CT13]: Previously, the Listing Rules included a concept of an "executive / managing director" who was exempt from the usual director rotation requirements.

This concept has now been removed from the new Listing Rules. As such, these clauses have been deleted.

Commented [CT14]: Updated to reflect changes from current Listing Rule 3.4.1 to updated Listing Rule 2.9.1.



GENERAL

5045 **Company may indemnify Directors and employees for certain liabilities**

The Company shall indemnify a Director or employee of the Company or a related company for any liability or costs for which a Director or employee may be indemnified under the Act. The Board may determine the terms and conditions of such an indemnity.

5146 **Company may effect insurance for Directors and employees**

The Company may, with the prior approval of the Board, effect insurance for a Director or employee of the Company or a related company for any liability or costs for which a company may effect insurance for a Director or employee under the Act. The Board may determine the amounts and the terms and conditions of any such insurance.

5247 **Manner of execution of deeds**

An obligation which, if entered into by a natural person, would, by law, be required to be by deed, may be entered into on behalf of the Company in writing signed under the name of the Company by:

- (a) two or more Directors; or
- (b) a Director, or any other person authorised by the Board, whose signature must be witnessed; or
- (c) one or more attorneys appointed by the Company in accordance with the Act.

5348 **Distribution of surplus assets in kind**

If the Company is liquidated the liquidator may, with the approval of shareholders by ordinary resolution of the issuer, but subject to any other sanction required by the Act:

53-148.1 divide among the shareholders in kind the whole or any part of the surplus assets of the Company and for that purpose the liquidator may:

- (a) fix such values for surplus assets as the liquidator considers to be appropriate; and
- (b) determine how the division will be carried out as between shareholders or different classes of shareholder; and

53-248.2 vest the whole or any part of any such surplus assets in trustees upon such trusts for the benefit of such of those shareholders as the liquidator thinks fit,

but so that no shareholder is compelled to accept any Shares on which there is any liability.



5449 Communication with shareholders

If a shareholder has notified the Company that the shareholder wishes to receive notices electronically and has provided the Company an electronic address to which notices are to be delivered, the Company must send that shareholder notices by electronic means in accordance with the notification, whether or not the notices are also sent by another method.

5550 Service of notices outside New Zealand

If a shareholder has no registered address within New Zealand and has not supplied to the Company an address within New Zealand for the giving of notices, but has supplied an address outside New Zealand, then notices shall be posted to the shareholder at that address and shall be deemed to have been received by the shareholder 24 hours after the time of posting. If an electronic address for the delivery of notices has been notified by the shareholder to the Company, the Company must electronically send the notice to the shareholder, regardless of whether or not the notice is also sent by another method.

5651 Secretary

56-151.1 The Board may from time to time appoint one or more persons (other than a body corporate) to act as Secretary or deputy Secretary of the Company for such terms, at such remuneration, and upon such conditions as the Board thinks fit.

56-251.2 Subject to the Act, the Secretary has the powers conferred by this constitution and any other powers the Board may confer on the Secretary.

56-351.3 If the Board thinks fit, 2 or more persons may be appointed under *clause 51.1* as joint Secretaries.

56-451.4 Any Secretary or joint Secretary may, at any time, be removed from office by the Board, but without prejudice to any claim for damages for breach of any contract of service between him or her and the Company.



FIRST SCHEDULE: CALLS, FORFEITURE AND LIENS

INTERPRETATION

- 1 **Construction**
Unless stated otherwise, references to clauses are references to clauses in this Schedule.

CALLS ON SHARES

- 2 **Shareholders must pay calls**
Every shareholder on receiving at least 10 working days' notice specifying the time or times and the place of payment must pay, in accordance with that notice, the amount called to be paid in respect of any Shares that shareholder holds. The Board may revoke or postpone a call, or require a call to be paid by instalments.
- 3 **Call made when Board resolution passed**
A call is regarded as having been made at the time when the Board resolution authorising the call was passed.
- 4 **Joint holders are jointly and severally liable**
The joint holders of a Share are jointly and severally liable to pay all calls for that Share.
- 5 **Unpaid calls will accrue interest**
If an amount called is not paid in full at the time specified for payment, the person from whom the amount is due must pay the Company interest on the amount that remains unpaid at a rate determined by the Board and calculated from the time specified for payment until the day of actual payment. Subject to the [NZSXNZX](#) Rules, the Board may waive some or all of the payment of that interest.
- 6 **Amounts payable under terms of issue treated as calls**
Any amount that becomes payable on issue or at any specified date under this constitution or under the terms of issue of Shares or under a contract for the issue of Shares, will be regarded as being a call duly made and payable on the specified date. If the payment is not made, the relevant provisions of this constitution will apply as if the amount had become payable by virtue of a call made in accordance with this constitution.
- 7 **Board may differentiate between shareholders as to calls**
On the issue of Shares, the Board may differentiate between shareholders as to the amount of calls to be paid and the times of payment.
- 8 **Board may accept payment in advance for calls**
- 8.1 Where a shareholder is willing to advance some or all of the money unpaid and uncalled on any Share of that shareholder, the Board may accept the amount advanced on the Company's behalf. The Board may pay interest on that amount at a rate agreed between the Board and that shareholder for the period between the date that the amount is accepted and the date that the amount becomes payable pursuant to a call or the date specified for its payment.



- 8.2 The Board may at any time repay to any shareholder the whole or any portion of any money so advanced upon giving that holder at least 48 hours notice in writing and as from the date of such repayment interest (if any) shall cease to accrue on the money so repaid.
- 8.3 A shareholder is not entitled as of right to any payment of interest on any amount so paid in advance and the Board may decline to pay any interest. Any amount so paid in advance must not be taken into account in ascertaining the amount of any dividend or other distribution payable upon the Shares concerned.

FORFEITURE OF SHARES

- 9 **Board may by notice require forfeiture of Shares if calls unpaid**
The Board may during the time that a call, instalment, or other amount remains unpaid on a Share, serve a notice on the holder of that Share requiring payment of the unpaid call, instalment, or other amount, together with any accrued interest and any expenses incurred by the Company by reason of non-payment.
- 10 **Notice of forfeiture must satisfy certain requirements**
The notice served on a shareholder under *clause 9* must specify a date not earlier than 10 working days after the date the notice is served by which the payment is to be made. The notice must also state that in the event of non-payment by the appointed time, the Shares to which the call, instalment, or other amount relates, will be liable to be forfeited by the shareholder.
- 11 **Failure to comply with notice may lead to forfeiture**
Where a valid notice under *clause 9* is served on a shareholder and the shareholder fails to comply with the notice, then the Board may resolve that any Share for which that notice was given and all distributions authorised and not paid before the notice was served be forfeited.
- 12 **Board may deal with forfeited Share**
A forfeited Share may be sold or otherwise disposed of on such terms and in such manner as the Board thinks fit. However, the Board may cancel the forfeiture at any time before the sale or other disposition on such terms as the Board thinks fit if the call, instalment or other amount which remains unpaid on the Share is paid.
- 13 **Shareholder whose Shares are forfeited loses rights**
A person whose Shares have been forfeited immediately ceases to be a shareholder in respect of those Shares notwithstanding any other provision of this constitution, and remains liable to pay the unpaid amount that the shareholder owes the Company, but that liability shall cease if the Company receives payment in full of all money owing for those Shares.
- 14 **Evidence of forfeiture**
A certificate signed by a Director that a Share has been duly forfeited on a stated date is conclusive evidence of the facts stated in that certificate.



15 Company may sell forfeited Share

The Company may receive the consideration, if any, given for a forfeited Share following a sale or disposition, and may execute a transfer of the Share in favour of the person to whom the Share is sold or disposed of, and register that person as the holder of the Share. That person is not bound to see to the application of the purchase money, if any, nor is the title to the Share affected by any irregularity or invalidity in the procedures under this constitution in respect of the forfeiture, sale or disposal of that Share. Any residue after satisfaction of unpaid calls, instalments, premiums or other amounts and interest, and expenses, shall be paid to the previous holder, or to his or her executors, administrators or assigns.

LIEN ON SHARES

16 Company's lien

The Company has a lien, ranking in priority over all other equities, on:

16.1 all Shares registered in the name of a shareholder; and

16.2 all dividends authorised in respect of such Shares; and

16.3 the proceeds of sale of such Shares,

for:

16.4 unpaid calls and instalments payable in respect of any such Shares; and

16.5 interest on any such calls or instalments; and

16.6 sale expenses owing to the Company in respect of any such Shares; and

16.7 any amounts that the Company may be called on to pay under any statute, regulation, ordinance or other legislation in respect of the Shares of that shareholder, whether the period for payment has arrived or not.

17 Waiver of lien

Registration of a transfer of Shares on which the Company has any lien will operate as a waiver of the lien, unless the Company gives notice to the contrary to the transferee prior to registration.

18 Company may sell Share on which it has a lien

The Company may sell a Share on which it has a lien in such manner as the Board thinks fit, where:

18.1 the lien on the Share is for a sum which is presently payable; and

18.2 the registered holder of the Share, or the person entitled to it on his or her death or bankruptcy, has failed to pay that sum within 10 working days after the Company has served that registered holder written notice demanding payment of that sum.



19 Company may transfer Share and apply proceeds

- 19.1 The Company may receive the consideration given for a Share sold under *clause 18*, and may execute a transfer of the Share in favour of the person to whom the Share is sold, and register that person as the holder of the Share discharged from all calls due prior to the purchase.
- 19.2 The purchaser is not bound to see to the application of the purchase money, and the purchaser's title to the Share is not affected by any irregularity or invalidity in the proceedings relating to the sale. The remedy of any person aggrieved by the sale shall be in damages only and against the Company exclusively.
- 19.3 The Company must apply the sale proceeds in payment of the sum presently payable on the lien, and the balance, if any, shall (subject to a like lien for sums not presently payable that existed upon the Share before the sale) be paid to the person who held the Share immediately before the date of sale or to his or her executors, administrators or assigns.



SECOND SCHEDULE: PROCEEDINGS AT MEETINGS OF SHAREHOLDERS

INTERPRETATION

1 Construction

- 1.1 Unless stated otherwise, references to clauses are references to clauses in this Schedule.
- 1.2 A reference in this Schedule to a shareholder present at a meeting or entitled to vote at a meeting includes a reference to a proxy of a shareholder, a representative of a corporate shareholder, an attorney of a shareholder, and any person who may lawfully act on behalf of a shareholder.

NOTICE

2 Written notice must be given to shareholders, Directors and auditors

Written notice of the time and place of a meeting of shareholders must be sent to every shareholder entitled to receive notice of the meeting and to every Director and any auditor of the Company not less than 10 working days before the meeting.

3 Notice must state nature of business

The notice must:

- 3.1 state the nature of the business to be transacted at the meeting in sufficient detail to enable a shareholder to form a reasoned judgment in relation to it; and
- 3.2 state the text of any special resolution to be submitted to the meeting; and
- 3.3 contain or be accompanied by sufficient explanation to enable a reasonable person to understand the effect of the resolutions proposed in the notice; and
- 3.4 for so long as the Company is listed, comply with the requirements of the [NZSXNZX](#) Rules and the ASX Rules.

4 Proxy form must be sent with notice

A proxy form must be sent by mail or electronically with each notice of meeting.

5 Irregularities in notice may be waived

Any irregularity in a notice of a meeting is waived if all the shareholders entitled to attend and vote at the meeting attend the meeting without protest as to the irregularity or if all such shareholders agree to the waiver.

6 Company's accidental failure to send notice does not invalidate meeting

The accidental omission to send notice of a meeting to, or the failure to receive notice by, any person entitled to that notice, does not invalidate the proceedings at that meeting.



7 Notice of an adjournment

- 7.1 If a meeting is adjourned for less than 30 days no notice of the time and place of the adjourned meeting need be given other than by announcement at the meeting from which the adjournment took place.
- 7.2 If a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given in the same way as notice was given of the meeting from which the adjournment took place.

MEETING AND QUORUM

8 Methods of holding meetings

A meeting of shareholders may be held by a quorum of the shareholders:

- 8.1 being assembled together at the time and the place appointed for the meeting; or
- 8.2 participating in the meeting by means of audio, audio and visual, or electronic communication, to the extent permitted by the Act and the [NZSX/NZX](#) Rules and the ASX Rules; or
- 8.3 by a combination of both the methods described in *clauses 8.1 and 8.2* above.

The Company is not required to hold meetings of shareholders in the manner specified in *clause 8.2 or 8.3*. Meetings will be held in that manner only if the notice of meeting so specifies or the Board otherwise decides that the Company should do so. To avoid doubt, a shareholder participating in a meeting by means of audio, audio and visual, or electronic communication is present at the meeting and part of the quorum.

9 Business to be transacted only if a quorum is present

Subject to *clauses 11 and 12*, business may be transacted at a meeting of shareholders only if a quorum is present at the time when the meeting proceeds to business.

10 Quorum for shareholders' meeting

A quorum for a meeting of shareholders is present if 5 or more shareholders are present having the right to vote at the meeting.

11 Meeting convened at shareholders' request dissolved if no quorum

If a quorum is not present within 30 minutes after the time appointed for the meeting convened on the written request of shareholders holding Shares together carrying at least 5 percent of the voting rights entitled to be exercised, the meeting will be dissolved automatically.

12 Other meetings to be adjourned if no quorum

If a quorum is not present within 30 minutes after the time appointed for a meeting (other than a special meeting convened under the Act or a meeting of an interest group), the meeting will be adjourned to the same day in the following week at the same time and place, or to such other day, time, and place as the Directors may



appoint. If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the shareholders present will constitute a quorum.

CHAIRPERSON

13 Chairperson of Board to be chairperson of meeting

The chairperson of the Board, if one has been elected by the Directors and is present at a meeting of shareholders, will chair the meeting.

14 Directors may elect chairperson if chairperson of Board not available

If no chairperson of the Board has been elected or, if at any meeting of shareholders the chairperson of the Board is not present within 15 minutes of the time appointed for the commencement of the meeting or is unwilling to act, the deputy chairperson of the Board (if any) shall be the chairperson, or failing him or her, the Directors present may elect one of their number to be chairperson of the meeting.

15 As a last resort shareholders may elect chairperson

If at any meeting of shareholders, no Director is willing to act as chairperson or if no Director is present within 15 minutes of the time appointed for the commencement of the meeting, the shareholders present may elect one of their number to be chairperson of the meeting.

16 Chairperson's power to adjourn meeting

The chairperson of a meeting at which a quorum is present:

- 16.1 may adjourn the meeting with the consent of the shareholders present who are entitled to attend and vote at that meeting; and
- 16.2 must adjourn the meeting if directed by the meeting to do so.

The only business that may be transacted at any adjourned meeting is the business left unfinished at the meeting from which the adjournment took place.

17 Chairperson may dissolve or adjourn unruly meetings

The chairperson may adjourn or dissolve the meeting if in his or her opinion the meeting has become so unruly, disorderly or inordinately protracted, that the business of the meeting cannot be conducted in a proper and orderly manner. The chairperson may exercise this power without the consent of the meeting and without giving reasons.

18 Dissolved meetings - unfinished business

If the chairperson proposes to dissolve a meeting pursuant to *clause 17*, and there is any item of unfinished business of the meeting which in his or her opinion requires to be voted upon, then that item shall be dealt with by the chairperson directing it to be put to the vote by a poll without further discussion.



VOTING

- 19 **Voting by show of hands or voice vote at meeting**
 In the case of a meeting of shareholders held under *clause 8.1*, ~~unless a poll is demanded~~, voting at the meeting will be:

~~19.1~~ by poll, if a poll is demanded pursuant to *clause 26*; or

~~19.1~~~~19.2~~ if *clause 19.1* does not apply, by a show of hands or by voice vote, as the chairperson may determine.

- 20 **Voting by voice if audio-conference meeting**
 In the case of a meeting of shareholders held under *clause 8.2 or 8.3*, unless a poll is demanded, voting at the meeting will be:

~~20.1~~ by poll, if a poll is demanded pursuant to *clause 26*; or

~~20.1~~~~20.2~~ if *clause 20.1* does not apply, by any method permitted by the chairperson of the meeting.

- 21 **Voting by electronic means**
 To the extent permitted by the Act, the ~~NZSX~~~~NZX~~ Rules and the ASX Rules, the Company may allow shareholders to vote by signifying their assent or dissent by electronic means (including, for the avoidance of doubt, voting on a personal computer, with such vote being transmitted to the meeting), instead of the shareholder voting by another method permitted by the Act or this constitution.

- 22 **Votes of joint holders**
 Where 2 or more persons are registered as the holders of a Share, the vote of the person named first in the share register and voting on a matter must be accepted to the exclusion of the votes of the other joint holders.

- 23 **Shareholder loses certain voting rights if calls unpaid**
 If a sum due to the Company in respect of any Share registered in a shareholder's name has not been paid then that Share may be voted at a meeting of an interest group but not at any other meeting of shareholders.

- 24 **Chairperson not allowed casting vote**
 In the case of an equality of votes, whether on a show of hands, voice vote or on a poll, the chairperson does not have a casting vote.

- 25 **Chairperson's declaration of result**
 Unless a poll is demanded, a declaration by the chairperson of the meeting that a resolution on a show of hands or voice vote or by such other manner as the chairperson may have decided under *clause 20* is carried by the requisite majority or lost, shall be conclusive evidence of that fact.

Commented [CT15]: Polls are now mandatory under the new Listing Rules (see comment to clause 26 of Schedule 2 below). These clauses have been updated to reflect that voting will always be conducted by poll (until such time the NZX Rules change or Z Energy is no longer listed on the NZX).



POLLS

- 26 **Poll may be demanded by chairperson or shareholder**
 At a meeting of shareholders, a poll may be demanded, either before or after a vote by show of hands or voice vote, by:
- 26.1 the chairperson, at his or her absolute discretion; or
 - 26.2 at least 5 shareholders having the right to vote at the meeting; or
 - 26.3 a shareholder or shareholders having the right to exercise at least 10 percent of the total votes entitled to be exercised on the business to be transacted at the meeting; or
 - 26.4 a shareholder or shareholders holding Shares that confer a right to vote at the meeting and on which the total amount paid up is at least 10 percent of the total amount paid up on all the Shares that confer that right.

While the Company is listed on the NZX main board (or any successor to that market) and the NZX Rules require voting on the relevant matter to be conducted by poll, voting at a meeting of shareholders must be conducted by poll and the chairperson of the meeting must demand a poll prior to voting commencing on the resolutions before the meeting.

Commented [CT16]: This clause has been updated to reflect the requirement in the new Listing Rules that, while Z Energy is listed on NZX, voting at a meeting of shareholders must be conducted by poll.

- 27 **Time at which polls to be taken**
 A poll demanded on the election of a chairperson of a meeting or on a question of adjournment must be taken immediately. A poll demanded on any other question is to be taken at such time as the chairperson of the meeting directs. The meeting may proceed to deal with any business other than that upon which a poll has been demanded pending the taking of the poll.
- 28 **Counting votes cast in a poll**
 If a poll is taken, votes must be counted according to the votes attached to the Shares of each shareholder present and voting.
- 29 **Declaration of poll result**
- 29.1 The chairperson of the meeting may declare the result of a poll either at or after the meeting, and when the outcome of the poll is known, may do so regardless of whether all votes have been counted.
 - 29.2 The result of a poll declared by the chairperson of the meeting will be treated as the resolution of the meeting at which the poll was demanded on the issue for which the poll was taken.
- 30 **Proxy allowed to demand a poll**
 The instrument appointing a proxy to vote at a meeting confers authority to demand, or join in demanding a poll, and a demand by a person as proxy for a shareholder has the same effect as a demand by the shareholder.



~~31 **Auditor of Company to be scrutineer**~~

~~The auditor of the Company (including employees and agents of the auditor) for the time being, or if the auditor of the Company is unable or unwilling to act, then such person as the chairperson nominates, shall act as scrutineer for the purposes of a poll.~~

Commented [CT17]: This clause has been deleted to remove the requirement to have Z Energy's auditor act as the scrutineer of polls conducted at annual shareholders' meetings. As a third party, Z Energy's share registrar will be conducting these polls and therefore a scrutineer is not considered necessary.

SHAREHOLDER PROPOSALS

3231 Shareholder proposals by written notice

A shareholder may give written notice to the Board of a matter the shareholder proposes to raise for discussion or resolution at the next meeting of shareholders at which the shareholder is entitled to vote. The provisions of clause 9 of the first schedule to the Act apply to any notice given pursuant to this clause.

PROXIES

3332 Proxies permitted

A shareholder may either exercise the right to vote by being present in person or represented by proxy.

3433 Proxy to be treated as shareholder

A proxy for a shareholder is entitled to attend and be heard at a meeting of shareholders as if the proxy were the shareholder.

3534 Appointment of proxy must be in writing or approved electronic format and specify restrictions

35-134.1 A proxy must be appointed by a notice in writing that is signed by or, in the case of an electronic notice, sent by the shareholder, or by appointing the proxy online as per the Company's instructions in a notice of meeting, and the notice must state whether the appointment is for a particular meeting or a specified term. A proxy need not be a shareholder of the Company.

35-234.2 A shareholder may appoint more than one proxy for a particular meeting, provided that more than one proxy is not appointed to exercise the rights attached to a particular Share held by the shareholder.

3635 Notice of proxy to be produced at least 48 hours before meeting

No appointment of a proxy is effective in relation to a meeting unless a copy of the notice of appointment is produced to the Company at least 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the notice proposes to vote. If the written notice appointing a proxy is signed under power of attorney, a copy of the power of attorney (unless already deposited with the Company) and a signed certificate of non-revocation of the power of attorney must accompany the notice.

3736 Form of notice of proxy

37-136.1 A notice appointing a proxy shall be in such form as the Board may direct.

37-236.2 Proxy forms must as a minimum (so far as the subject matter and form of resolutions reasonably permits), provide for four-way voting (for, against,



abstention or proxy discretion) on all resolutions, enabling the shareholder to instruct the proxy as to the casting of the vote, and must not be sent with any name or office (e.g. "chairman of Directors") filled in as proxy holder.

~~37-336.3~~ So far as reasonably practicable, resolutions must be framed in a manner which facilitates four-way voting instructions for proxy holders.

~~38-337~~ **Vote by proxy valid where no notification before meeting of disqualified proxy**

Where:

~~38-137.1~~ the shareholder has died or become incapacitated; or

~~38-237.2~~ the proxy, or the authority under which the proxy was executed, has been revoked; or

~~38-337.3~~ the Share in respect of which the notice of proxy is given has been transferred,

before a meeting at which a proxy exercises a vote in terms of a notice of proxy but the Company does not receive written notice of that death, incapacity, revocation, or transfer before the start of the meeting, the vote of the proxy is valid.

POSTAL VOTES

~~39-38~~ **Postal votes are permitted only at Board's option**

~~39-138.1~~ A shareholder may exercise the right to vote at a meeting by casting a postal vote only if the Board, prior to the giving of notice of a meeting, has so determined and, if the Board so determines, the provisions of clause 7 of the first schedule to the Act shall apply.

~~39-238.2~~ To avoid doubt, a postal vote may be cast using electronic means permitted by the Board.

CORPORATE REPRESENTATIVES

~~40-39~~ **Corporations may act by representative**

A body corporate which is a shareholder may appoint a representative to attend any meeting of shareholders on its behalf in the same manner as that in which it could appoint a proxy. The representative shall be entitled to attend and be heard at a meeting of shareholders as if the representative were the shareholder.

MINUTES

~~41-40~~ **Board must keep minutes of proceedings**

The Board must ensure that minutes are kept of all proceedings at meetings of shareholders and that a record is kept of all written resolutions of shareholders. Minutes which have been signed correct by the chairperson of the meeting are evidence of the proceedings at the meeting unless they are shown to be inaccurate.



OTHER PROCEEDINGS

4241 Shareholder participation by electronic means

42.141.1 For the purposes of this Schedule, a shareholder, or the shareholder's proxy or representative, may, to the extent permitted by the Act, the ~~NZSX~~NZX Rules and the ASX Rules, participate in a meeting by means of audio, audio and visual, or electronic communication if:

- (a) the Board approves those means; and
- (b) the shareholder, proxy, or representative complies with any conditions imposed by the Board in relation to the use of those means (including for example, conditions relating to the identity of the shareholder, proxy, or representative and that person's approval or authentication (including electronic authentication) of the information communicated by electronic means).

42.241.2 To avoid doubt, participation in a meeting includes participation in any manner specified in this Schedule or permitted by the constitution.

4342 Chairperson may regulate other proceedings

Except as provided in this Schedule, the chairperson of a meeting of shareholders may regulate the proceedings at the meeting.



THIRD SCHEDULE: PROCEEDINGS OF THE BOARD

NOTICE OF MEETING

1 **Director's power to convene meetings**

A Director, or any other person at the request of a Director, may convene a meeting of the Board by giving notice in accordance with this Schedule.

2 **Notice to be sent to Director's address**

The notice of meeting must be in writing (whether printed and/or in electronic format) and must be:

- 2.1 delivered by hand to the Director; or
- 2.2 sent to the address ~~or facsimile number~~ which the Director provides to the Company for that purpose; or
- 2.3 sent by electronic means in accordance with any request made by the Director to the Company from time to time for such purpose; or
- 2.4 if an address ~~or facsimile number~~ is not provided, and an electronic means of delivery not requested, delivered to his or her last place of employment or residence ~~or facsimile number~~ or email address known to the Company.

3 **Notice to contain certain details**

The notice of meeting must include the date, time and place of the meeting and an indication of the matters to be discussed in sufficient detail to enable a reasonable Director to appreciate the general import of the matters.

4 **Period of notice required to be given to Directors**

At least 2 days' notice of a meeting of the Board must be given unless the chairperson (or, in the chairperson's absence from New Zealand, the deputy chairperson (if any), and in the deputy chairperson's absence, any other Director) believes it is necessary to convene a meeting of the Board as a matter of urgency, in which case shorter notice of the meeting of the Board may be given, so long as at least 2 hours' notice is given. Any such shorter notice may be given by telephone communication to each Director at the telephone number provided to the company by each Director provided that written notice shall be given to the Directors within the shorter notice period where it is practicable to do so.

5 **Absent Directors**

If a Director, who is for the time being absent from New Zealand, supplies the Company with a ~~facsimile number or~~ means of electronic communication to or through which notices are to be sent to him or her during his or her absence, then notice must be given to that Director. Otherwise notice need not be given to any Director for the time being absent from New Zealand. However, if he or she has an alternate Director who is in New Zealand, then notice must be given to that person.



6 Directors may waive irregularities in notice

Any irregularity in the notice of a meeting, or failure to comply with *clauses 1 to 5* of this Schedule is waived if all Directors entitled to receive notice of the meeting attend the meeting without protest as to the irregularity or failure, or if all Directors entitled to receive notice of the meeting agree to the waiver.

MEETING AND QUORUM

7 Methods of holding meetings

A meeting of the Board may be held by a number of Directors who constitute a quorum either:

- 7.1 by being assembled together at the place, date and time appointed for the meeting; or
- 7.2 by means of audio, or audio and visual, communication by which all Directors participating can simultaneously hear each other throughout the meeting; or
- 7.3 by a combination of the methods described in *clauses 7.1 and 7.2* of this Schedule.

8 Quorum for Board meeting

Unless otherwise determined by the Board, the quorum necessary for the transaction of business at a meeting of the Board is a majority of the Directors. No business may be transacted at a meeting of the Board unless a quorum is present.

9 Meeting adjourned if no quorum

If a quorum is not present within 30 minutes after the time appointed for a meeting of the Board, the meeting will be adjourned automatically until the same day in the following week at the same time and place. If at the adjourned meeting a quorum is not present within 30 minutes from the time appointed for the meeting, the Directors present will constitute a quorum. Notice of the adjourned meeting must be given to the Directors at least 24 hours prior to the date of the adjourned meeting.

CHAIRPERSON

10 Chairperson to chair meetings

The chairperson or, in the absence of the chairperson, the deputy chairperson of the Board will chair all meetings of the Board. If no chairperson or deputy chairperson is elected, or if at a meeting of the Board the chairperson or deputy chairperson is not present within 15 minutes after the time appointed for the commencement of the meeting, then the Directors present may elect one of their number to be chairperson of the meeting.

VOTING

11 Voting on resolutions

Each Director has 1 vote. Subject to *clause 8* of this Schedule, a resolution of the Board is passed if it is agreed to by all Directors present without dissent or if a



majority of the votes cast on it are in favour of it. A Director must not vote where that Director is not permitted to vote by the ~~NZSX~~NZX Rules or this constitution. A Director present at a meeting of the Board may abstain from voting on a resolution, and any Director who abstains from voting on a resolution will not be treated as having voted in favour of it for the purposes of the Act.

12 Interested Directors

- 12.1 Subject to *clause 12.2* of this Schedule, a Director shall not vote on a Board resolution in respect of any matter in which that Director is interested (as that term is defined in the Act), nor shall the Director be counted in the quorum for the purposes of that matter.
- 12.2 Notwithstanding the above, a Director may vote in respect of and be counted in the quorum for the Board for the purposes of a matter in which that Director is interested if that matter is one in respect of which, pursuant to an express provision of the Act, Directors are required to sign a certificate or one which relates to the grant of an indemnity pursuant to section 162 of the Act.

13 Chairperson does not have a casting vote in some cases

If, at any meeting of the Board:

- 13.1 there are three or more Directors present at the meeting, the chairperson of the Board has a casting vote; and
- 13.2 there are less than three Directors present at the meeting, the chairperson of the Board does not have a casting vote.

MINUTES

14 Board must keep minutes of proceedings

The Board must ensure that minutes are kept of all proceedings of meetings of the Board. Minutes which have been signed correct by the chairperson of the meeting are evidence of the proceedings at the meeting unless they are shown to be inaccurate.

OTHER PROCEEDINGS

15 Board may regulate other proceedings

Except as set out in this Schedule, the Board may regulate its own procedure.