

JEWELLERS  
ASSOCIATION  
OF AUSTRALIA

16 November 2020

**Notice of the Annual General Meeting (AGM) of the  
Jewellers Association of Australia (JAA)**

Dear Member,

This is to advise you of the upcoming Annual General Meeting of the members of the Jewellers Association of Australia (JAA). Please note due to COVID restrictions this meeting will be held virtually via Zoom and registrations are essential.

Please see the details and agenda of this meeting overleaf, as well as a proxy voting form.

Kind regards,



Jo Tory  
President

**Attendance at meeting and apologies**

If you wish to attend the meeting, please notify the office of your intention to attend by emailing [info@jaa.com.au](mailto:info@jaa.com.au). A zoom invitation will be sent to you 48 hours before the meeting.

Apologies can be emailed to [info@jaa.com.au](mailto:info@jaa.com.au)

JEWELLERS  
ASSOCIATION  
OF AUSTRALIA

**JEWELLERS ASSOCIATION OF AUSTRALIA  
ANNUAL GENERAL MEETING  
AGENDA**

To be held at:  
**Via Zoom**

**Monday, 7 December 2020 at 9:30am**

Item	Description
1	Welcome and introductions
2	Apologies
4	Acceptance of minutes of previous Annual General Meeting held on Tuesday, 3 December 2019
5	President's report
6	Acceptance of financial statements for the year ended 30 June 2020. The statements will be available to view on the JAA website ( <a href="http://www.jaa.com.au">www.jaa.com.au</a> ) from 18 November 2020. Login required.
7	Election of directors
8	Meeting close

## PROXY FORM for the AGM of the Jewellers Association of Australia

Members who do not plan to attend the meeting are encouraged to complete and return a proxy form. To complete the Proxy form please read the instructions on the back of this form and accompanying Notice of Meeting for details of each item of business.

### 1. Registered name and address

Member Number: _____
Company representative: _____
Company name: _____
Postal Address: _____
_____
Suburb: _____ State: _____ Postcode: _____

#### Daytime contact number

Please write your daytime telephone number in case we need to contact you about your proxy form.

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### 2. Appointment of proxy

I/We being a member/s of the Jewellers Association of Australia hereby appoint:

<input type="checkbox"/> The Chair of the Meeting (mark this box with X)	OR	<input type="text"/>	(print the name of the person you wish to appoint as proxy)
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**OR** if the person named does not attend, or if no person is named, the Chair of the Meeting as my/our proxy to act generally at the Meeting on my/our behalf and to vote as directed below or if no directions are given as the proxy sees fit at the Annual General Meeting of Jewellers Association of Australia to be held via Zoom (Video conferencing) at 9:30am on Tuesday, 7 December 2020 and at any adjournment of that Meeting.

### 3. Voting directions to your proxy

For each item of business please mark X in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

	In favour	Against	Abstain
1. To receive and consider Financial Report and Reports of Directors and of the Reviewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 2. To elect Directors (Nominated by Members):

In accordance with clause 9.1(h) of the JAA Constitution, given the number of nominations received were equal to the number of positions to be filled, the persons nominated as listed here shall be taken to be elected for 2021-2022 effective on 1 January 2021.

Ms. Jo Tory

Mr. Cameron Marks

### 4. Signature of Member

Please sign and date:

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/ / 2020

Signature

# INSTRUCTIONS FOR COMPLETING YOUR PROXY FORM

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## 1. Registered name and address

This is your name and address as a member as it appears in Jewellers Association of Australia Ltd's Register of Members. If the information is incorrect please make the correction over the page.

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## 2. Appointment of proxy

If you want your proxy to be someone other than the Chair of the meeting please insert their name in the box. If you leave this section blank or your named proxy is unable to attend the Meeting then the Chair will be your proxy.

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## 3. Voting directions to your proxy

You may direct your proxy how to vote on a given item of business by placing an X in one of the boxes opposite that item, as per the instructions in that section. If you mark your vote then your proxy must vote that way for your vote.

If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.

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## 4. Signature

Each Member must sign.

For organisations, the form must be signed by an officer or attorney duly authorised.

If the proxy is signed under authority or power of attorney, the authority or notarially certified copy of the power or authority must be deposited with the Admin Executive or at JAA's postal address at PO Box 396, Epping NSW 1710 not later than 9:00am Friday, 4 December 2020.

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## 5. Lodging your proxy

There are 2 ways for you to lodge your proxy - on this form or on a document containing the details on this form by:

1. **Mail** to PO Box 396, Epping NSW 1710 to reach the Jewellers Association of Australia Ltd by 9:00am Friday, 4 December 2020  
OR
2. **Email** the details on this form to reach [info@jaa.com.au](mailto:info@jaa.com.au) quoting your Membership number by not later than by 9:00am Friday, 4 December 2020