

Rubicor Group Ltd

ACN 110 913 365

Level 16, 1 York Street Sydney NSW 2000

T: 02 8061 0000 F: 02 8061 0001 www.rubicor.com.au

24 October 2011

Dear Shareholder,

On behalf of the Board of Directors, I have pleasure in enclosing the Notice of Meeting for the Rubicor Group Ltd 2011 Annual General Meeting to be held at the offices of Deloitte Touche Tohmatsu, Level 9, Grovsenor Place, 225 George Street on Tuesday, 29 November 2011 commencing at 2:30pm (Sydney time).

At the Meeting, Ms Jane Beaumont and I will comment on the Company's performance during the year to 30 June 2011 prior to consideration of the business as detailed in the Notice of Meeting.

A copy of each address will be posted on the Rubicor website.

If you are able to attend the Meeting, please bring the proxy form with you as the bar coding on this form will enable shareholders to be easily registered. Registration will be available from 2:00pm.

If you are unable to attend the Meeting, I encourage you to vote either by using the attached proxy form or lodging your vote on line at <a href="https://www.linkmarketservices.com.au">www.linkmarketservices.com.au</a>.

A person intending to attend the Meeting and vote on shares held in the name of a company must bring an authority from the company, signed by the company in favour of the person attending.

I look forward to seeing you at the Meeting.

Yours sincerely,

John Pettigrew Chairman



# Rubicor Group Limited ABN 74 110 913 365

# **NOTICE OF ANNUAL GENERAL MEETING**

Notice is given that the 2011 Annual General Meeting (*Meeting*) of shareholders of Rubicor Group Limited (*Company*) will be held at the offices of Deloitte Touche Tohmatsu, Level 9, Grosvenor Place, 225 George Street, Sydney on Tuesday, 29 November 2011 commencing at 2:30pm (Sydney time) for the purpose of transacting the business set out in this Notice of Annual General Meeting (*Notice*).

The Explanatory Statement to this Notice provides additional information on matters to be considered at the Meeting. The Explanatory Statement and the Proxy Form, form part of this Notice.

# **BUSINESS OF THE MEETING**

# 1. Financial Statements and Reports

To receive and consider the Financial Report, the Directors' Report and the Independent Auditor's Report of the Company for the financial year ended 30 June 2011.

# 2. Remuneration Report

To consider and, if thought fit, to pass the following as a non-binding ordinary resolution of the Company:

"That, the Company's Remuneration Report for the financial year ended 30 June 2011 be adopted."

# 3. Re-election of John Pettigrew

To consider and, if thought fit, to pass the following as an ordinary resolution of the Company:

"That John Pettigrew, who retires in accordance with clause 20.1 of the Company's Constitution, and having offered himself for re-election and being eligible, is re-elected as a Non-Executive Director of the Company."

By order of the Board,

SHARAD LOOMBA Company Secretary

24 October 2011



## NOTES TO THE NOTICE OF ANNUAL GENERAL MEETING

#### **EXPLANATORY STATEMENT**

The Company's shareholders (**Shareholders**) should read the Explanatory Statement accompanying, and forming part of, this Notice for more details on the resolutions to be voted at the Meeting.

# **ENTITLEMENT TO ATTEND AND VOTE**

In accordance with Reg 7.11.37 of the Corporations Regulations 2001, the Board has determined that persons who are registered holders of shares of the Company as at 7.00pm (Sydney time) on Sunday, 27 November 2011 will be entitled to attend and vote at the Meeting as a Shareholder. This means that if you are not the registered holder of a relevant share in the Company at that time, you will not be entitled to vote in respect of that share.

# **HOW TO EXERCISE YOUR RIGHT TO VOTE**

You may vote in person, by proxy or by attorney. For example you may vote:

- by attending the Meeting and voting in person, or if you are a corporate shareholder, by having a corporate representative attend and vote for you; or
- by appointing a proxy to vote for you, by completing the proxy form provided with this Notice.

# **Voting By Proxy**

If you are a Shareholder entitled to attend and vote, you may appoint an individual or a body corporate as a proxy. If a body corporate is appointed as a proxy, that body corporate must ensure that it appoints a corporate representative in accordance with section 250D of the Corporations Act 2001 (*Corporations Act*) to exercise its powers as proxy at the Meeting.

If you appoint a proxy and also attend the Meeting, the proxy's authority to speak and vote at the Meeting will be suspended while you are present at the Meeting.

A proxy need not be a Shareholder of the Company.

A Shareholder may appoint up to two proxies and specify the proportion or number of votes each proxy may exercise. If the Shareholder does not specify the proportion or number of votes to be exercised, each proxy may exercise half of the Shareholder's votes.

A proxy form is enclosed with this Notice. To be effective, the signed proxy form and the authority (if any) under which it is signed, or a certified copy of that authority, must be received by the Company's Share Registry no later than 2.30pm (Sydney time) on Sunday, 27 November 2011 (being no later than 48 hours before the time for holding the Meeting). Proxies must be received before that time by one of the following methods:



Online: Log onto <u>www.linkmarketservices.com.au</u> and follow the

instructions. You will need to put your Security Holder Reference Number (*SRN*) or Holder Identification Number (*HIN*), details and

postcode.

By post: Rubicor Group Limited

C/ - Link Market Services Limited

Locked Bag A14

SYDNEY SOUTH NSW 1235

By facsimile: In Australia (02) 9287 0309

From outside Australia +61 2 9287 0309

By delivery: Link Market Services Limited

Level 12

680 George Street SYDNEY NSW 2000

To be valid, a proxy form must be received by the Company in the manner stipulated above. The Company reserves the right to declare invalid any proxy not received in this manner.

## Corporate Representatives

A body corporate which is a Shareholder, or which has been appointed as a proxy, is entitled to appoint any person to act as its representative at the Meeting. The appointment of the representative must comply with the requirements under section 250D of the Corporations Act. The representative should bring to the Meeting a properly executed letter or other document confirming its authority to act as the company's representative.

# **SHAREHOLDER QUESTIONS**

If you wish a question to be put to the Chairman of the Meeting or Auditor and you are not able to attend the Meeting, please email your question to the Company Secretary at sharad.loomba@rubicor.com.au.

To allow time to collate questions and prepare answers, questions are to be received by the Company Secretary by 5:00pm (Sydney time), Tuesday, 22 November 2011.



# Rubicor Group Limited ABN 74 110 913 365

## **EXPLANATORY STATEMENT**

This Explanatory Statement has been prepared for the information of Shareholders of the Company in relation to the business to be conducted at the Company's Meeting.

The purpose of this Explanatory Statement is to provide Shareholders with information that is reasonably required by Shareholders to decide how to vote upon the resolutions. The Directors recommend that Shareholders read this Explanatory Statement before determining whether or not to support the Resolutions.

#### **BUSINESS OF THE MEETING**

#### **Item 1: Financial Statements and Reports**

The Financial Report, Directors' Report and the Independent Auditor's Report for the financial year ended 30 June 2011 will be laid before the Meeting.

Together, the Financial Report, Directors' Report and the Independent Auditor's Report constitute the Company's 2011 Annual Report. Unless the Company's Share Registry has been notified otherwise, Shareholders will not be sent a hard copy of the Annual Report. All shareholders can view the 2011 Annual Report on the Company's website (www.rubicor.com.au) under Investor Information/Annual Report.

Following the consideration of the Reports, the Chairman will give Shareholders a reasonable opportunity to ask questions about or comment on the management of the Company.

The Chairman will also give Shareholders a reasonable opportunity to ask the Auditor questions relevant to:

- the conduct of the audit;
- the preparation and content of the Independent Auditor's Report;
- the accounting policies adopted by the Company in relation to the preparation of the financial statements; and
- the independence of the Auditor in relation to the conduct of the audit.

The Chairman will also give the Auditor a reasonable opportunity to answer written questions submitted by Shareholders that are relevant to the content of the Independent Auditor's Report or the conduct of the audit. A list of written questions, if any, submitted by Shareholders will be made available at the start of the Meeting and any written answer tabled by the Auditor at the Meeting will be made available as soon as practicable after the Meeting.



## **Item 2: Remuneration Report**

Section 250R(2) of the Corporations Act requires the shareholders to vote on an advisory resolution that the Remuneration Report be adopted.

## The Remuneration Report:

- explains Rubicor's remuneration policy and the correlation between the remuneration of employees and Rubicor's performance;
- reports the remuneration arrangements for Directors, Key Management Personnel and other Executives; and
- makes clear that the basis for remunerating Non-Executive Directors is distinct from the basis for remunerating Executives, including Executive Directors.

The Report is available from page 24 in the Company's 2011 Annual Report which is available on the Company's website (www.rubicor.com.au) under "Investor Information" then "Annual Reports".

If there is a vote of 25% or more against the Remuneration Report, and another vote of 25% or more at the 2012 AGM, then a resolution will be put to the 2012 AGM to put the Board (other than the CEO) up for re-election.

Key management personnel (and their closely related parties) whose remuneration details are contained in the Remuneration Report are excluded from voting on this resolution except where exercising a directed proxy on behalf of persons whose remuneration details are not included in the Remuneration Report.

The Directors unanimously recommend that Shareholders vote in favour of this Resolution.

# Item 3: Re-election of John Pettigrew

The ASX Listing Rules require that the Company hold an election of Directors at least once per year. The Company's Constitution requires that a Director, excluding the Managing Director, must retire each year. The retiring Director is then eligible to offer themselves for re-election by shareholders.

John joined the Company in March 2007 as a non-executive Director and was appointed Chairman of the Board on 1 April 2010. He is the Chairman of the Nomination and Corporate Governance Committee and a member of Remuneration and Human Resources Committee and the Audit and Risk Management Committee.

John was re-elected as Director at the 2008 Annual General Meeting. Pursuant to clause 20.1 of the Company's Constitution, John will retire by rotation at the Meeting – but will remain acting as a Director during the Meeting, and being eligible, offers himself for re-election as a Director at the Meeting.

John has extensive experience in senior finance and commercial roles in a number of corporations and industry sectors. Joining Stockland Trust Group in 1977 as Chief Financial Officer and becoming Finance Director in 1982, John established compliance, audit and risk management committees and led teams to accomplish several successful takeovers. He also had significant roles in structuring and managing listed property trusts, developing the first Australian stapled security and establishing domestic and international unsecured note programs for Stockland.



John is currently also a non-executive director of Astro Japan Property Group Limited.

The Directors, with John Pettigrew abstaining, recommend that shareholders vote in favour of this Resolution.



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# Rubicor Group Limited ABN 74 110 913 365

# **LODGE YOUR VOTE**

ONLINE	www.linkmarketservices.com.au

By mail:
Rubicor Group Limited
C/- Link Market Services Limited
Locked Bag A14
Sydney South NSW 1235 Australia

All enquiries to: Telephone: 1800 817 266 Overseas: +61 2 8280 7491

# SHAREHOLDER VOTING FORM

I/We being a member(s) of Rubicor Group Limited and entitled to attend and vote hereby appoint:

STEP 1	APPOINT A PROXY					
the Chairman of the Meeting¹ (mark box)  OR if you are NOT appointing the Chairman 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 or failing the person/body corporate named, or if no person/body corporate is named, the Chairman of the Meeting, as my/our proxy and to vote for me/us on my/our behalf at the Annual General Meeting of the Company to be held at 2:30pm on Tuesday, 29 November 2011, at the offices of Deloitte Touche Tohmatsu, Level 9, Grosvenor Place, 225 George Street, Sydney and at any adjournment or postponement of the meeting.  ¹ If you appoint a proxy, we encourage you to direct your proxy how to vote on each item of business.						
Important for Item 2 (Remuneration Report)  If the Chairman of the Meeting or any other KMP named in the Remuneration Report or their closely related parties is your proxy and you have not directed the proxy how to vote on Item 2, the proxy is not permitted to cast any votes as an undirected proxy.						
Proxies will only be valid and accepted by the Company if they are signed and received no later than 48 hours before the meeting. Please read the voting instructions overleaf before marking any boxes with an $X$						
STEP 2	VOTING DIRECTIONS					
<b>Resolution 2</b> Remuneration Report	For Against Abstain*					
Resolution 3 Re-election of John Pettigrew						

* If 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 or
poll and your votes will not be counted in computing the required majority on a poll.

STEP 3 SIGNA	SIGNATURE OF SHAREHOLDERS - THIS MUST BE COMPLETED				
Shareholder 1 (Individual)	Joint Shareholder 2 (Individual)	Joint Shareholder 3 (Individual)			
Sole Director and Sole Company Secreta	ry Director/Company Secretary (Delete one)	Director			

This form should be signed by the shareholder. If a joint holding, either shareholder may sign. If signed by the shareholder's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the company's constitution and the *Corporations Act 2001* (Cth).

# HOW TO COMPLETE THIS PROXY FORM

#### Your Name and Address

This is your name and address as it appears on the company's share register. If this information is incorrect, please make the correction on the form. Shareholders sponsored by a broker should advise their broker of any changes. Please note: you cannot change ownership of your shares using this form.

#### Appointment of a Proxy

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box in Step 1. If the person you wish to appoint as your proxy is someone other than the Chairman of the Meeting please write the name of that person in Step 1. If you leave this section blank, or your named proxy does not attend the meeting, the Chairman of the Meeting will be your proxy. A proxy need not be a shareholder of the company. A proxy may be an individual or a body corporate.

## Votes on Items of Business - Proxy Appointment

You should direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. All your shares will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of shares you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

If the Chairman of the meeting or another of the Key Management Personnel of the company or their closely related parties is your proxy, that person will not vote your shares on Item 2 (Remuneration Report) if you have not directed them how to vote on that item.

Key Management Personnel of the company are the Directors and those persons having authority and responsibility for planning, directing and controlling the activities of the company, directly or indirectly. The Remuneration Report identifies the company's Key Management Personnel for the financial year to 30 June 2011. Their closely related parties are defined in the *Corporations Act 2001* (Cth), and include certain of their family members, dependants and companies they control.

#### Appointment of a Second Proxy

You are entitled to appoint up to two persons as 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 telephoning the company's share registry or you may copy this form and return them both together.

To appoint a second proxy you must:

- (a) on each of the first Proxy Form and the second Proxy Form state the percentage of your voting rights or number of shares 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.
- (b) return both forms together.

## Signing Instructions

You must sign this form as follows in the spaces provided:

**Individual:** where the holding is in one name, the holder must sign.

**Joint Holding:** where the holding is in more than one name, either shareholder may sign.

**Power of Attorney:** to sign under Power of Attorney, you must lodge the Power of Attorney with the registry. If you have not previously lodged this document for notation, please attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: where the company has a Sole Director who is also the Sole Company Secretary, this form must 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. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please indicate the office held by signing in the appropriate place.

#### **Corporate Representatives**

If a representative of the corporation is to attend the meeting the appropriate "Certificate of Appointment of Corporate Representative" should be produced prior to admission in accordance with the Notice of Meeting. A form of the certificate may be obtained from the company's share registry.

# Lodgement of a Proxy Form

This Proxy Form (and any Power of Attorney under which it is signed) must be received at an address given below by 2:30pm on Sunday, 27 November 2011, being not later than 48 hours before the commencement of the meeting. Any Proxy Form received after that time will not be valid for the scheduled meeting.

Proxy Forms may be lodged using the reply paid envelope or:



# ONLINE >

# www.linkmarketservices.com.au

Login to the Link website using the holding details as shown on the proxy form. Select 'Voting' and follow the prompts to lodge your vote. To use the online lodgement facility, shareholders will need their "Holder Identifier" (Securityholder Reference Number (SRN) or Holder Identification Number (HIN) as shown on the front of the proxy form).



## by mail:

Rubicor Group Limited C/- Link Market Services Limited Locked Bag A14 Sydney South NSW 1235 Australia



## by fax:

+61 2 9287 0309



## by hand:

delivering it to Link Market Services Limited, Level 12, 680 George Street, Sydney NSW 2000.

If you would like to attend and vote at the Annual General Meeting, please bring this form with you.

This will assist in registering your attendance.