

Rubcior Group Ltd ACN 110 913 365

Level 11, 1 Alfred Street Sydney NSW 2000

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

21 October 2013

Dear Shareholder.

On behalf of the Board of Directors, I have pleasure in enclosing the Notice of Meeting for the Rubicor Group Ltd 2013 Annual General Meeting to be held at the offices of Baker & McKenzie, Level 27, A.M.P. Centre, 50 Bridge Street, Sydney on Wednesday, 27 November 2013 commencing at 12:00pm (Sydney time).

At the Meeting, Kevin Levine and I will comment on the Company's performance during the year to 30 June 2013 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 11:30am.

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.

Directors and management look forward to your attendance 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 2013 Annual General Meeting (*AGM or Meeting*) of shareholders of Rubicor Group Limited (*Company*) will be held at the offices of Baker & McKenzie, Level 27, A.M.P. Centre, 50 Bridge Street, Sydney on Wednesday, 27 November 2013 commencing at 12:00pm (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 2013.

#### 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 2013, as set out in the Directors' Report, be adopted."

## **VOTING EXCLUSION STATEMENT**

A vote on this resolution must not be cast (in any capacity) by or on behalf of the following persons:

- (a) a member of Key Management Personnel, details of whose remuneration are included in the Remuneration Report; or
- (b) a Closely Related Party of such a member.

However, a person described above may cast a vote on this resolution if:

- the person does so as a proxy appointed by writing that specifies how the proxy is to vote on the proposed resolution;
- it is cast by the person chairing the meeting as a proxy (expressly or by default) for a person who is entitled to vote, without being directed how to vote; and
- the vote is not cast on behalf of a person described in (a) or (b) above.

#### 3. Re-election of Steven Hatch

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

"That Steven Hatch, having been appointed as a Director of the Company on 3 September 2013 and who automatically retires in accordance with clause 19.5 of the Company's Constitution, and being eligible for re-election, be re-elected as a Non-Executive Director of the Company."

#### 4. Approval of the Employee Share Option Plan

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



"That, for the purposes of Exception 9(b) of ASX Listing Rule 7.2, section 260C(4) of the Corporations Act 2001 (Cth), and for all other purposes, shareholders approve the issue of securities under the "Employee Share Option Plan" as described in the Explanatory Statement accompanying and forming part of this Notice of Meeting."

### **VOTING EXCLUSION STATEMENT**

In accordance with ASX Listing Rule 14.11.1, the Company will disregard any votes cast on Resolution 4 by any Director of the Company (except one who is ineligible to participate in any employee incentive scheme in relation to the entity) on the basis that they are eligible to participate in the Employee Share Option Plan, and any associate of those Directors.

However, the Company need not disregard a vote cast on Resolution 4 if:

- it is cast by a person as proxy for a person who is entitled to vote in accordance with the directions on the proxy form; or
- it is cast by the person chairing the Meeting as proxy for a person who is entitled to vote, in accordance with a direction on the proxy form to vote as the proxy decides.

# 5. Reinstatement of proportional takeover provision in Constitution

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

"That the whole of the existing clause 13 is deleted and replaced with a new clause 13 in the same terms as specified in the Explanatory Statement to this Notice of Meeting."

By order of the Board,

SHARAD LOOMBA Company Secretary

21 October 2013



### 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 Monday, 25 November 2013 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 12.00pm (Sydney time) on Monday, 25 November 2013 (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.

**Rubicor Group Limited** By post:

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

> 1A Homebush Bay Drive Rhodes NSW 2138

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), Wednesday, 20 November 2013.



# 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 2013 will be laid before the Meeting.

Together, the Financial Report, Directors' Report and the Independent Auditor's Report constitute the Company's 2013 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 2013 Annual Report on the Company's website (www.rubicor.com.au) under Investors/Annual Reports.

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 14 in the Company's 2013 Annual Report which is available on the Company's website (www.rubicor.com.au) under "Investors/Annual Reports."

If there is a vote of 25% or more against the Remuneration Report, and another vote of 25% or more at the 2014 AGM, then a resolution will be put to the 2014 AGM to put the Board up for re-election.

#### Voting Exclusion:

The Company will disregard any votes cast on Resolution 2 in contravention of section 250R or 250BD of the Corporations Act:

- by or on behalf of a member of the Key Management Personnel whose remuneration is included in the Remuneration Report;
- by or on behalf of a closely related party (such as close family members and any controlled companies) of a member of Key Management Personnel whose remuneration is included in the Remuneration Report; or
- as a proxy of any of the above.

However, the Company need not disregard a vote cast on Resolution 2 if it is cast:

- as a proxy for a person who is entitled to vote, in accordance with the directions (For, Against or Abstain) on the proxy appointment and in accordance with the exception under section 250BD of the Corporations Act; or
- by the Chairman of the Meeting as an undirected proxy where the Chairman has been expressly authorised to exercise the proxy even if the resolution is directly or indirectly connected with the remuneration of a member of the Key Management Personnel.

The Directors abstain, in the interests of corporate governance, from making a recommendation in relation to this resolution.

## Item 3: Re-election of Steven Hatch

The Board appointed Steven Hatch as a director of the Company pursuant to clause 19.4 of the Constitution on 3 September 2013.

In accordance with clause 19.5 of the Constitution, Steve must retire from office at the 2013 AGM – but will remain acting as a Director of the Company during the AGM. He is eligible for re-election as a Director of the Company and offers himself for re-election.

Steve is a Non-Executive Director of the Company. He is also a member of the Audit and Risk Management Committee, the Remuneration and Human Resources Committee and the Nomination and Corporate Governance Committee.

Steve has more than 10 years experience in the management of and consulting to a large number of companies across Employment Services, Talent Management and Training.



Steve is a founder of the J2S Group a leading training and talent management company. Throughout his tenure at J2S, Steve took over a number of distressed businesses and restructured them to form the basis of the J2S Group. J2S was contracted by the federal government to design and deliver a program for recruitment and employment services companies on the benefits of employing mature aged workers in association with the RCSA (Recruitment and Consulting Services Association Australia & New Zealand). J2S was later awarded a further contract under the Wise Workforce program to promote mature aged employment to employers.

Steve has been involved in managing a large number of business restructurings, the most recent being a large international hospitality training and recruitment company under severe financial pressure.

Steve holds a Master of Education in Adult Education and a Master of Online Education.

The Directors, with Steve abstaining, unanimously recommend that Shareholders vote in favour of this Resolution.

## Item 4: Approval of the Employee Share Option Plan

In February 2006 (and as amended on 24 April 2007), the Board of the Company established an Employee Share Option Plan (*ESOP*) to attract, retain and motivate eligible employees by offering them an opportunity to participate in the Company's future performance through awards of Options.

The ESOP had been designed to provide specific recognition to employees whose ongoing commitment contributes to the long term success of the Company. The award of options to acquire ordinary shares in the capital of the Company (*Options*) gives eligible employees the opportunity to become shareholders in the Company and acknowledges and rewards those employees' contributions to the Company.

The ESOP was last approved by shareholders at the Company's AGM held on 25 November 2010. Since the establishment of the ESOP, the Company has granted a total of 7,190,467 Options under the ESOP. As at 20 September 2013 there are 4,114,369 Options on issue under the ESOP. The maximum number of Options on issue cannot exceed 5% of the Company's issued capital, or 5,531,400. Therefore 1,417,031 Options are available for issue.

A summary of key terms of the ESOP is set out in Annexure A to the Explanatory Statement.

#### **Corporations Act Requirements**

Section 260A of the Corporations Act provides that a company may financially assist a person to acquire shares (or units in shares) in the company or a holding company of the company only if:

- giving the assistance does not materially prejudice the interests of the company or its shareholders or the company's ability to pay its creditors;
- the assistance is approved by shareholders under section 260B; or
- the assistance is exempted under section 260C.

Section 260C(4) of the Corporations Act, provides that financial assistance is exempted from section 260A if it is given under an employee share scheme that has been approved by a resolution passed at a general meeting of the company adopting the employee share scheme. The definition of "employee share scheme" in section 9 of the Corporations Act extends to include a scheme such as the ESOP.



Resolution 4, if passed, will allow options to be granted (and shares to be issued on exercise of those options) under the ESOP for three years after the date of the general meeting without the requirement to obtain shareholder approval for the giving of financial assistance. In this context, the "financial assistance" under the ESOP is the granting of options for nil consideration to an eligible employee of the Company to obtain shares in the Company.

### **ASX Listing Rules Requirements**

Pursuant to ASX Listing Rule 7.1, a listed company is generally prevented from issuing more securities (including shares and options) than would equate to (when all other securities are aggregated) 15% of its share capital in any twelve month period, without first obtaining shareholder approval.

Under Exception 9(b) of ASX Listing Rule 7.2, an issue of securities under an employee incentive scheme is an exception to Listing Rule 7.1 if, within three years before the date of the issue, holders of ordinary securities have approved the issue of shares as an exception to Listing Rule 7.1.

If approved, any Options issued under the ESOP in the three years following the Meeting will not reduce the Company's capacity to issue further securities under ASX Listing Rule 7.1. Resolution 7 is being put to shareholders for this purpose and will allow the Company to utilise ASX Listing Rule 7.2 (Exception 9(b)) for three years from the date that Resolution 7 is passed.

Prior specific shareholder approval will be required before any Director or a related party of the Company can participate in the ESOP, pursuant to ASX Listing Rule 10.14.

A Voting Exclusion Statement is set out under the Resolution in the Notice of Meeting.

The Directors abstain, in the interests of corporate governance, from making a recommendation in relation to this resolution.

### Item 5: Reinstatement of proportional takeover provision in Constitution

Under the Corporations Act, a company may include in its constitution a provision to enable the company to refuse to register shares acquired under a proportional takeover bid unless a resolution is passed by shareholders in a general meeting approving the offer.

The Company's Constitution adopted before the Company's listing on ASX contained a proportional takeover provision in clause 13 "Proportional Takeover Bids". However that provision automatically ceased to have effect three years after the date of its adoption. Accordingly, this provision was reinstated at the 2010 AGM and will cease to have effect three years after it was reinstated (i.e. on 25 November 2013).

The provision is designed to assist shareholders to receive proper value for their shares if a proportional takeover bid is made for the Company. Accordingly, the Directors consider that it is in the best interests of Shareholders to reinstate that provision into the Company's Constitution. If the proposed resolution in Item 5 is passed, the proportional takeover provision (on the same terms as clause 13 of the Company's current Constitution) will be reinstated for a period of three years from the time the resolution is passed.

The Corporations Act requires that the following information be provided to shareholders when they are considering the inclusion of a proportional takeover provision in a company's constitution.

#### Effect of proposed provision

The effect of clause 13 is that if a proportional takeover bid is made to shareholders, the Directors are obliged to convene a meeting of shareholders to be held before the 14<sup>th</sup> day



before the last day of the bid period (**approving resolution deadline**). The purpose of the meeting is to vote upon a resolution to approve the proportional takeover bid. For the resolution to be approved, more than 50 per cent of the votes must be cast in favour of the resolution. The bidder and its associates are not entitled to vote on the resolution. Each other person who, as at the end of the day on which the first offer under the proportional takeover bid was made, held bid class shares, is entitled to vote on the resolution.

If no such resolution is voted on before the approving resolution deadline, the resolution is deemed to have been approved. This, in effect, means that shareholders as a body may only prohibit a proportional takeover bid by rejecting such a resolution.

If the resolution is approved or deemed to have been approved, transfers of shares under the proportional takeover bid (provided they are in all other respects in order for registration) must be registered.

If the resolution to approve the bid is voted on before the approving resolution deadline and is rejected, registration of any transfer of shares resulting from that proportional takeover bid are prohibited and the offer is deemed by the Corporations Act to have been withdrawn. If the bid is approved (or taken to be have been approved) the transfers must be registered if they comply with the Corporations Act and the Company's Constitution.

The renewed clause 13 will expire three years after its adoption unless renewed by a further special resolution of shareholders.

A proportional takeover provision does not apply to full takeover bids.

Reasons for proposing the resolution

Without the proportional takeover provision, a proportional takeover bid may enable control of the Company to pass without shareholders having the opportunity to sell all of their shares to the bidder. Shareholders may be exposed to the risk of being left as minority shareholders in the Company and of the bidder being able to acquire control of the Company without payment of an adequate control premium for their shares.

The proposed proportional takeover provision lessens this risk because it allows shareholders to decide whether a proportional takeover bid is acceptable (in principle) and should be permitted to proceed.

No knowledge of any acquisition proposals

As at the date of this Notice, no Director is aware of any proposal by any person to acquire, or to increase the extent of, a substantial interest in the Company.

Potential advantages and disadvantages for the Directors and shareholders

While the reinstatement of clause 13 will allow Directors to ascertain the view of shareholders on any proportional takeover bid, it does not otherwise offer any advantage or disadvantage to the Directors who remain free to make their own recommendations as to whether the bid should be accepted.

The Directors consider that it is a potential advantage to all shareholders that they have the opportunity to consider and vote on any proposed proportional takeover bid at a general meeting. For a proportional takeover bid to be approved, it must be approved by more than half of the shares voted at the meeting excluding the shares of the bidder and its associates. This may assist to ensure a potential bidder formulates its offer in a way that would be attractive to a majority of shareholders, including appropriate pricing. It may also have the effect of not allowing control of the Company to pass without payment of a control premium.



As to the possible disadvantages of clause 13, it may be perceived that the provision may impose a hurdle on the success of, and may discourage the making of, proportional takeover bids for shares in the Company. This may be thought to potentially remove or reduce any speculative element of the market price of the Company's shares arising from the possibility of a proportional takeover bid and reduce opportunities for shareholders to sell some of their shares at a premium. The presence of clause 13 may also be considered an additional restriction on the ability of individual shareholders to deal freely with their shares.

During the period in which the previous proportional takeover provision was in effect, the advantages and disadvantages outlined above have applied.

The Board considers that the potential advantages for shareholders of the proportional takeover bid provision outweigh the potential disadvantages.

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



#### **Annexure A**

## Summary of key terms of ESOP (the subject of Resolution 4)

#### Participants in the Plan

 The Board may award Options (*Award*) to any full-time or permanent part-time employee or Director of the Company or a subsidiary of the Company (*Eligible Employees*), in the form of an "Award Invitation" at the discretion of the Board.

## Terms of Options

- An Award Invitation need not be the same for each Eligible Employee.
- The Board may make an Award to any Eligible Employee (or is or her nominees, as approved by the Board) on receipt of an acceptance of an Award Invitation in a form approved by the Board.
- Awards will generally be made for no more than nominal consideration.
- In issuing Award Invitations, the Board may determine, in relation to each Award Invitation:
  - the number of Options to be awarded to any Eligible Employees;
  - the dates on which the Options are to be granted (as stated in the Award Invitation);
  - o the exercise price of an Option;
  - o the period during which the Options may be exercised; and
  - o and all other terms and conditions of the Award (including any performance conditions applicable to the Award).
- An Option may only be exercised at or during the time determined by the Board, as set out in the relevant Award Invitation (which may be at one time, from time to time, periodically or otherwise). The Options will vest and become exercisable upon satisfaction of the conditions specified in the Award Invitation and in accordance with the ESOP.
- Ordinary shares issued on the exercise of an Option entitle its holder to be issued fully paid ordinary shares (**Shares**).
- If a Participant who receives Options under the ESOP suffers a change of control or ownership, then the Board may require that the Option be immediately transferred to a person determined by the Board.

# Limit of Options

- The Board may issue up to \$1,000 worth of Shares to each or any Eligible Employee for no consideration up to two times per calendar year (*Gift*).
- The maximum number of Options that may be granted under an Award Invitation or Gift offer at any one time (as calculated in accordance with the ESOP), must not exceed 5% of the Company's issued share capital.
- An Option under the ESOP expires on the earlier of:
  - o the expiration date specified by the Board in the Award Invitation;
  - the date on which any conditions relating to the exercise of the Option can no longer be satisfied; and



- the date that the holder of the Option ceases to be an Eligible Employee for any reason, and unless the Option has already been exercised or lapsed, the Option will automatically lapse on the expiration date.
- Unless otherwise permitted by the ASX Listing Rules, the number of Shares which a
  person who accepts an Award Invitation under the ESOP (*Participant*) is entitled to
  receive on exercise of an Option will only be adjusted in accordance with the ESOP.
- Shares allotted upon exercise of the Options will rank equally with the Company's other ordinary shares, and the Company will apply for quotation of those Shares.
- No dividends or other distribution will accrue or be paid in respect of the Options.
- Subject to the relevant Award Invitation, Options granted under the ESOP and any interest in those Awards or Options, are not transferable or assignable by the Participant (and no security interest may be granted over any Award or Option) otherwise than as determined by the Board.

#### Future issues of Shares

- A Participant under the ESOP will not be entitled to participate in new issues of Shares made by the Company to holders of its Shares without exercising the Option before the record date for determining entitlements to the relevant share issue.
- If, prior to the exercise of an Option, the Company makes a bonus issue to holders of its Shares and an Option is not exercised prior to the record date for determining entitlements to that bonus issue, the Option will, when exercised, entitle the Participant to one Share plus the number of bonus Shares which would have been issued to the Participant if the Option had been exercised prior to the relevant record date.

# Reorganisation of capital

• If, prior to the exercise of an Option, the Company undergoes a reorganisation of capital (other than by way of a bonus issue or issue for cash), the terms of the Options of the Participant will be amended to the extent necessary to comply with the ASX Listing Rules as they apply at the relevant time.

#### Takeover bid

• If a takeover bid is made to acquire all of the issued Shares of the Company, or a scheme of arrangement, selective capital reduction or other transaction is initiated which has an effect similar to a full takeover bid for all of the issued Shares in the Company, then each Participant is entitled to accept the takeover bid or participate in the other transaction in respect of all or part of their Options. The Board may, in its discretion, waive unsatisfied conditions relating to some or all of the Options in the event of such a takeover or other similar transaction.

#### Termination or amendment of ESOP

• The Board may at any time terminate or amend the ESOP, in accordance with applicable laws and the ASX Listing Rules.

The full Terms and Conditions of the ESOP are available on the website of the Company (www.rubicorgroup.com.au), under "About Us" then "Corporate Governance".



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

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By fax: +61 2 9287 0309



All enquiries to: Telephone: +61 2 9287 0309

# SHAREHOLDER PROXY FORM

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

STEP 1		1	APPOINT	A PROXY								
of the Meeting properties (mark box)	of the Meeting please write the name of the person or body corporate (excluding the											
If no person/body corporal at the Annual General Me McKenzie, Level 27, AMP authorise the Chairman or remuneration of a membe	eeting of the Comp Centre, 50 Bridgo of the Meeting to or of the key manag	any to be he e <b>Street, Syc</b> exercise my/ ement perso	eld at 12:00 Iney and at our proxy e nnel.	noon on Wedr any adjournment even if the reso	nesday, 2 nt or pos lution is	27 November 20 tponement of the connected direction of the connected direct	13, at o e meetir	ffices of E	B <b>aker &amp;</b> kpressly			
The Chairman of the Mee	ting intends to vo	te undirecte	ed proxies ii	1 favour of all it	ems of b	usiness.						
Proxies will only be valid and Please read the voting instr				<u> </u>	ed no lat	er than 48 hours	before	the meeti	ng.			
STEP 2 VOTING DIRECTIONS												
ORDINARY RESOLUTIO	NS			SPECIAL RE	SOLUT	ION						
Resolution 1 Remuneration Report	For	Against	Abstain*	Resolution 4	of propo	rtional takeover	For	Against	Abstain*			
Resolution 2 Re-election of Steven Hatch												
<b>Resolution 3</b> Approval of the Employee Sh Option Plan	nare											
* If you mark the Absta poll and your votes w						te on your behal	f on a sh	ow of han	ds or on a			
STEP 3		IMPORTA	NT - VOT	ING EXCLUSI	IONS							
how to vote as you the Chairman of t cast by him/her for and you have not will not be counted	f the Meeting is ap our proxy in respec the Meeting may ex or that Item, other directed your prox ed in calculating the the Meeting intend	t of Item 3 a ercise your p than as proxy ky how to vot e required m	bove, please roxy even the pholder, woute, the Chain najority if a	e place a mark in lough he/she has ald be disregarde rman of the Mee poll is called on	n this box an intered d because ting will this Item	<ul> <li>By marking things</li> <li>the outcomes</li> <li>of that interest</li> <li>not cast your von</li> </ul>	s box, yo e of that If you c	u acknowl Item and lo not marl	edge that that votes k this box			
STEP 4	SIGNATURE	OF SHARI	EHOLDER	S - THIS MUS	T BE CO	DMPLETED						
Shareholder 1 (Individual)		Joint Shareh	older 2 (Indi	vidual)		Joint Shareholder	3 (Indivi	dual)				
Sole Director and Sole Compa	any Secretary	Director/Con	nnany Secre	tary (Delete one)	<b>)</b>	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 appoint someone other than the Chairman of the Meeting as your proxy, you will also be appointing the Chairman of the Meeting as your alternate proxy to act as your proxy in the event the named proxy does not attend the meeting.

#### Votes on Items of Business - Proxy Appointment

You may 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.

#### 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. The appointment of the Chairman of the Meeting as your alternate proxy also applies to the appointment of the second proxy.

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 **12:00 noon on Monday, 25 November 2013,** 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, 1A Homebush Bay Drive, Rhodes NSW 2138 or Level 12, 680 George Street, Sydney NSW 2000.