

THE SAX INSTITUTE

ACN 095 542 886

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the members of The Sax Institute is to be held at the Commonwealth Bank, Darling Park, Level 19, Tower 1, 201 Sussex Street, Sydney NSW 2000 at on Wednesday 30 November 2016 at 4.00pm.

ORDINARY BUSINESS

1. To receive the Financial Report of the Company and the Director's Report for the year ended 30 June 2016, together with the Auditor's Report.
2. To receive the Chairman's report.
3. To receive the report of the Chief Executive Officer.
4. To declare the results of the election of Ordinary Member Directors held on 29th November 2016.

SPECIAL BUSINESS

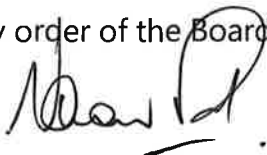
5. Amendment to Clause 22.4 of the Institute's Constitution

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

Clause 22.4 be amended with effect from the close of the Meeting to "A minimum of five (5) Directors holding office at the time of the meeting are required to be present to constitute a quorum unless a greater number is otherwise determined by the Directors. The quorum must be present at all times during the meeting, either in person, by phone, video or other electronic means"

Dated this 4th day of November 2016

By order of the Board of Directors



Company Secretary

If you are unable to attend, please complete and return the attached Proxy Form. All members are encouraged to attend this meeting, to meet with your Directors, other Members and our invited guest Dr Abdul Ghaffar.

EXPLANATORY NOTE ON SPECIAL BUSINESS

Item 5: Amendment to Clause 22.4 of the Institute's Constitution

The proposed change to this clause is to ensure that a quorum remains at all times during meetings and that Directors are able to participate in meetings via electronic means. Any business transacted without a quorum being present is null and void. By amending this clause to change the quorum to a defined number and allowing attendance by phone or other electronic means, the Institute will be able to avoid unnecessary delays in getting matters approved by the Board.

The Board of Directors recommend that the members vote in favour of this resolution.

Voting Procedure at the General Meeting

A special resolution requires 75% or more of votes cast at the meeting to be in favour of the resolution for it to be passed.

Proxy Form

I, _____ of _____ being
a member of The Sax Institute (the Institute) ACN 095 542 886 do hereby appoint

Name of Proxy

OR

The Chairman / CEO / Company Secretary* as my proxy to act generally on my behalf and to vote in accordance with the directions (or if no directions have been given, and to the extent permitted by law, as the proxy sees fit) at the Annual General Meeting of the Institute to be held at Darling Park, Level 19, Tower 1, 201 Sussex Street, Sydney NSW 2000 on Wednesday 30 November 2016 at 4.00pm and at any adjournment or postponement of that Meeting.

Items of Business

		For	Against	Abstain
Item 5	Amendment to Clause 22.4 of the Institute's Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed this _____ day of November 2016

Signature of Member

Name of Organisation: _____

Address of Organisation: _____

Notes

1. A Member who is entitled to attend and cast a vote is entitled to appoint a proxy. A proxy does not have to be a member of the Institute. If the proxy form is signed by the Member's attorney, a certified copy of the authority appointing the attorney must be lodged together with the proxy form.
2. The completed proxy must be lodged no later than 48 hours before the meeting i.e. by 4.00pm on Monday 28 November 2016.
3. Proxy forms can be lodged by:
 - a. Mail to: PO Box K617, Haymarket NSW 1240
 - b. Fax to: 02 9188 9501
 - c. Hand to: Level 13, 235 Jones Street, Ultimo NSW 2007
 - d. Email: norm.pack@saxinstitute.org.au