

# SERVCORP LIMITED

ABN 97 089 222 506

## NOTICE OF ANNUAL GENERAL MEETING

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Date: **Wednesday 13 November 2013**

Time: **5:00pm (AEDT)**

Place: **Level 36  
Gateway  
1 Macquarie Place  
Sydney NSW 2000**

TO BE VALID, FORMS OF PROXY FOR USE AT THE ANNUAL GENERAL  
MEETING MUST BE COMPLETED AND RETURNED TO THE COMPANY  
NO LATER THAN  
5:00PM (AEDT) ON 11 NOVEMBER 2013

# Details of the Meeting

## Getting There

### Train

The closest train station is Circular Quay. Wynyard station and Martin Place station are also in close proximity. For information about train times, please call 131 500.

### Bus

The closest main bus terminal is at Circular Quay (for eastern and southern suburbs routes). For more information about bus routes and timetables, please call 131 500.

### Ferry

The Circular Quay ferry terminal is within short walking distance. For more information about ferry timetables, please call 131 500.

### Parking

The closest parking station is Secure Parking situated at Atrium, 35 Pitt Street. Entry is via Underwood Lane.

### Access

The best access to Gateway is via Reiby Place.

### Information about Servcorp

You can read about Servcorp's performance for the 2013 financial year in its annual report, which is available online at [www.servcorp.com.au](http://www.servcorp.com.au).

### Further Information

If you would like any further information regarding the Annual General Meeting, please contact the Company's share registry on 1300 737 760 if calling from within Australia or +61 2 9290 9600 from outside Australia.



## Notice of 2013 Annual General Meeting

NOTICE IS HEREBY GIVEN that the fourteenth Annual General Meeting of the members of Servcorp Limited ACN 089 222 506 (**Servcorp** or the **Company**) will be held at Level 36, Gateway, 1 Macquarie Place, Sydney on Wednesday 13 November 2013 at 5:00pm (AEDT).

### Business

#### Item 1 Financial and other reports

To receive and consider the Company's financial report, the directors' report and the auditor's report for the financial year ended 30 June 2013.

#### Item 2 Re-election of director

To consider and, if thought fit, to pass the following ordinary resolution:

- (a) "That Mr Bruce Corlett, who retires by rotation in accordance with rule 6.1(f) of the Company's Constitution and, being eligible, offers himself for re-election, be re-elected as a director of the Company."

#### Item 3 Remuneration report

To consider and, if thought fit, to pass the following non-binding resolution:

"That the Company's remuneration report for the financial year ended 30 June 2013 be adopted."

#### Item 4 Other business

To transact any other business that may be legally brought forward.

An explanation of the proposed resolutions is set out in the Explanatory Memorandum which forms part of this Notice of Meeting.

By order of the Board



**G L Pearce**  
Company Secretary

Sydney, 8 October 2013

# Proxies and Voting

## Determination of membership and voting entitlement

For the purpose of determining a person's entitlement to attend and vote at the meeting, a person will be recognised as a member of the Company and the holder of shares if that person is registered as a holder of those shares at 7:00pm (AEDT) on 11 November 2013.

## Votes of members

On a show of hands, each member present in person or by proxy (or, in the case of a body corporate, by a representative) at the meeting shall have one vote.

On a poll, every member present in person or by attorney or by proxy (or, in the case of a body corporate, by a representative) shall have one vote for each share held by him, her or it provided that all shares are fully paid.

## Method of Voting

Members can vote in one of three ways:

- attending the meeting in person; or
- lodging a direct vote; or
- appointing a proxy to attend the meeting on their behalf.

Members can direct vote electronically via email link or lodge proxy forms online, by fax, by post or by hand.

## Proxies

If you are entitled to attend and vote at the meeting, you can appoint a proxy to attend and vote on your behalf.

- (a) a member entitled to cast two or more votes may appoint no more than two proxies;
- (b) an instrument appointing a proxy must be in the form of the proxy form attached to this Notice of Annual General Meeting;
- (c) where more than one proxy is appointed, each proxy must be appointed to represent a specified proportion of the member's voting rights. If a member appoints two proxies, and the appointment does not specify the proportion of the member's voting rights which each proxy may exercise, each proxy may exercise one-half of the voting rights;
- (d) a proxy need not be a member of the Company;
- (e) a proxy form may specify the manner in which the proxy is to vote in respect of a particular Resolution and, where a proxy form so provides, the proxy is not entitled to vote on the Resolution except as specified in the proxy form;
- (f) if a member appoints the Chairman of the meeting as the member's proxy and does not specify how the Chairman is to vote on an item of business, the Chairman will vote, as proxy for that member, in favour of that item (except as specified in the voting exclusions in this Notice of Annual General Meeting);
- (g) a proxy has the authority to vote on the member's behalf as he or she thinks fit, on any motion to adjourn the Meeting, or any other procedural motion, unless the member gives a direction to the contrary;
- (h) a valid proxy form will be deemed to confer authority to demand or join in demanding a poll;
- (i) to be valid, a proxy form must be signed by the member or the member's attorney or, if the member is a corporation, executed in accordance with the corporation's constitution and the Corporations Act (and may be signed on behalf of the corporation by its attorney); and
- (j) to be valid, a proxy form and the power of attorney or other authority (if any) under which it is signed (or an attested copy of it) must be received by no later than 5:00pm (AEDT) on 11 November 2013, being 48 hours prior to the commencement of the meeting.

### With the Company:

- in person: Servcorp Limited  
Level 12 MLC Centre  
19 Martin Place  
SYDNEY NSW 2000

### With the Company's share registry:

- online [www.boardroomlimited.com.au/servcorpagm2013](http://www.boardroomlimited.com.au/servcorpagm2013)

Or - in person: Boardroom Pty Limited  
Level 7  
207 Kent Street  
SYDNEY NSW 2000  
Australia

Or - by mail: Boardroom Pty Limited  
GPO Box 3993  
SYDNEY NSW 2001  
Australia

Or - by facsimile 1300 653 459  
+61 2 9290 9655

# Explanatory Memorandum

## Introduction

This Explanatory Memorandum contains the information needed for Servcorp's members to consider the items in the accompanying Notice of Annual General Meeting.

This Explanatory Memorandum, as well as the Notice of Annual General Meeting should be read carefully and in their entirety.

## Item 1 Financial and other reports

The financial report, directors' report and the auditor's report for Servcorp for the year ended 30 June 2013 will be laid before the meeting in accordance with the Corporations Act 2001. There is no requirement for shareholders to approve these reports.

The Chairman will allow a reasonable opportunity for members' questions and comments about the management of Servcorp.

The auditor of Servcorp will be available to take members' questions and comments about the conduct of the audit and the content of the auditor's report.

## Item 2 Re-election of director

The Company's Constitution specifies that an election of directors must take place each year. Any director appointed by the Board since the last Annual General Meeting, and one-third of the Board (rounded down, if necessary, to the nearest whole number), excluding the Managing Director, and any other director who has held office for three or more years since they were last elected, must retire from office at each Annual General Meeting.

(a) **Bruce Corlett** AM, BA LLB

Chair  
Independent non-executive director

Member of Audit and Risk Committee  
Appointed October 1999

For more than 30 years Bruce has been a director of many publicly listed companies. He has an extensive business background involving a range of industries including banking, property and maritime. His other publicly listed directorship is Chair of The Trust Company Limited. Bruce is also Chair of the Mark Tonga Perpetual Relief Trust, Chair of Lifestart Co-operative Limited and an Ambassador of The Australian Indigenous Education Foundation.

*The directors (with Mr Corlett abstaining) unanimously support the re-election of Mr Corlett and recommend that members vote in favour of this resolution.*

## Explanatory Memorandum (continued)

### Item 3 Remuneration report

The remuneration report is included on pages 57 to 65 of the Company's 2013 annual report.

The report explains the Company's policies for determining key management personnel remuneration and the relationship between the remuneration and the Company's performance and sets out remuneration details for each director and for each member of the key management personnel.

The Corporations Act 2001 requires listed companies to put the remuneration report for each financial year to a resolution of members at their Annual General Meeting.

During this item there will be opportunity for members at the meeting to comment on and ask questions about the remuneration report.

Under the Corporations Act 2001 the vote on the proposed resolution in item 3 is advisory only and will not bind the directors or the Company. However, the Board will take the outcome of the vote and comments made by members into consideration when reviewing the remuneration practices and policies of the Company.

As a result of amendments to the Corporations Act 2001 known generally as the 'two strikes rule', if 25% or more of votes that are cast are voted against the adoption of the remuneration report at two consecutive Annual General Meetings, members will be given the opportunity to vote at the second of those Annual General Meetings on a resolution ('spill resolution') that another meeting be held within 90 days at which all of the Company's directors (other than the Managing Director) must stand for re-election.

*The directors recommend that members vote in favour of this resolution. The Chairman intends to vote available proxies given to him "For" the adoption of the remuneration report.*

## Voting exclusion statement

### Item 3 Remuneration report

The Corporations Act 2001 prohibits any votes being cast on the Resolution in item 3 by or on behalf of a person who is disclosed in the remuneration report as a member of the key management personnel of the Company (which includes the directors and the Chairman) or a closely related party of that member. A closely related party is defined in the Corporations Act 2001 and includes certain family members, dependants and companies controlled by the key management personnel. However, such a person may cast a vote on item 3 if they do so as a proxy for a person who is permitted to vote:

- (a) in accordance with a direction on the Proxy Form;
- (b) by the Chairman of the meeting pursuant to an express authorisation on the Proxy Form.

If you appoint as your proxy any other director of the Company, any other of its key management personnel or any of their closely related parties (as that term is defined in the Corporations Act 2001), and you do not direct that person to vote, that person will not vote your proxy on that item of business.

# SERVCORP LIMITED

ABN 97 089 222 506

## All Correspondence to:

✉ By Mail Boardroom Pty Limited  
GPO Box 3993  
Sydney NSW 2001 Australia

Level 7, 207 Kent Street,  
Sydney NSW 2000 Australia

📠 By Fax: +61 2 9290 9655

💻 Online: [www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)

☎ By Phone: (within Australia) 1300 737 760  
(outside Australia) +61 2 9290 9600

## YOUR VOTE IS IMPORTANT

For your vote to be effective it must be recorded before 5:00pm (AEDT) on Monday 11 November 2013.

### 🖥 TO VOTE ONLINE

STEP 1: VISIT [www.boardroomlimited.com.au/vote/servcorpagm2013](http://www.boardroomlimited.com.au/vote/servcorpagm2013)

STEP 2: Enter your holding/investment type:

STEP 3: Enter your Reference Number:

STEP 4: Enter your Voting Access Code:

PLEASE NOTE: For security reasons it is important you keep the above information confidential.

### TO VOTE BY COMPLETING THE PROXY FORM

#### STEP 1 APPOINTMENT OF PROXY

Indicate who you want to appoint as your Proxy.

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box. If you wish to appoint someone other than the Chairman of the Meeting as your proxy please write the full name of that individual or body corporate. 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 security holder of the Company. Do not write the name of the issuer company or the registered securityholder in the space.

#### Appointment of a Second Proxy

You are entitled to appoint up to two proxies to attend the meeting and vote. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by contacting the Company's securities registry or you may copy this form.

To appoint a second proxy you must:

- Complete two Proxy Forms. On each Proxy Form state the percentage of your voting rights or the number of securities 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.
- Return both forms together in the same envelope.

#### STEP 2 VOTING DIRECTIONS TO YOUR PROXY

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

#### Proxy which is a Body Corporate

Where a body corporate is appointed as your proxy, the representative of that body corporate attending the meeting must have provided an "Appointment of Corporate Representative" prior to admission. An Appointment of Corporate Representative form can be obtained from the Company's securities registry.

#### STEP 3 SIGN THE FORM

The form must be signed as follows:

**Individual:** This form is to be signed by the securityholder.

**Joint Holding:** Where the holding is in more than one name, all the securityholders should sign.

**Power of Attorney:** To sign under a Power of Attorney, you must have already lodged it with the registry. Alternatively, attach a certified photocopy of the Power of Attorney to this form when you return it.

**Companies:** This form must be signed by a Director jointly with either another Director or a Company Secretary. Where the Company has a Sole Director who is also the Sole Company Secretary, this form should be signed by that person. **Please indicate the office held by signing in the appropriate place.**

#### STEP 4 LODGEMENT

Proxy forms (and any Power of Attorney under which it is signed) must be received no later than 48 hours before the commencement of the meeting, therefore by **5:00pm (AEDT) on Monday, 11 November 2013**. Any Proxy Form received after that time will not be valid for the scheduled meeting.

Proxy forms may be lodged using the enclosed Reply Paid Envelope or:

🖥 Online [www.boardroomlimited.com.au/vote/servcorpagm2013](http://www.boardroomlimited.com.au/vote/servcorpagm2013)

📠 By Fax + 61 2 9290 9655

✉ By Mail Boardroom Pty Limited  
GPO Box 3993,  
Sydney NSW 2001 Australia

👤 In Person Level 7, 207 Kent Street,  
Sydney NSW 2000 Australia

#### Attending the Meeting

If you wish to attend the meeting please bring this form with you to assist registration.

**Your Address**  
 This is your address as it appears on the Company's share register. If this is incorrect, please mark the box with an "X" and make the correction in the space to the left. Securityholders sponsored by a broker should advise their broker of any changes. **Please note, you cannot change ownership of your securities using this form.**

**PROXY FORM**

**STEP 1 APPOINT A PROXY**

I/We being a member/s of Servcorp Limited and entitled to attend and vote hereby appoint

Appoint the **Chairman of the Meeting (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 below

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chairman of the Meeting as my/our proxy at the Annual General Meeting of the Company to be held at **Level 36, Gateway, 1 Macquarie Place, SYDNEY NSW 2000 on Wednesday, 13 November, 2013 at 5:00pm** and at any adjournment of that meeting, to act on my/our behalf and to vote in accordance with the following directions or if no directions have been given, as the proxy sees fit.

Chairman authorised to exercise undirected proxies on remuneration related matters: If I/we have appointed the Chairman of the Meeting as my/our proxy or the Chairman of the Meeting becomes my/our proxy by default and I/we have not directed my/our proxy how to vote in respect of items I/we expressly authorise the Chairman of the Meeting to exercise my/our proxy in respect of this item even though item 3 is connected with the remuneration of a member of key management personnel for Servcorp Limited.

The Chairman of the Meeting will vote all undirected proxies in favour of all Items of business (including Item 3). If you wish to appoint the Chairman of the Meeting as your proxy with a direction to vote against, or to abstain from voting on an item, you must provide a direction by marking the 'Against' or 'Abstain' box opposite that item.

**STEP 2 VOTING DIRECTIONS**

\* 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 on a poll and your vote will not be counted in calculating the required majority if a poll is called.

		For	Against	Abstain*
Item 2	To re-elect Bruce Corlett as a director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 3	To adopt the Remuneration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 3 SIGNATURE OF SHAREHOLDERS**

This form must be signed to enable your directions to be implemented.

Individual or Securityholder 1	Securityholder 2	Securityholder 3
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Sole Director and Sole Company Secretary	Director	Director / Company Secretary

Contact Name..... Contact Daytime Telephone..... Date / / 2013