



Skyline Enterprises Limited Virtual Annual Meeting Guide 2023

Further to recent communications, Skyline Enterprises Limited will hold its 56th Annual Shareholders' Meeting as a virtual meeting via the Zoom online platform.

Agenda

The meeting agenda is set out in the Notice of Annual Meeting.

As a reminder, by attending the virtual meeting you will be able to both view the presentation and hear any discussion. You will also be able to vote as all resolutions will be conducted by poll through the online platform.

Proxies

As normal any proxy appointed by the previously posted form may attend the online meeting and vote for you. All proxies previously received will remain valid, unless withdrawn by 3pm Monday 9 October 2023.

The Company will also accept any additional proxies up to 3pm Monday 9 October 2023.

Date: Wednesday 11 October 2023 beginning at 3pm

Venue: Online via the Zoom online platform

To attend the meeting, you must follow the below steps:

- 1. send an email to agm@skyline.co.nz confirming that you wish to attend**
- 2. register for the meeting on the Zoom online platform**
- 3. download the Zoom application**
- 4. use the link sent from your registration set-up to access the meeting on the day**

More detail on each step including how to vote and ask questions including applicable screenshots is included below.

If you have any questions please contact the Company Secretary via email: agm@skyline.co.nz



How to join the Virtual Annual Meeting

There are 5 key steps to joining and participating in Skyline's virtual Shareholder's Meeting. [Click here for a step-by-step video guide](#) or read the steps below.

Step 1. Confirming attendance

- Email agm@skyline.co.nz to confirm your attendance at the meeting (if you haven't).

Step 2. Registering

- An email will be sent to the email address that was used in Step 1 to confirm attendance.
- This email will look like the one below and set-out the instructions on how to register for the meeting on the Zoom online meeting platform.
- A link to this guide will also be included in that email.

Note: if you don't receive the email check your Junk / Spam. The email will be from agm@skyline.co.nz.

Figure 1.

Dear Shareholder,
Thank you for confirming your attendance at Skyline Enterprises Limited Annual Shareholders' Meeting on **Wednesday 11th October 2023** at 3pm.
This meeting will be held online, and you must register in advance for the meeting using the link below.

Please click on the link and complete your details:
https://us06web.zoom.us/webinar/register/WN_q4d2plrRTO3kkzAYx96hw
Please note that this is not the link that you will use to access the meeting.

Accessing the meeting

Once registered you will be sent a confirmation email containing information about joining the webinar.
Please remember that to access the meeting on the day you will need to use the same email address that you registered prior.
Attached are instructions on how to register and access the meeting, as well as how to vote and ask questions in the meeting. You can also access these instructions using thi:

Questions

Please email agm@skyline.co.nz if you have any questions regarding the set-up or wish to submit a question to the Directors to be addressed at the meeting. Please note, if n
If you would like to see a copy of the Company's Constitution marked up with the changes proposed in the Special Resolution please email agm@skyline.co.nz.

- Clicking on the link in the email you have received (outlined in red in the image above) will take you to the following screen on your web browser (figure 2)



Figure 2

- Below is the web browser screen that will show after you click the registration link from your email.



The screenshot shows a registration page for "The Skyline Annual General Meeting 2023". At the top is a landscape image of a golf course. Below the image is the title "The Skyline Annual General Meeting 2023". Underneath, the date and time are listed as "Oct 5, 2023 03:00 PM in Auckland, Wellington". A description field contains the Skyline logo. The registration form includes fields for "First Name*", "Last Name*", and "Email Address*". A "Register" button is highlighted with a red box. A disclaimer at the bottom states: "Information you provide when registering will be shared with the account owner and host and can be used and shared by them in accordance with their Terms and Privacy Policy."

- Enter your details and click on the blue "Register" button to complete your registration.



- You will then see the below “approval” screen on your web browser.

Figure 3



You have successfully registered

Please check the confirmation email sent to

Topic	The 2023 Skyline Enterprises Annual General Meeting
Date & Time	Selected Sessions: Oct 11, 2023 03:00 PM
Description	Please enter your name and the email address registered with Skyline Enterprises for seamless access to the Annual General Meeting, to be held via Zoom on Wednesday, October 11th from 3 to 4pm.

- You will also be sent the following email on page 5 confirming your registration which also includes the same link to the meeting.
- It is a good idea to add the meeting invite to your calendar or keep this email to hand.



Figure 4.



Hi,
Thank you for registering for The Skyline Annual General Meeting 2023. You can find information about this webinar below.

Date & Time: Oct 5, 2023 03:00 PM Auckland, Wellington
Webinar ID: 825 1064 0599
Passcode: 083205

Add to: [Google Calendar](#) [Outlook Calendar\(.ICS\)](#) [Yahoo Calendar](#)

To edit or cancel your registration details, click [here](#). You can cancel your registration before Oct 5, 2023 03:00 PM.

Please submit any questions to: agm@skyline.co.nz
Thank you!

WAYS TO JOIN THIS WEBINAR

- Join from PC, Mac, iPad, or Android

[Join Webinar](#)

If the button above does not work, paste this into your browser:
https://us06web.zoom.us/j/82510640599?tk=5bCOe5bwYj55eTmGn8FKnwQT-g_qHoJeBiUfKil_3HPY_DQOAAAAATNgR11xZHOC1lUzJoRVRIZU70eT7ZMIXU2R3AA&pwd=EMzhogCxMITJauSJv41YhLLVv6gQKp.1&uuld=WN_pHDDN7qvSYIRizWVMIP2p//

To keep this webinar secure, do not share this link publicly.

- You can use the blue **JOIN WEBINAR** buttons shown above (Figure 4) to access the meeting at the allotted time on **Wednesday 11 October**.
- You will also be sent a reminder email on the morning of the meeting from ZOOM.



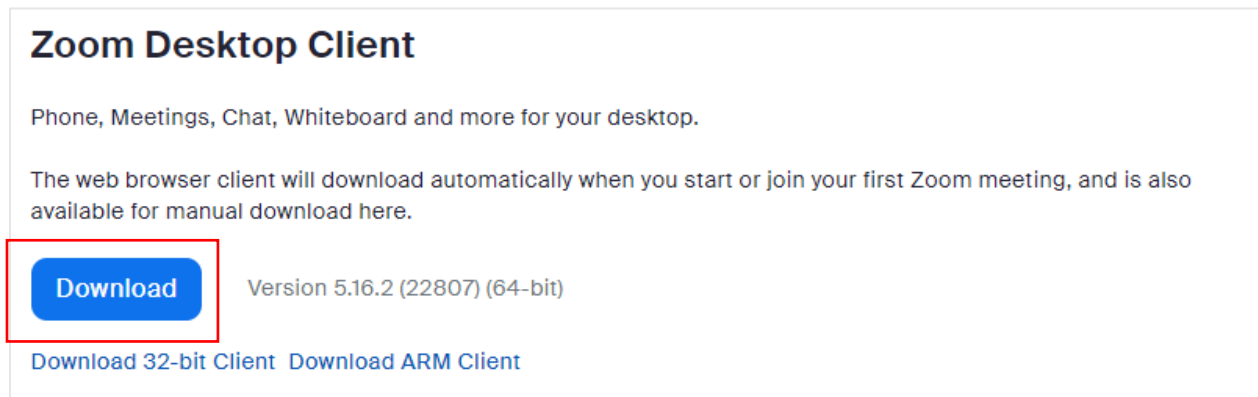
Step 3. Downloading Zoom

- If you haven't already now is a good time to download the Zoom application in preparation for the meeting
- [Click here to watch a video on how to download Zoom](#)

On a laptop or desktop computer (Mac or PC)

- Go to <https://zoom.us/download> and select the blue "Download" button for "Zoom Client for Meetings" as shown in the image below.

Figure 5



- This will download the Zoom application ready for use.

Note, when you first access a Zoom meeting the application will automatically be downloaded.

If you have already downloaded Zoom simply follow the prompts to launch the meeting from the link in the registration email.

*If you are unsure if you have downloaded Zoom previously, follow the above steps to reconfirm.

On a mobile device including an iPad

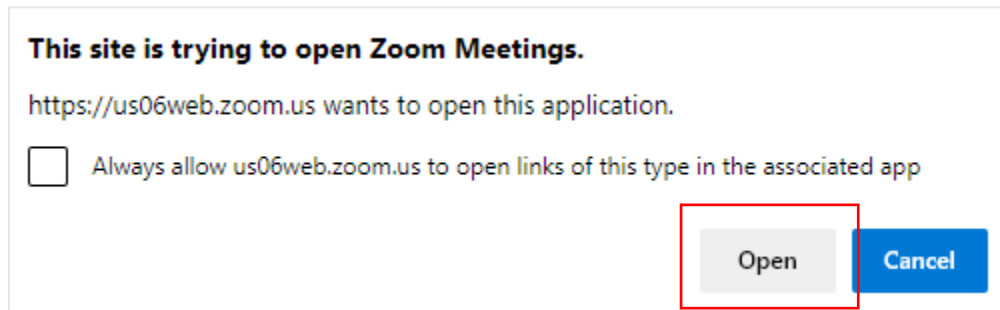
- Download the Zoom application from the respective Apple iOS app store or Android Google Play store.
- Click on the above link from your registration confirmation email and you will automatically be taken to the meeting within the application.



Step 4. Accessing the meeting

- From Wednesday 11 October at 2.45 pm, 15 minutes before the meeting is scheduled to commence, you may use the link to join the meeting from the registration email.
- The below pop-up will show (figure 6) – click open to launch meeting

Figure 6



- If the above pop-up does not show, click on 'Launch Meeting'

Figure 7

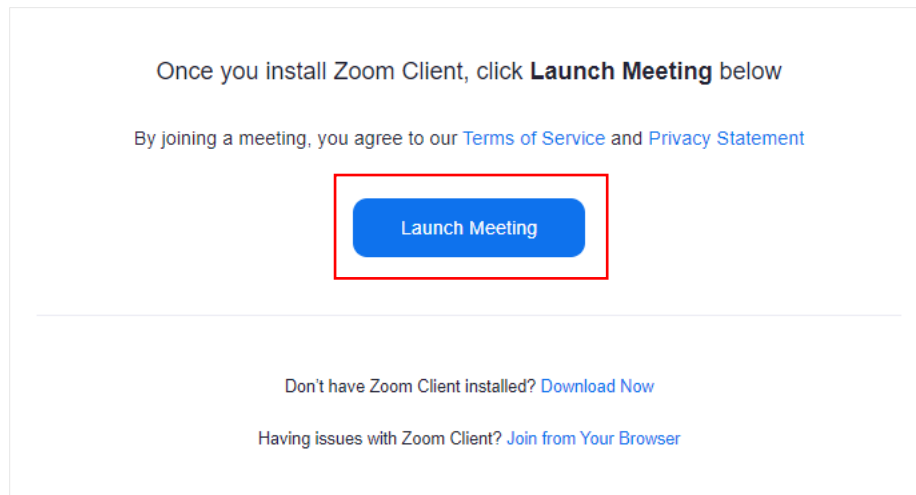
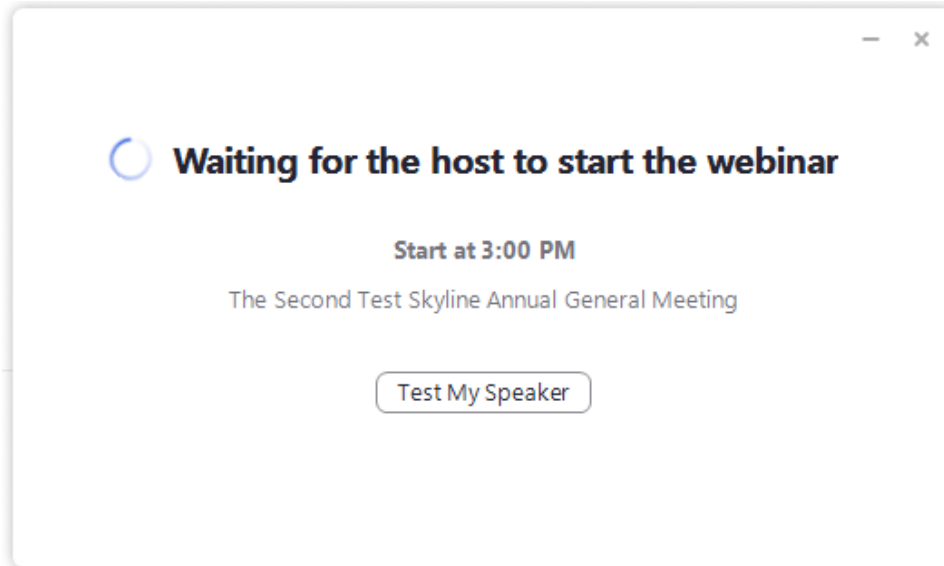




Figure 8

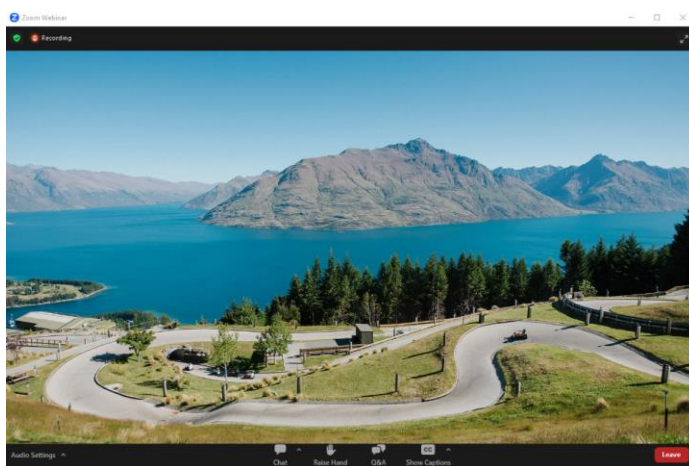


- You will be taken to the “waiting room” for the meeting (screenshot below) from where the meeting host will allow entry at 3pm.

Note, the Sign In is for the meeting host only

- On entering the meeting, you will be welcomed by the below screen. You will automatically be put on mute and your camera switched off to reduce background disturbances.

Figure 9



- At 3pm the live stream will then begin.

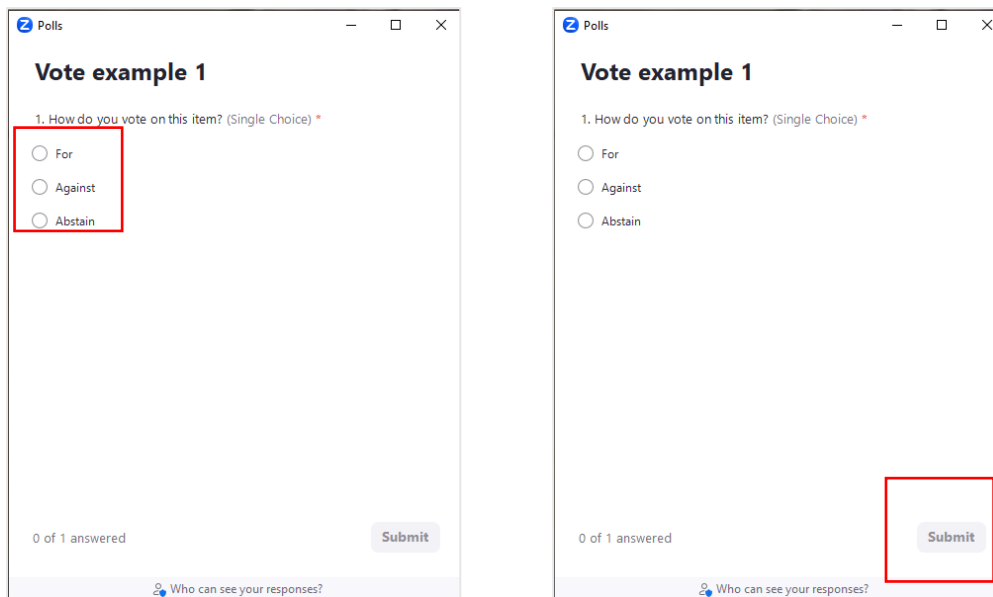


Step 5. During the meeting

How to vote:

- As each resolution is read out by the Chair, a voting panel will appear on your screen. You will from there have the option to select how you wish to vote, either Yes or No or you may choose to Abstain.

Figure 10 & 11

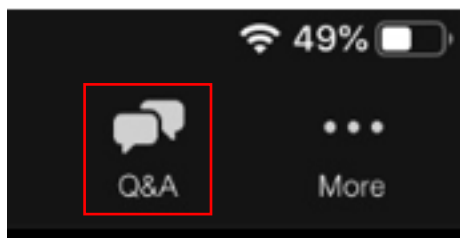


- Please make your choice quickly then click **Submit**. You will have approximately 15-20 seconds to vote.

How to ask a question / move or second a motion

- Click the Q&A Icon from the top right of your screen.

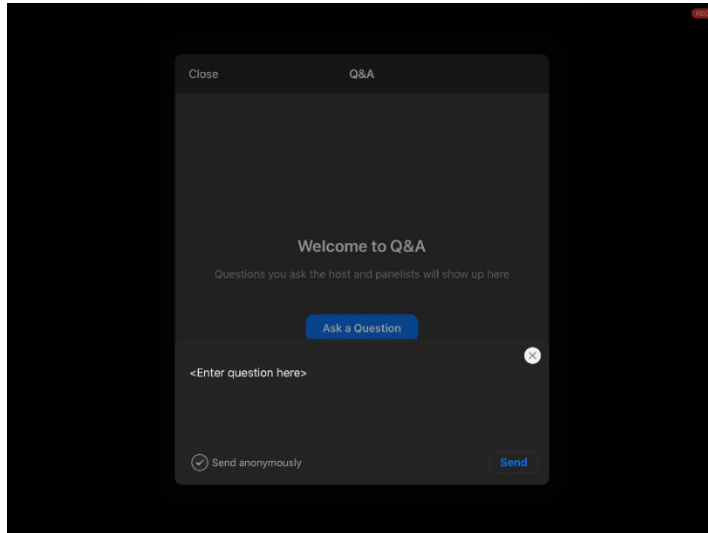
Figure 12



- Click the blue 'Ask a Question' button as shown below, type in your question then click send.



Figure 13



- This will be received by the moderator who will then pass on to the Board to respond. Depending on timings, not all questions may be able to be responded to.
- If you are moving, or seconding a motion please also include your name in your response.

Please remember to remain muted and with your camera switched off throughout the meeting.

Further support and help

- Please email: agm@skyline.co.nz