BUSINESS PORT STEPHENS INCORPORATED
ABN 25 701 253 105

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of Business Port Stephens Incorporated (**the Association**) will be held at 5.15 pm (5.00 pm for 5.15 pm start) on Tuesday 8 December 2026, at The Stables Bobs Farm, 3907 Nelson Bay Road, Bobs Farm NSW 2316.

AGENDA

A. ORDINARY BUSINESS

1. To confirm the minutes of the Annual General Meeting of the Association held on 2 December 2025.

2. To receive and consider reports of the Board on the activities of the Association during the financial year ended 30 June 2026.

3. To receive and consider the Financial Report of the Association (including the Auditor's Report) for the year ended 30 June 2026; and

4. To elect the office-bearers of the Association (President, Vice President, Finance Director and Secretary) and up to seven (7) Ordinary Directors.

The Chairperson will allow a reasonable opportunity for the Members at the meeting to ask questions about or make comments on the management of the Association.

DATED at Nelson Bay this 11 November 2026.

BY ORDER of the Board



Robert Reeve, President

Attachments:

- Minutes of the Annual General Meeting of the Association held on 2 December 2025
- Proxy Form.

B. NOTES RELATING TO ORDINARY BUSINESS

Notice of the date and time of the last day for receiving Board nominations (5.15 pm on 30 November 2026) shall be posted on the Association's website in a conspicuous place by 12 November 2026 and shall remain posted at that place until nominations close, and a list of the candidates' names and the position/s in respect of which they have been nominated shall be posted on the Association's website in a conspicuous place for a least seven (7) days immediately preceding 8 December 2026.

C. PROXIES

(a) A Business Member is entitled to appoint another Business Member as a Proxy.

(b) No Business Member (other than the chairperson of the meeting) may hold more than two (2) proxies.

(c) The notice appointing the Proxy shall be substantially in the form of the Proxy Form enclosed with this Notice.

(d) The Proxy Form must be signed by the Business Member.

(e) To be effective, the signed Proxy Form must be received by the Association by 5.15 pm on 6 December November 2026. The Proxy Form should be either:

(a) posted to PO Box 6, Nelson Bay, NSW, 2315; or

(b) sent by electronic mail to the Association at ***admin@businessportstephens.com***,

so that it is received by the Association by that time and date.

(f) Should a Business Member desire to direct the Proxy how to vote, the Business Member should complete the Proxy Form accordingly. Otherwise, the Proxy may vote or abstain as he or she chooses.