

NOTICE OF ANNUAL GENERAL MEETING

IN ACCORDANCE with the Corporations Act 2001 and the Constitution of the Real Estate Institute of Victoria Ltd (REIV) ACN 004 210 897, **NOTICE IS HEREBY GIVEN** of the 2023 REIV Annual General Meeting.

PLACE OF MEETING:	The Real Estate Institute of Victoria Ltd, 335 Camberwell Road, Camberwell, VIC 3124 & via Zoom
DATE OF MEETING:	Tuesday, 28th November 2023
TIME OF MEETING:	6:15pm

The Board has determined that the 2023 AGM shall be a Hybrid meeting. The meeting will be held at the REIV offices in Camberwell and virtually using Zoom.

The AGM agenda will comprise receipt of the Minutes of the 2022 AGM, a report from the President and CEO and receipt of the 2022/23 Annual Report and Audited Financial Statements. No matters require decision by Members.

There will be an opportunity for General Discussion at the conclusion of the AGM.

Please register to attend by using the following link, **stating whether your attendance will be in person or by Zoom**. The Zoom link will be sent to Members who request it nearer the time.

[AGM REGISTRATION](#)

Registration for the AGM will close at 5pm on 28th November 2023

If you are a financial Licensed or Representative Member and are unable to participate at the REIV or virtually, you may appoint a financial Licensed or Representative Member as your Proxy to attend and speak on your behalf. Details are set out in the *Information on Eligibility* and separate *Appointment of Proxy Form*.

Proxy Appointment Forms must be received by the REIV Company Secretary by
6:15pm on Sunday 26th November 2023

By Order of the Board



QUENTIN KILIAN
Company Secretary & Returning Officer

2023 REIV AGM EXPLANATORY STATEMENT

AGM Arrangements

The REIV President will Chair the AGM.

Questions may be raised on AGM agenda items in advance by email to the Company Secretary – returningofficer@reiv.com.au . Questions may also be raised during the meeting.

For those attending via Zoom, please use the “*raise your hand*” facility and the Chair will be alerted that you wish to speak.

The Chair will determine the order in which questions from Members are raised, by whom they will be addressed, and which Members may be invited to speak and for how long. The Chair will determine when discussion on any item is closed and when the AGM is concluded.

2022 AGM Minutes

The 2022 AGM Minutes can be [viewed and downloaded from the REIV website \(Member Log-in required\)](#)

Annual Report and Audited Financial Statements FY 2022/23

The Annual Report and Audited Financial Statements [are available to view and download from the REIV website \(Member Log-in required\)](#).

The Annual Report and Audited Financial Statements are presented for discussion and are not for decision.

Post AGM Discussion

Following the conclusion of the AGM there will be opportunity for wider discussion.

ELIGIBILITY TO ATTEND

All FINANCIAL Members have the right to receive notices of, and attend, REIV General Meetings, including the Annual General Meeting.

Voting Members are **financial Licensed** and **Representative Members** only.

ATTENDING BY PROXY

A Voting Member who is unable to attend a General Meeting, can appoint a Proxy to attend the General Meeting and to speak and vote (where there are matters requiring decision) on their behalf.

- The person appointed as a Proxy **must** be a Financial Licensed Member or Representative Member of the REIV
- An un-financial Member **cannot** be appointed as a Proxy.
- The General Meeting Chair can be appointed as a Proxy.
- For the Proxy appointment to be valid, the person appointed as a Proxy **must** attend the Meeting.
- If, having appointed a Proxy, the Voting Member attends the General Meeting, the Proxy appointment is suspended and the Voting Member speaks and votes on their own account.
- Proxy Forms **must** be lodged with the REIV not less than 48 hours before the commencement time of the General Meeting (or adjourned Meeting).

PLEASE NOTE: As advised on page 1 of this notice, the AGM agenda will comprise receipt of the Minutes of the 2022 AGM, a report from the President and CEO and receipt of the 2022/23 Annual Report and Audited Financial Statements. No matters require decision by Members.

PROXY FORM

The REIV [Appointment of Proxy Form](#) is provided separately and forms part of this Notice.

Section A, Section B and **Section D** of the form **must** be completed by the Voting Member appointing the Proxy.

Section C should be completed where there are matters on which voting is required **and** the Voting Member wishes to direct their Proxy how to vote. Otherwise, the Proxy will vote as they see fit.

PROXY FORM RETURN

Proxy Forms should be completed, signed and dated and returned by **email to the REIV Company Secretary at reiv@reiv.com.au**

Proxy Forms **must be received by the REIV** by:

6:15pm on Sunday, 26th November 2023

Proxy Forms received after this time and date will not be accepted.