



**NOTICE OF ANNUAL GENERAL MEETING**  
**OF**  
**THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS**  
**(ACN 000 039 047)**

Notice is given that the 86<sup>th</sup> Annual General Meeting (“AGM”) of Members of The Royal Australasian College of Physicians (“College”) will be held on **Friday, 30 May 2025 at 1.00pm to 2.00pm (AEST) and 3.00pm to 4.00pm (NZST).**

The AGM will be held at:

- Marble Room, The Radisson Blu Plaza Hotel, 27 O’Connell Street, Sydney NSW 2000; and
- Online using technology that gives members a reasonable opportunity to participate in the AGM. You may join the AGM by clicking electronic link: <https://www.netvote.com.au/m/JeriJk>

**BUSINESS OF THE ANNUAL GENERAL MEETING**

The purpose of the AGM is to consider the ordinary business of the College.

**A. ORDINARY BUSINESS**

**1. Report of the Board**

To receive and consider the College’s 2024 Annual Report of the Board.

**2. Annual Financial Reports**

To receive and consider the Financial Report and Auditors’ Report for the College, for the year ended 31 December 2024.

**3. Result of the Election and Appointment of members to the Board**

The Meeting will declare the result of the election and appointment of members of the Board and College Body positions in place of those retiring. The term of the appointments will commence at the conclusion of the AGM.

## EXPLANATORY NOTES

### A. ORDINARY BUSINESS

#### A.1. Report of the Board

The report of the Board is contained within the College's 2024 Annual Report, available on the College website at [General Meeting and Annual Reports \(racp.edu.au\)](https://www.racp.edu.au/general-meeting-and-annual-reports)

#### A.2. Annual Financial Report

As required by the Australian Charities and Not-for-profits Commission Act, the Financial Report and the Auditors' Report (collectively "the Reports") of the College for the most recent financial year are laid before the meeting.

The Reports are contained within the College's 2024 Annual Report, available on the College's website at [General Meeting and Annual Reports \(racp.edu.au\)](https://www.racp.edu.au/general-meeting-and-annual-reports) or in hardcopy by request to the College's Office of the Company Secretary at [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au)

Members will be given the opportunity to ask questions about the Reports but there will be no formal resolution put to the Meeting on the ordinary business of the College.

#### A.3. Declare the Results of the Election of Members to the Board and College Bodies in place of those retiring

As required by the College's Constitution, elections have recently been held for the position of Member Director of the College and various College Body vacancies in place of those who are retiring including appointments to fill any vacancies that may have arisen.

The Meeting will be formally advised of the Members who have been appointed to the Board and College Body vacancies. The appointments and retirements take effect from the conclusion of this AGM.

The full details of the election results across the College will also be made available on the College's website at: [Election | RACP Board](#)

### B. PARTICIPATION AT THE AGM

The meeting will be held physically in Sydney, Australia and online.

Members may participate in the meeting electronically. Members can participate in the meeting with online real time video streaming of the meeting which permits interactive participation by members to ask questions.

You may join the AGM via the electronic link: <https://www.netvote.com.au/m/JeriJk>

As no voting is required on any item of business at this AGM, details of voting procedures have not been included.

#### B.1. Appointment of Proxy

Though no resolutions are being put to this Meeting, each Member who would otherwise be entitled to vote also has the right to appoint a proxy to attend the AGM on their behalf.



A proxy must be a Member of the College to be an effective appointment. If any Member wishes to appoint a proxy to attend the AGM, please complete and return the enclosed hard copy proxy form by any of the methods as detailed on the reverse of the proxy form.

The proxy form, included with this Notice of AGM, must be completed, signed and received by CorpVote in accordance with the instructions on the form by no later than **1.00pm (AEST) 3.00pm (NZST) on Wednesday 28 May 2025.**

## **B.2. Questions**

Members attending in person may ask questions from the floor when the Chair opens the meeting for questions and those members attending online may ask questions in writing by posting those questions using the “Ask Question” function provided on the CorpVote voting platform or orally, via the Chorus Call number:

- For callers within Australia: 1800 271 194
- For callers from Sydney: 02 9189 6755
- For callers from New Zealand and other countries: +61 2 9189 6755

## **C. FURTHER INFORMATION**

If you require any further information regarding this AGM please contact the Office of the Company Secretary on +61 2 9256 5444 or +61 (0) 419 227 493 (during normal business hours) or by email at: [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au)

Alternatively, the College's Registry, CorpVote, has established a Help Line for Members in relation to this AGM or email [support@corpvote.com.au](mailto:support@corpvote.com.au)

The details are:

- RACP Voting Helpline +61 1800 612 532
- CorpVote Support line 1300 710 950

All calls to any of the above numbers will be answered by CorpVote call centre, which will be open Monday to Friday from 9.00am to 5.00pm (AEST).

Details on how to appoint a proxy on-line are also contained in the proxy form provided with this notice of AGM.

If you have any questions for the Board or for the College's Auditors, PKF on College Business, you may submit these by **5.00pm (AEST) 7.00pm (NZST) on Friday 16 May 2025** to [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au) or post to the Company Secretary, Royal Australasian College of Physicians, 145 Macquarie Street, Sydney NSW 2000.

By Order of the Board.

**Kim Davis**

Company Secretary

The Royal Australasian College of Physicians

8 May 2025