



17 April 2024

Dear Member,

On behalf of the RACP Board I am pleased to invite you to attend the 2024 Annual General Meeting ("AGM") of the College.

In this mail out for the AGM you will receive: -

- The Notice of Meeting and Explanatory Memorandum convening the AGM;
- A Question Form, should you have questions for the Board or for the College's Auditors, as an alternative to emailing any questions you may have;
- Voting Form;
- A Proxy Form;
- A reply-paid envelope for lodging your Proxy Form, Voting Form and/or Question Form, as required.

AGM LOCATION

The 2024 AGM will be held on **Friday, 17 May 2024 at 1.00pm (AEST) and 3.00pm (NZST)** at:

- The Magnifique Ballroom, Sofitel Darling Harbour, 12 Darling Drive, Sydney NSW 2000 Australia; and
- Online using technology that gives members a reasonable opportunity to participate in the AGM.

ORDINARY BUSINESS OF THE AGM

The business of the AGM is set out in the accompanying Notice of Meeting.

The College's Constitution requires that the College hold an AGM each year. The items of business are:

- Report of the Board
- Annual Financial Report including Directors and Auditors Reports for the financial year ending 31 December 2023.
- To declare the result of the election and appointment of directors of the Board in place of those retiring.
- Ordinary Resolution to confirm the appointment of the external auditors in place of those retiring. Members are asked to confirm the appointment of PKF(NS) Audit & Assurance Limited Partnership as the College's external auditor, to commence at the conclusion of the AGM.

Voting is required on one Ordinary item of Business.

VOTING

Postal Voting Forms must be received at the designated address on the reply-paid envelope provided by no later than Wednesday 15 May 2024 at 1.00pm (AEST) and 3.00pm (NZST). Voting will reopen during the AGM on 17 May 2024.

APPOINTMENT AND VOTING BY PROXY

Each Member who would otherwise be entitled to vote 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 follow the on-line process offered by CorpVote on site www.netvote.com.au/171, or complete and return the enclosed hard copy proxy form by any of the methods as detailed on the reverse of the proxy form.

In order for a proxy holder to be able to vote the proxies, the proxy holder must be present (physical or electronic/virtual) at the AGM.

The proxy form, either completed on-line, or included with this Notice of AGM, must be completed, signed and received by CorpVote (for on-line and hard copy forms) in accordance with the instructions on the form by no later than **1.00pm (AEST) 3.00pm (NZST) on Wednesday 15 May 2024.**

MEMBERS' QUESTIONS

If you have any questions for the Board or for the College's Auditors, Grant Thornton on College Business you may submit these by **5.00pm (AEST) 7.00pm (NZST) on Friday 3 May 2024.**

For your convenience, questions may be emailed. Alternatively, you may prefer to complete the enclosed question form and return it in the enclosed reply-paid envelope to:

Mail

The Company Secretary
The Royal Australasian College of Physicians
145 Macquarie Street
SYDNEY NSW 2000 AUSTRALIA

Email

companysecretary@racp.edu.au

Members attending the AGM will have the opportunity to raise questions during the meeting.

ANNUAL REPORT

An electronic version of the College's 2023 Annual Report is available for viewing and downloading on the homepage of the College's website at: [General Meeting and Annual Reports \(racp.edu.au\)](#)

A hardcopy will be provided upon request to the office of the Company Secretary at email: companysecretary@racp.edu.au

I look forward to your participation in the AGM.

Yours sincerely

Professor Jennifer Martin

RACP President-elect