

9 October 2020

2020 ANNUAL GENERAL MEETING

Dear Shareholder,

On behalf of the Board, I am pleased to invite you to the Annual General Meeting (AGM) of Canterbury Surrey Hills Community Finance Limited (Company). The AGM will be held on **Thursday, 19 November 2020 at 6:30pm (AEDT)** (Meeting).

Virtual AGM

Due to the health and safety impacts of COVID-19 and evolving Government advice and restrictions, the Board has decided to hold this year's AGM virtually (online). There will not be a physical venue for you to attend.

How to attend and participate in the AGM

Shareholders can attend and participate in the AGM online and relevant details, including how to participate, are set out in the Notice of Meeting (Notice) and overleaf.

The Company intends to conduct a poll on all resolutions set out in the Notice. Even if you plan to attend the AGM, we encourage you to lodge a proxy form and submit any questions before the Meeting. Lodging your proxy form and any questions ahead of the Meeting will not prevent you from attending the AGM.

Receiving shareholder information electronically

Receiving your shareholder information electronically is the best way to stay informed about your shareholding. If you have not already elected to access shareholder information electronically, I encourage you to take this opportunity to switch to paperless communications. To do so, simply complete the enclosed Communication Election Form and return to our share registry, Boardroom Pty Limited (Boardroom).

Further information

If it becomes necessary or appropriate to make alternative arrangements to those set out in the Notice, information will be lodged via the NSX Market Announcements Platform (NSX: CSH) and posted on our website at www.supportingourcommunity.com.au/investor-relations/annual-general-meetings.

On behalf of the Board, I thank you for your continued support and look forward to welcoming you to our virtual AGM.

Yours faithfully,



Juliann Byron
Chairman
Canterbury Surrey Hills Community Finance Limited

How to attend and participate in the AGM

- The AGM will be made accessible via a live videoconferencing facility which will allow shareholders to attend, vote and ask written questions in relation to the business of the Meeting.

You must register to attend the virtual AGM. Registration is now open and will remain open for the duration of the Meeting.

Step 1 - To register for access to the AGM, copy the following link to your web browser: <http://bit.ly/CASHAGM2020>.

Step 2 - Enter the required information including your Voting Access Code (VAC) which can be found on your proxy form or AGM email correspondence received from Boardroom.

Step 3 - Once registered, you will receive a confirmation email containing important information about joining the Meeting.

Shareholders who intend to join the AGM are requested to do so 15 minutes prior to the start of the Meeting to avoid any technical difficulties.

Further information on how to attend and participate online is available on our website at www.supportingourcommunity.com.au/investor-relations/annual-general-meetings. The AGM will also be webcast live and will be made available for viewing on our website after the event.

How to submit your vote or any questions in advance of the AGM

- Shareholders may appoint a proxy to vote on their behalf. Proxy votes must be received by **6:30pm (AEDT) on Tuesday, 17 November 2020**. Instructions on how to appoint a proxy are outlined in the proxy form.
- Shareholders are encouraged to appoint the Chair of the Meeting as their proxy. Shareholders can complete the proxy form to provide specific instructions on how a shareholder's vote is to be cast on each item of business, the Chair of the Meeting must follow your instructions. Lodgement instructions (which include the ability to lodge proxies online) are set out in the proxy form attached to this Notice. If a person other than the Chair is appointed as proxy, the proxy will revert to the Chair in the absence of the appointed proxyholder's attendance at the Meeting.
- Shareholders are also invited to submit questions in advance of the Meeting by email to the Company at eo@supportingourcommunity.com.au or via <http://bit.ly/CASHAGM2020Questions>. During the course of the AGM, we will endeavour to address as many of the more frequently asked questions received by Thursday, 12 November 2020. However, there may not be sufficient time available at the Meeting to individually address all questions asked. Please note that individual responses will not be sent to shareholders.

Notice of Annual General Meeting

CANTERBURY SURREY HILLS COMMUNITY FINANCE LIMITED

ABN 96 099 590 593

Registered Office: 143 Maling Road, Canterbury VIC 3126

Notice is given that the Annual General Meeting (AGM) of shareholders of Canterbury Surrey Hills Community Finance Limited (Company) will be held virtually on Thursday, 19 November 2020 at 6:30pm (AEDT) (Meeting).

AGENDA

ORDINARY BUSINESS

1. Receipt of Annual Report

To receive and consider the Company's Financial Report, the Directors' Report and the Auditor's Report for the year ended 30 June 2020.

Note that no vote is required on this Item.

2. Adoption of Remuneration Report

To consider, and if thought fit, to pass the following resolution as an ordinary resolution:

"That the Remuneration Report for the year ended 30 June 2020 be adopted."

Note that the vote on this resolution is advisory only and does not bind the Directors or the Company.

Voting exclusion statement

The *Corporations Act 2001* Cth (Corporations Act) restricts members of the key management personnel (KMP) and their closely related parties from voting in relation to Item 2 in certain circumstances.

The Company will disregard any votes cast on Item 2:

- by or on behalf of the members of the KMP named in the Remuneration Report for the year ended 30 June 2020 and closely related parties of those persons, regardless of the capacity in which the vote is cast; or
- as a proxy by members of the KMP at the date of the meeting and their closely related parties,

Unless the vote is cast as proxy for a person entitled to vote on Item 2:

- in accordance with a direction on the proxy form; or
- by the Chair of the Meeting in accordance with the express authority in the proxy form to vote undirected proxies as the Chair sees fit even though Item 2 is connected with the remuneration of the KMP.

What this means for shareholders: If you intend to appoint a member of the KMP (such as one of the Directors) as your proxy, please ensure that you direct them how to vote on Item 2. If you intend to appoint the Chair of the Meeting as your proxy, you can direct the Chair how to vote by marking the boxes for Item 2 (for example, if you wish to vote for, against or abstain from voting), or you can choose not to mark any of the boxes for Item 2 and give the Chair your express authority to vote your undirected proxy (in which case the Chair intends to vote in favour of this item of business).

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3. Re-Election of Directors

To consider, and if thought fit, to pass each of the following resolutions as separate ordinary resolutions:

(a) To re-elect **Hans (Dick) Menting** as a Director of the Company:

“That Hans (Dick) Menting, being a Director of the Company and who retires in accordance with Rule 62(1) of the Company’s Constitution, and being eligible, is re-elected as a Director of the Company.”

(b) To re-elect **Robert (Bob) Stensholt** as a Director of the Company:

“That Robert (Bob) Stensholt, being a Director of the Company and who retires in accordance with Rule 62(1) of the Company’s Constitution, and being eligible, is re-elected as a Director of the Company.”

(c) To re-elect **Juliann Byron** as a Director of the Company:

“That Juliann Byron, being a Director of the Company and who retires in accordance with Rule 62(1) of the Company’s Constitution, and being eligible, is re-elected as a Director of the Company.”

4. Share Buy-Back Program

To consider, and if thought fit, to pass the following resolution as an ordinary resolution:

“That for the purposes of the Corporations Act and for all other purposes, approval is given for the Company to buy-back fully paid ordinary shares (Shares) in the Company, on the terms and conditions set out in the Explanatory Notes.”

Attending the Meeting

All shareholders may attend the Annual General Meeting.

Joint holders: In the case of joint shareholders, all holders may attend the Meeting. If only one holder attends (including by proxy), that shareholder may vote at the Meeting as if that holder were solely entitled to the shares. If more than one joint holder is present (including by proxy), the joint holder whose name appears first in the register may vote.

Proxy: If you are unable to attend the Meeting, you are entitled to appoint a proxy to attend and vote. See the attached proxy form for information on appointing a proxy.

Corporate shareholder: A corporate shareholder may appoint one or more persons to act as its representative under section 250D of the *Corporations Act*, but only one representative may exercise the corporate shareholder’s powers at any one time. The Company requires written evidence of a representative’s appointment to be given to the Company *before* the Meeting.

Voting Rights

In accordance with the Constitution of the Company, each shareholder is entitled to one vote.

Notice of Annual General Meeting

Voting Restrictions

Key management personnel of the Company and their closely related parties may not vote on Item 2. For the purposes of this voting restriction:

- The 'key management personnel' for Canterbury Surrey Hills Community Finance Limited are those persons having authority and responsibility for planning, directing and controlling the activities of the Company, either directly or indirectly, including any Director (whether executive or otherwise) of the Company.
- A 'closely related party' of a member of the key management personnel for Canterbury Surrey Hills Community Finance Limited includes a spouse or child, a child of the member's spouse, a dependant of the member or of the member's spouse, or anyone else who may be expected to influence the member (or be influenced by the member) in the member's dealings with the Company.

For the purposes of voting at the Meeting, shares will be taken to be held by the persons who are registered as shareholders as at 7:00pm (AEDT) on Tuesday, 17 November 2020.

Technical difficulties

Technical difficulties may arise during the course of the AGM. The Chair has discretion as to whether and how the Meeting should proceed in the event that a technical difficulty arises. In exercising her discretion, the Chair will have regard to the number of shareholders impacted and the extent to which participation in the business of the Meeting is affected.

Where she considers it appropriate, the Chair may continue to hold the Meeting and transact business, including conducting a poll and voting in accordance with valid proxy instructions. For this reason, shareholders are encouraged to lodge a proxy by 6:30pm (AEDT) on Tuesday, 17 November 2020 even if they plan to attend online.

Enquiries

Shareholders are invited to contact the Company by email at eo@supportingourcommunity.com.au or telephone +61 413 504 964 if they have any queries in respect of the matters set out in these documents.

By order of the Board



Michael Sapountzis

Company Secretary

Canterbury Surrey Hills Community Finance Limited

9 October 2020

Notice of Annual General Meeting

EXPLANATORY NOTES

These Explanatory Notes form part of this Notice and have been included to assist you in making an informed decision about the resolutions proposed at the Meeting.

Item 1 – Receipt of Annual Report

The Company has prepared and will table at the Meeting the Annual Report (which incorporates the Company's Financial Report, Directors' Report and Auditor's Report) for the year ended 30 June 2020.

The Chair of the Meeting will allow shareholders a reasonable opportunity as a whole to ask questions about or make comments on, the management of the Company. The Auditor, RSD, will also attend the meeting and a reasonable opportunity will be given to shareholders to ask questions of the Auditor relevant to the conduct of the audit, the preparation and content of the Auditor's Report, the accounting policies adopted in relation to the preparation of the financial statements, and the independence of the Auditor in relation to the conduct of the audit. Shareholders may also submit questions to the Auditor, RSD, on the content of the Auditor's Report or the conduct of its audit for the year ended 30 June 2020. Such questions must be submitted by email to the Company at eo@supportingourcommunity.com.au or via <http://bit.ly/CASHAGM2020Questions> by no later than Thursday, 12 November 2020. The Auditor is not required to provide written answers.

You may obtain a hard copy of the Annual Report by contacting the Company at eo@supportingourcommunity.com.au and may request that this occurs on a standing basis for future years. Alternatively, you may access the Annual Report via the NSX Market Announcements Platform (NSX: CSH) or on our website at www.supportingourcommunity.com.au/investor-relations.

Item 2 – Adoption of Remuneration Report

The *Corporations Act* requires that a resolution to adopt the Remuneration Report must be put to the vote at the Annual General Meeting. The vote on the adoption of the Remuneration Report is advisory only and does not bind the Directors or the Company.

The Remuneration Report is set out in the Company's 2020 Annual Report. The Remuneration Report sets out the Company's remuneration arrangements for the Directors and senior management of the Company.

The Chair of the Meeting will allow shareholders a reasonable opportunity to ask questions about, or make comments on, the Remuneration Report.

The Board unanimously recommends that shareholders vote in favour of adopting the Remuneration Report.

Item 3 – Re-Election of Directors

The following Directors retire by rotation in accordance with Rule 62(1) of the Company's Constitution and, being eligible, offer themselves for re-election:

(a) Hans (Dick) Menting

Dick was appointed a Director in February 2002. Dick was the foundation Chairman of the Company and previous Chief Executive Officer. He is currently a member of the Finance Committee, Staff Committee and Community Investment and Marketing Committee. Dick previously spent 35 years in banking, finance and administration. Dick retired as a Councillor for Boroondara City Council and continues to run a local small business.

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The Board (with Mr Menting abstaining) unanimously recommends that shareholders vote in favour of the re-election of Mr Menting.

(b) Robert (Bob) Stensholt

Bob was appointed a Director in February 2002. Bob is a foundation Director of the Company and currently Deputy Chairman of the Board. He is also Chair of the Audit and Governance Committee and member of the Community Investment and Marketing Committee, Finance Committee and Events Committee. Bob has extensive community connections and contacts built over a career in areas including State politics, diplomatic postings and the education sector.

The Board (with Mr Stensholt abstaining) unanimously recommends that shareholders vote in favour of the re-election of Mr Stensholt.

(c) Juliann Byron

Juliann was appointed a Director in July 2004. Juliann is an experienced company director and has been Chairman of the Board since 2011. Juliann has extensive professional experience in areas of finance, management, risk and governance in the corporate sector, while also operating a family business in Canterbury. Juliann is a member of the Finance Committee, Staff Committee, Community Investment and Marketing Committee and the Audit and Governance Committee.

The Board (with Ms Byron abstaining) unanimously recommends that shareholders vote in favour of the re-election of Ms Byron.

Item 4 – Share Buy-Back Program

As part of its ongoing review of the strategic needs of the Company, in 2015 the Board considered the capital structure and ongoing capital needs of the group. The Board considered:

- The low volume of buyers available when a shareholder wants to sell their Shares;
- The low share price compared to the net asset backing of the Shares;
- The limits placed on the Company regarding shareholder distributions set out in the Franchise Agreement with Bendigo Bank; and
- The excess capital held and the restrictions placed on the Company under the Franchise Agreement to invest that capital in other risk ventures.

The Board, then subsequently shareholders at previous Annual General Meetings of the Company have considered and approved a proposal to enter into a Share Buy-Back Program (Program) with the following limitations:

1. The Program would operate for 12 months from 1 January to 31 December. The Company would reserve the right to close the Program early at any time;
2. All Shares would be purchased under the Program on the NSX market at the market price available from time to time;
3. The Company appoint E L & C Baillieu Limited as its brokers for the purpose of acquiring these Shares; and
4. The Program would have no minimum number of Shares that must be purchased. The Maximum number of Shares that may be purchased pursuant to this Program is 300,000 Shares.

The Board has instructed the Finance Committee to:

- A. Monitor the Company's ability to buy Shares under the Program to ensure it does not breach the requirements of the *Corporations Act*; and
- B. Determine, in the absence of regular share trading in the Shares of the Company, what offer price should be provided to the market in order to meet the objects of the Program.

Notice of Annual General Meeting

The Board has considered and approved a proposal, subject to shareholder approval, to enter into a Share Buy-Back Program to operate from 1 January 2021 to 31 December 2021 with the same limitations as the Program operating described above.

General Questions

To assist shareholders to make a decision on Item 4, the Company has provided the following questions and answers:

Do I have to sell my Shares? No. Shareholders can choose to keep their Shares or sell them on the market.

How can I sell my Shares? If you want to sell your Shares, you will need to appoint an NSX share broker to sell them on the market for you.

Details of NSX brokers can be found at www.nsx.com.au.

Once you have appointed a broker, they can guide you through the selling process, including how you will be paid.

How many Shares do I own? If you have any questions about your shareholding, such as how many Shares you own, you should contact our share registry at:

Boardroom Pty Limited
GPO Box 3993
Sydney NSW 2001

Ph: +61 2 9290 9600

Fax: +61 2 9279 0664

Email: enquiries@boardroomlimited.com.au

Web: www.boardroomlimited.com.au

What happens to the Shares after the Company purchases them? Once the Company purchases Shares under the Program, the Shares must be cancelled. The Company cannot sell them back to the market again. (Section 257H *Corporations Act*)

If I sell Shares, will I still get a dividend? There is no guarantee the Company will pay dividends in the future. If it does, the shareholders that own shares at the "Record Date" for any dividend shall be entitled to that dividend. If you sell your Shares before any Record Date, you will not be entitled to a dividend.

How will I know if the Company has purchased any Shares? The Company is required to advise ASIC when it has cancelled any shares and will also make a formal announcement on the NSX. Our NSX code is CSH.

More details can be found at www.nsx.com.au.

Will the Company buy these Shares all at once? No. The Company does not intend to make it difficult for potential purchasers to acquire shares on the NSX. It may therefore acquire parcels of Shares progressively throughout the duration of the Program. It may stop purchasing or cancel or suspend the Program at any time.

The Board unanimously recommends that shareholders vote in favour of the Share Buy-Back Program.

All Correspondence to:

- ✉ **By Mail** Boardroom Pty Limited
GPO Box 3993
Sydney NSW 2001 Australia
- 📠 **By Fax:** +61 2 9290 9655
- 💻 **Online:** www.boardroomlimited.com.au
- ☎ **By Phone:** (within Australia) 1300 737 760
(outside Australia) +61 2 9290 9600

YOUR VOTE IS IMPORTANT

For your vote to be effective it must be recorded **before 6:30pm (AEDT) on Tuesday, 17 November 2020.**

🖥 TO VOTE ONLINE

- STEP 1: VISIT** www.votingonline.com.au/cshagm2020
STEP 2: Enter your Postcode OR Country of Residence (if outside Australia)
STEP 3: Enter your Voting Access Code (VAC):

📱 BY SMARTPHONE



Scan QR Code using smartphone
QR Reader App

TO VOTE BY COMPLETING THE PROXY FORM

STEP 1 APPOINTMENT OF PROXY

Indicate who you want to appoint as your Proxy. If you wish to appoint the Chair of the Meeting as your proxy, mark the box. If you wish to appoint someone other than the Chair of the Meeting as your proxy please write the full name of that individual or body corporate. If you leave this section blank, or your named proxy does not attend the meeting, the Chair of the Meeting will be your proxy. A proxy need not be a securityholder of the company. Do not write the name of the issuer company or the registered securityholder in the space.

STEP 2 VOTING DIRECTIONS TO YOUR PROXY

To direct your proxy how to vote, mark one of the boxes opposite each item of business. Your proxy will vote in accordance with such a direction. If you do not mark any of the boxes on a given item, your proxy may vote as he or she chooses. If you mark more than one box on an item for all your securities your vote on that item will be invalid.

Proxy which is a Body Corporate

Where a body corporate is appointed as your proxy, the representative of that body corporate attending the meeting must have provided an "Appointment of Corporate Representative" prior to admission. An Appointment of Corporate Representative form can be obtained from the company's securities registry.

STEP 3 SIGN THE FORM

The form **must** be signed as follows:

Individual: This form is to be signed by the securityholder.

Joint Holding: Where the holding is in more than one name, all the securityholders should sign.

Power of Attorney: This Proxy Form and any Power of Attorney must be lodged by 6:30pm (AEDT) on Tuesday, 17 November 2020. If you have not already lodged the Power of Attorney with the registry, please attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: Where the company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. **Please sign in the appropriate place to indicate the office held.**

STEP 4 LODGEMENT

Proxy Forms (and any Power of Attorney under which it is signed) must be received no later than 48 hours before the commencement of the meeting, therefore by **6:30pm (AEDT) on Tuesday, 17 November 2020.** Any Proxy Form received after that time will not be valid for the scheduled meeting.

Proxy Forms may be lodged:

- 💻 **Online** www.votingonline.com.au/cshagm2020
- 📠 **By Fax** + 61 2 9290 9655
- ✉ **By Mail** Boardroom Pty Limited
GPO Box 3993
Sydney NSW 2001 Australia

Attending the Meeting Online

If you wish to attend the meeting online, please follow the instructions outlined in the Notice of Meeting.

Canterbury Surrey Hills Community Finance Limited

ABN 96 099 590 593

Your Address

This is your address as it appears on the company's share register. If this is incorrect, please mark the box with an "X" and make the correction in the space to the left.

Please note, you cannot change ownership of your securities using this form.

PROXY FORM

STEP 1 APPOINT A PROXY

I/We being a member/s of **Canterbury Surrey Hills Community Finance Limited** (Company) and entitled to attend and vote hereby appoint:

the **Chair of the Meeting** (mark box)

OR if you are **NOT** appointing the Chair of the Meeting as your proxy, please write the name of the person or body corporate (excluding the registered securityholder) you are appointing as your proxy below

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chair of the Meeting as my/our proxy at the Annual General Meeting of the Company to be held as a virtual meeting (online) on **Thursday, 19 November 2020 at 6:30pm (AEDT)** and at any adjournment of that meeting, to act on my/our behalf and to vote in accordance with the following directions or if no directions have been given, as the proxy sees fit.

Chair of the Meeting authorised to exercise undirected proxies on remuneration related matters (Item 2): If I/we have appointed the Chair of the Meeting as my/our proxy or the Chair of the Meeting becomes my/our proxy by default and I/we have not directed my/our proxy how to vote in respect of Item 2, I/we expressly authorise the Chair of the Meeting to exercise my/our proxy in respect of this item even though Item 2 is connected directly or indirectly with the remuneration of a member of the key management personnel for Canterbury Surrey Hills Community Finance Limited, which includes the Chair.

The Chair of the Meeting will vote all undirected proxies in favour of all Items of business (including Item 2).

If you have appointed the Chair of the Meeting as your proxy (or the Chair of the Meeting becomes your proxy by default), and you wish to give the Chair specific voting directions on an item, you should mark the appropriate box opposite that item in Step 2 below (directing the Chair to vote for, against or to abstain from voting)..

STEP 2 VOTING DIRECTIONS

* If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf and your vote will not be counted in calculating the required majority if a poll is called.

		For	Against	Abstain*
Item 2	Adoption of Remuneration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 3 (a)	Re-Election of Director – Hans (Dick) Menting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 3 (b)	Re-Election of Director – Robert (Bob) Stensholt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 3 (c)	Re-Election of Director – Juliann Byron	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 4	Share Buy-Back Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 3 SIGNATURE OF SECURITYHOLDERS

This form must be signed to enable your directions to be implemented.

Individual or Securityholder 1

Sole Director and Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director / Company Secretary

Contact Name.....

Contact Daytime Telephone.....

Date / / 2020

Canterbury Surrey Hills Community Finance Limited

ABN 96 099 590 593

All correspondence and enquiries to:

BoardRoom
Smart Business Solutions

Boardroom Pty Limited

ABN 14 003 209 836

GPO Box 3993

Sydney NSW 2001

Tel: 1300 737 760 (within Australia)

Tel: +61 2 9290 9600 (outside Australia)

Fax: +61 2 9279 0664

www.boardroomlimited.com.au

enquiries@boardroomlimited.com.au



Full Name(s) of
Registered
Holding

Registered
Address

You are required to insert this number
Securityholder Reference Number (SRN)

COMMUNICATION ELECTION FORM

Shareholders have a choice in how they receive their communications, either online, or in print. Receiving your shareholder information electronically is the best way to stay informed about your shareholding. We encourage you to take this opportunity to switch to paperless communications.

Please write your email address below and return this form to our share registry, Boardroom Pty Limited.

By providing your email address you will become an e-shareholder and receive all your future Canterbury Surrey Hills Community Finance Limited shareholder communications (including Notice of Annual General Meeting, dividend statements and Annual Reports) by email to the above email address.

Privacy Statement:

The personal information provided in this form is collected by Boardroom Pty Limited, as registrar for the issuer of the securities you hold. Boardroom Pty Limited's privacy policy can be viewed on our website (www.boardroomlimited.com.au).

Your personal information is required for administration of the register of securityholdings. Should some or all of the requested information not be provided correct administration of your securityholding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited. You can obtain access to your personal information and (if required) advise of any incorrect, inaccurate or out of date data information held, by contacting Boardroom's Privacy Officer on 1300 737 760.