

NOTICE CALLING FOR MEMBERS TO NOMINATE CANDIDATES FOR ELECTION TO THE OFFICE OF DIRECTOR

TAKE NOTE that it is now open for Members to nominate potential candidates for election to the office of Director of SERVICE ONE Mutual Limited (the Company).

2 vacancies

There are 2 vacancies on the Company Board which are open.

Method of nomination

Clause A5-2(3) of Appendix 5 of the Constitution of the Company, in part, provides:

“2 members together, each of whom has been a member for at least 2 years immediately prior to making the nomination, have the right to nominate a candidate. To nominate a candidate, the 2 members must give the mutual a notice of nomination before nominations close. The notice of nomination must:

- (a) declare that the candidate is eligible to be a director under Rule 13.2;
- (b) state the candidate’s age;
- (c) be signed by the nominating members and the candidate...”

Additional material to be submitted with nominations

In accordance with Clause A5-2(11) of the Constitution, the Secretary may require potential candidates to supply personal information and personal references to demonstrate the person is eligible to be a Director under Rule 13.2 of the Constitution.

In accordance with Clause A5-2(12) of the Constitution, the Secretary has determined that potential candidates must also submit, with their Nomination Forms, authorities allowing for the Secretary to obtain:

- (a) a report of past convictions from the Australian Federal Police;
- (b) a report of current or past bankruptcies from the Australian Financial Services Authority or a government agency;
- (c) searches of court registries for current proceedings or prosecutions; and
- (d) a credit history report.

Because of the length of time the above reports and searches might take, the Secretary has determined that potential candidates must also submit with their Nomination Form a Statutory Declaration indicating the likely outcome of those reports and searches.

Before a nominee can become a candidate

Clause A5-2(5) of Appendix 5 of the Constitution of the Company provides:

“A person becomes an eligible candidate for election as a director under Rule 13.3, if the Director Nominations Committee determines that the person nominated satisfies the requirements of Rule 13.2 and is of appropriate fitness and propriety to act as a director, by reference to the board’s Fit and Proper Policy.”

The Director Nominations Committee will interview potential candidates (including retiring Directors who wish to stand for re-election) to determine their compliance, or otherwise, with the Board’s Fit and Proper Policy. Nominees who, in the opinion of the Director Nominations Committee, fail to meet the requirements of the Fit and Proper Policy will be ineligible to stand for election.

The Director Nominations Committee will also assess a potential candidate’s skills and capabilities and make a determination as to whether those skills and capabilities meet the requirements of a Company Director.

PLEASE NOTE: Interviews with the Director Nominations Committee will take place, in person, in Canberra, or via video conference in the days following nominations closing. The Director Nominations Committee will contact nominated persons to arrange a time for the interview to take place.

Nomination forms and other documentation

Nomination forms and other necessary forms and information can be obtained upon request by phoning Rebecca on (02) 6215 7142. The Constitution of the Company can be viewed by visiting serviceone.com.au and selecting ‘About Us’ from the top navigation and then ‘Governance’.

When nominations close

Nominations will close at 5pm on Monday 4 October 2021.

By order of the Board
Matthew Smith
SECRETARY