

Orica Limited

ABN 24 004 145 868 Registered Office Level 3 1 Nicholson Street East Melbourne Vic 3002 Australia

# **Notice of Meeting**

Notice is hereby given that the 2015 Annual General Meeting of Orica Limited will be held in the Touring Hall, Melbourne Museum, 11 Nicholson Street, Carlton, Victoria on Friday, 29 January 2016 at 10.30am.

# **Ordinary Business**

# 1 Financial Report, Directors' Report and Auditor's Report

To receive and consider the financial report, directors' report and auditor's report for the year ended 30 September 2015.

## 2 Election of Directors

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

- 2.1 That Ian Cockerill, a Director who retires in accordance with Rule 58.3 of the Company's Constitution, being eligible and offering himself for re-election, is re-elected as a Director.
- 2.2 That Malcolm Broomhead, a Director appointed by the Board since the last Annual General Meeting of the Company who retires in accordance with Rule 47 of the Company's Constitution, being eligible and offering himself for election, is elected as a Director.

Details of the persons seeking re-election and election are set out in the Explanatory Notes to this Notice of Meeting.

# 3 Adoption of Remuneration Report

To consider, and if thought fit, pass the following non-binding resolution as an ordinary resolution:

To adopt the Remuneration Report for the year ended 30 September 2015.

The Remuneration Report is set out on pages 30 to 47 of the Annual Report.

# 4 Grant of performance rights to Managing Director under the Long Term Incentive Plan

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

That approval be given to the issue to Managing Director, Dr Alberto Calderon, of up to 220,000 performance rights under Orica's Long Term Incentive Plan, on the terms summarised in the Explanatory Notes.

# Voting exclusion statement (ASX Listing Rules and Corporations Act) applicable to resolutions 3 and 4:

No vote may be cast on resolution 3 by or on behalf of any of the Company's key management personnel (**KMP**) (whose remuneration details are included in the Remuneration Report) or their closely related parties.

The Company will disregard any votes cast on resolution 4 by Dr Calderon (and any of his associates).

Further, no vote may be cast on resolutions 3 and 4 by any of the Company's KMP (at the date of the meeting), or their closely related parties, that is appointed as a proxy. However, these restrictions will not apply where a vote is cast by:

- a) a person (identified above) as proxy for a person who is entitled to vote, provided that the vote is cast in accordance with a direction on the proxy form; or
- b) the Chairman of the meeting (who may be a KMP) as proxy for a person who is entitled to vote, and the proxy appointment expressly authorises the Chairman to exercise the undirected proxies as the Chairman decides (even if the resolution is connected, directly or indirectly, with the remuneration of a KMP).

# IMPORTANT: IF YOU APPOINT THE CHAIRMAN OF THE MEETING AS YOUR PROXY

If you appoint the Chairman of the AGM as your proxy or the Chairman is appointed by default and you do not direct your proxy how to vote on resolutions 3 or 4, you will be expressly authorising the Chairman of the AGM to exercise your proxy, even if the resolution is connected, directly or indirectly, with the remuneration of the KMP. The Chairman intends to vote undirected proxies in favour of resolutions 3 and 4.

By order of the Board Kirsten Gray

Company Secretary 17 November 2015

#### **VOTING ENTITLEMENT**

The Board has determined that a shareholder's voting entitlement at the meeting will be taken to be the entitlement of that person shown in the register of members as at 7.00pm on Wednesday, 27 January 2016.

As determined by the Chairman of the meeting, each resolution will be decided on a poll.

# **Explanatory Notes to Shareholders**

# Item 1 - Financial Statements and Results

The *Corporations Act 2001* (Cth) ("Corporations Act") requires the financial report (which includes financial statements, notes to the financial statements and directors' declaration), the directors' report and the auditor's report to be laid before the Annual General Meeting. The Constitution of Orica Limited ("Orica") provides for these reports to be received and considered at the Meeting.

There is no requirement either in the Corporations Act or the Constitution for shareholders to approve the financial report, the directors' report or the auditor's report. Shareholders will, however, be given a reasonable opportunity to ask questions and make comments on these reports, and on the business, operations and management of Orica.

# Item 2 - Election of Directors



# lan Cockerill BSc (Hons) Geology, MSc (Mining), MDP, AMP

Ian Cockerill was appointed as an independent Non-executive Director of Orica Limited in July 2010. He is the Chairman of the Safety, Health & Environment Committee and a member of the Human Resources & Compensation Committee and the Corporate Governance & Nominations Committee.

Mr Cockerill is the Chairman of Petmin Limited and a Director of Endeavour Mining Corporation, Ivanhoe Mines Limited and Blackrock World Mining Trust plc.

He is also a former Chief Executive Officer of Anglo Coal and Gold Fields Limited, and a former executive with AngloGold Ashanti and Anglo American Group.

Mr Cockerill is the Chairman of the Leadership for Conservation in Africa, a not-for-profit organisation, and a former Director of Business Leadership South Africa, the South African Business Trust and the World Gold Council.

Mr Cockerill is a highly experienced mining executive and company director, with four decades of experience with some of the world's leading mining companies. He has deep expertise in mining operations and business development, and has extensive international business experience, gained through his senior leadership roles at Gold Fields and the Anglo American Group.

The Board is not aware of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, in a material respect Mr Cockerill's capacity to bring an independent judgment to bear on issues before the Board and to act in the best interests of the Company and its shareholders generally.

If re-elected, the Board considers Mr Cockerill will be independent of executive management and free of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, in a material respect his capacity to bring an independent judgment to bear on issues before the Board and to act in the best interests of the Company and its shareholders generally.

The Board recommends the re-election of Mr Cockerill.



# Malcolm Broomhead BE, MBA

Malcolm Broomhead was appointed as an independent Non-executive Director of Orica Limited from 1 December 2015 and as Chairman – Elect with effect from 1 January 2016.

Mr Broomhead is a Director of BHP Billiton Ltd & Plc (2010 – present) and Chairman of Asciano Limited (2009 – present).

Mr Broomhead's not-for-profit directorships include Director of the Walter & Eliza Hall Institute, Chairman of Kilfinan Australia and Council Member of Opportunity International Australia.

Mr Broomhead is a highly experienced business leader with extensive experience in industrial and mining companies globally, including his leadership of Orica as its CEO from 2001 to 2005. Prior to this, he held a range of senior executive positions at North Limited, including Managing Director and Chief Executive Officer, Chief Financial Officer and Executive Director of Operations. He brings to the Board a deep understanding of both the mining and mining services sector, and an exceptional track record in creating shareholder value through every part of the resources cycle.

Mr Broomhead is regarded as one of Australia's most experienced Chairmen and Non-executive Directors, with extensive board experience in major public companies with global operations.

Prior to his appointment as a Director, Orica engaged an external service provider to undertake background checks in relation to Mr Broomhead in accordance with the ASX Corporate Governance Principles & Recommendations. The Company received assurance that there was no adverse information with respect to Mr Broomhead.

The Board is not aware of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, in a material respect Mr Broomhead's capacity to bring an independent judgment to bear on issues before the Board and to act in the best interests of the Company and its shareholders generally.

If elected, the Board considers Mr Broomhead will be independent of executive management and free of any interest, position, association or relationship that might influence, or reasonably be perceived to influence, in a material respect his capacity to bring an independent judgment to bear on issues before the Board and to act in the best interests of the Company and its shareholders generally.

The Board recommends the election of Mr Broomhead.

The Board confirms that no other current Director is required to stand for re-election at this Annual General Meeting in order to comply with the requirements of Listing Rule 14.4 or Orica's Constitution.

# Item 3 – Remuneration Report

Shareholders will be given the opportunity to comment on and ask questions about the Remuneration Report which is included in Orica's Annual Report 2015.

The 2015 Remuneration Report highlights:

- a governance framework that underpins remuneration decision-making;
- the remuneration policy and structure adopted by the Board that encourages Orica's performance-based culture by making a significant proportion of total target remuneration 'at risk' against performance;
- details of the new executive framework include the revised long-term incentive plan implemented in FY15;
- the strong link between Orica's financial performance and the level of reward:
- the past and current performance conditions that must be met for executives to derive value from the 'at risk' components of their remuneration; and
- the elements of remuneration of the non-executive Directors, the Managing Director and those senior executives required to be disclosed for the 2015 financial year.

The vote on this item is advisory only and will not bind the Directors or Orica. However, the Board takes into account feedback from our shareholders in relation to our remuneration strategy, including the discussion and vote on this resolution, when considering the future remuneration arrangements of the Company.

The Board wishes to draw to the attention of shareholders that the result of the vote on this item may affect next year's Annual General Meeting. Notwithstanding that this resolution only requires a 50% majority of those voting to be passed, if 25% or more of the votes cast on this resolution are "against", and if this is repeated at the next meeting a resolution to spill the board will be put to shareholders as required by the Corporations Act. This is known generally as the "two strikes rule".

The Board recommends that you vote in favour of this non-binding ordinary resolution.

# Item 4 – Grant of performance rights to the Managing Director under the Long Term Incentive Plan ("LTIP")

Under ASX Listing Rule 10.14, shareholder approval is required in order for a director to be issued securities under an employee incentive scheme. Accordingly, shareholders are asked to approve the grant of performance rights (**Rights**) under the FY16 Long Term Incentive Plan (**LTIP**) offer for the Managing Director.

The Board believes that it is in shareholders' interests to provide the Managing Director with an equity-based long-term incentive to ensure there is alignment between satisfactory returns for shareholders and the rewards for the Managing Director by linking an appropriate part of the executive's reward to the generation of long term returns for shareholders.

The long-term incentive, for which shareholder approval is being sought, is a key element in the Executive Remuneration Framework offered to the Managing Director. This Remuneration Framework is designed to attract, motivate, reward and retain executives through a remuneration approach that is globally relevant, competitive, aligns with shareholder interests and has a high perceived value.

Under LTIP, the long-term incentive component of remuneration will take the form of an annual grant of Rights. Each annual grant will be subject to shareholder approval. The Rights are measured against two performance conditions over a three-year period, namely: Orica's Relative Total Shareholder Return (**TSR**) compared to constituents of the S&P / ASX 100 at the grant date; and Return on Capital (**ROC**).

Rights will be granted at the Volume Weighted Average Price of shares prior to grant based on a total dollar value of rights equivalent to a face value of 180% of FAR for Dr Calderon. This

grant is estimated to have an accounting fair value of approximately 120% of FAR taking into account a number of factors including the probability of achieving performance metrics, share price movements, payment of dividends, and the time value of money.

If shareholders do not approve the long term incentive grant for the Managing Director, there are issues associated with the competitiveness of his total remuneration package, alignment of rewards with other senior executives and Orica's contractual obligations to the Managing Director. In these circumstances, the Board would provide the Managing Director with an equivalent long term incentive subject to the same performance conditions and performance period as described above.

Further details of Dr Calderon's remuneration package are set out in the Remuneration Report on pages 30 to 47 of the Annual Report.

Date of grant	If shareholder approval is obtained, it is expected that the grant of Rights will be made in February 2016, but in any event no later than 12 months after this Annual General Meeting.
Number of Rights	The face value of Dr Calderon's annual long term incentive participation is determined by reference to a percentage (180%) of his fixed annual remuneration ( <b>FAR</b> ).
	This grant is estimated to have an accounting fair value of approximately 120% of FAR.
	Shareholders are asked to approve the grant of up to 220,000 Rights in Orica to the Managing Director. The actual number of Rights to be allocated will be determined by dividing Dr Calderon's long term incentive participation value (as a percentage of FAR) by the volume weighted average price ( <b>VWAP</b> ) of Orica shares during the 5 trading days of the first complete week (Monday to Friday) following the Annual General Meeting or such other 5 day trading period as the Board shall otherwise determine.
	By way of an example, if the VWAP of the Company's ordinary shares in the week following the Annual General Meeting is \$16, then Dr Calderon would be granted 202,500 Rights.
	The actual number of Rights to be granted to Dr Calderon will only be known at the time of grant. However, no Rights will be granted in excess of the maximum number approved by shareholders.

# Performance conditions (for vesting of Rights)

The Rights are subject to two performance hurdles: TSR and ROC.

# **TSR**

50% of the Rights granted are subject to Orica's relative TSR when ranked against the constituents of the S&P ASX 100 Index (with no exclusions) over the performance period.

The constituents of the S&P ASX 100 index will be as at the start of the performance period of the Rights and confirmed at the grant date.

Rights subject to TSR will vest according to the schedule below.

Orica's TSR percentile ranking (against comparator group)	% of Rights subject to TSR vesting
Below 50 <sup>th</sup> percentile	No vesting
50 <sup>th</sup> percentile	50% of Rights vest
Between 50 <sup>th</sup> and 75 <sup>th</sup> percentile	Straight line vesting between 50% and 100% of Rights vest
75 <sup>th</sup> percentile or above	100% of Rights vest

As noted in the table above, straight line vesting will occur for performance between the 50<sup>th</sup> and 75<sup>th</sup> percentile ranking (rounded to one decimal place). For example, TSR performance at the 59<sup>th</sup> percentile will result in 68% of rights subject to the TSR performance condition vesting.

No Rights will vest for this measure should Orica's TSR ranking be below the 50<sup>th</sup> percentile over the performance period.

# **ROC**

50% of the Rights granted are subject to a hurdle based on average ROC performance.

ROC is defined as EBITDA divided by Enterprise Value

#### Where:

EBITDA = Earnings Before Depreciation, Amortisation, net borrowing costs and Tax; and

Enterprise Value = Total Shareholders' Equity + Net Debt (at end of year)

ROC will be determined for each of the three years of the performance period and then averaged across the three years to determine the number of Rights that may vest in relation to this performance condition. The Board has retained discretion to adjust ROC in exceptional circumstances for individually material items that may otherwise distort the average ROC outcome.

Rights subject to ROC will vest according to the schedule below:

	ROC performance	% of Rights subject to ROC vesting	
	(3 year average)		
	Below 15%	No vesting	
	At 15%	25% of Rights vest	
	Between 15% and 30%	Straight line vesting between 25% and 100% of Rights vest	
	At or above 30%	100% of Rights vest	
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	ROC will be calculated on the basis of Enterprise Value (after impairment) over the performance period (2016 – 2018). The return range of 15 – 30% has been retained as it is considered to represent an appropriate ROC benchmark given market conditions.		
	ROC will be rounded to one decimal place and straight line vesting will be granted between 15% and 30% average ROC performance (for example, average ROC growth of 20.2% will result in 51% of Rights subject to ROC, vesting).		
	. •	nis measure should average ROC not equal or year performance period.	
Performance period and vesting	The Rights are subject to a three year performance period commencing from the start of FY2016 (i.e. 1 October 2015). Any Rights which do not vest following testing of the performance conditions at the end of the performance period will lapse.		
Cessation of employment	If the Managing Director resigns from the Group or is terminated for cause during the performance period, in general, his Rights are forfeited and he will have no further interest in the Rights.		
	Unless the Board determines otherwise, if employment ceases in other circumstances (e.g. retirement, mutual separation, ill-health etc.), the Managing Director would retain the Rights on a pro-rata basis with the performance conditions being tested at the end of the performance period to determine the number of Rights which may vest at this time (if any).		
Allocation of Shares	Following testing of the applicable performance conditions and determination of the vesting level of the Rights, one fully-paid ordinary share in Orica will be allocated to each Right which vests.		
Price payable for the Rights	No amount will be payable by the participant in respect of the grant, or on the vesting of the Rights.		
Trading restrictions	Shares allocated on the vesting of Rights will not be subject to any additional trading restrictions on dealing. The Managing Director will be required to comply with Orica's 'Guidelines for dealing in securities' in respect of any LTIP shares subsequently sold.		

# Application of Malus Standard

The terms of the LTIP contain the ability for the Board to apply Orica's 'Malus Standard'. This Standard provides the Board with the ability to reduce or deny granted but unvested awards in the case of:

- (a) a material misstatement in financial results;
- (b) behaviour that brings Orica into disrepute or has the potential to do so;
- (c) serious misconduct by any participant; or
- (d) any other circumstance, which the Board has determined in good faith.

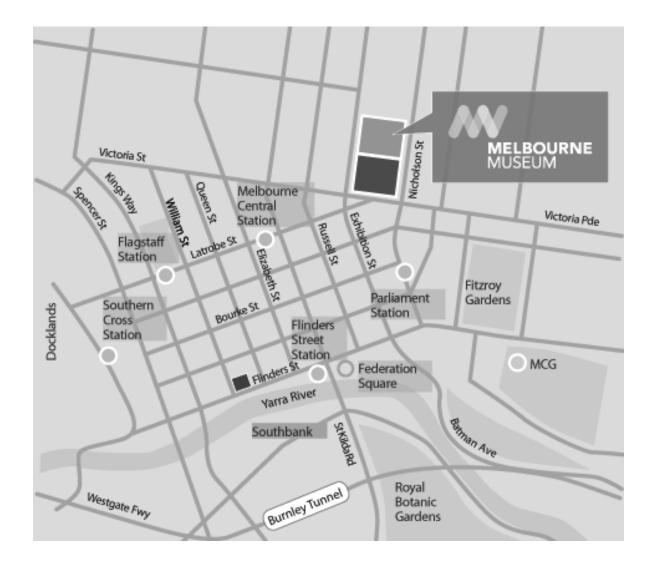
# Other required information – ASX Listing Rules

The Managing Director is the only current Director of Orica entitled to participate in the LTIP.

There is no loan scheme in relation to the grant of Rights under the LTIP.

In accordance with the approval received from shareholders at the 2014 Annual General Meeting, during the 2015 financial year, on 23 February 2015 the Company allocated 196,232 performance rights (subsequently forfeited) to the then Managing Director & CEO, Mr I K Smith, and 49,712 performance rights to the then Executive Director Finance, Mr C B Elkington, at an acquisition price of \$19.11 per share.

The Board, other than the Managing Director, who has an interest in resolution 4, recommends that shareholders vote in favour of resolution 4.



# **Public Transport Options**

- Tram 86 or 96 to corner of Nicholson and Gertrude Streets
- Free City Circle Tram to Victoria Parade
- City loop train to Parliament Station
- Bus routes 250, 251 and 402 to Rathdowne Street
- Melbourne Visitor Shuttle stop No. 5 (Melbourne Museum and Carlton Gardens).

Undercover parking is available, subject to availability (charges apply). Entry is via Rathdowne or Nicholson Street and is open from 6am to midnight.

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# **LODGE YOUR VOTE**

ONLINE

www.linkmarketservices.com.au

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BY MAIL

ORICA Limited C/- Link Market Services Limited Locked Bag A14 Sydney South NSW 1235 Australia

BY FAX

+61 2 9287 0309



**BY HAND** 

Link Market Services Limited 1A Homebush Bay Drive, Rhodes NSW 2138; or Level 12, 680 George Street, Sydney NSW 2000

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ALL ENQUIRIES TO

Telephone: +61 1300 301 253

# PROXY FORM

I/We being a member(s) of ORICA Limited and entitled to attend and vote hereby appoint:

#### APPOINT A PROXY

the Chairman of the Meeting *(mark box)* 

**OR** if you are **NOT** appointing the Chairman of the Meeting as your proxy, please write the name of the person or body corporate you are appointing as your proxy

or failing the person or body corporate named, or if no person or body corporate is named, the Chairman of the Meeting, as my/our proxy to act on my/our behalf (including to vote in accordance with the following directions or, if no directions have been given and to the extent permitted by the law, as the proxy sees fit) at the Annual General Meeting of the Company to be held at 10:30am on Friday, 29 January 2016 at Touring Hall, Melbourne Museum, 11 Nicholson Street, Carlton (the Meeting) and at any postponement or adjournment of the Meeting.

Important for Resolutions 3 and 4: If the Chairman of the Meeting is your proxy, either by appointment or by default, and you have not indicated your voting intention below, you expressly authorise the Chairman of the Meeting to exercise the proxy in respect of Resolutions 3 and 4, even though the Resolutions are connected directly or indirectly with the remuneration of a member of the Company's Key Management Personnel (KMP).

The Chairman of the Meeting intends to vote undirected proxies in favour of each item of business.

# **VOTING DIRECTIONS**

Proxies will only be valid and accepted by the Company if they are signed and received no later than 48 hours before the Meeting. Please read the voting instructions overleaf before marking any boxes with an  $\boxtimes$ 

## Resolutions

For Against Abstain\*

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**2.1** Re-election of lan Cockerill as a Director

**2.2** Election of Malcolm Broomhead as a Director

3 Adoption of the Remuneration Report

4 Grant of performance rights to Managing Director under the Long Term Incentive Plan



\* If you mark the Abstain box for a particular Item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in computing the required majority on a poll.

# SIGNATURE OF SHAREHOLDERS – THIS MUST BE COMPLETED

Shareholder 1 (Individual)

Joint Shareholder 2 (Individual)

Joint Shareholder 3 (Individual)

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Sole Director and Sole Company Secretary

Director/Company Secretary (Delete one)

Director

This form should be signed by the shareholder. If a joint holding, either shareholder may sign. If signed by the shareholder's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the company's constitution and the *Corporations Act 2001* (Cth).

# **HOW TO COMPLETE THIS SHAREHOLDER PROXY FORM**

#### YOUR NAME AND ADDRESS

This is your name and address as it appears on the Company's share register. If this information is incorrect, please make the correction on the form. Shareholders sponsored by a broker should advise their broker of any changes. Please note: you cannot change ownership of your shares using this form.

#### APPOINTMENT OF PROXY

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box in Step 1. If you wish to appoint someone other than the Chairman of the Meeting as your proxy, please write the name of that individual or body corporate in Step 1. A proxy need not be a shareholder of the Company.

#### **DEFAULT TO CHAIRMAN OF THE MEETING**

Any directed proxies that are not voted on a poll at the Meeting will default to the Chairman of the Meeting, who is required to vote those proxies as directed. Any undirected proxies that default to the Chairman of the Meeting will be voted according to the instructions set out in this Proxy Form, including where the Resolutions are connected directly or indirectly with the remuneration of KMP.

#### **VOTES ON ITEMS OF BUSINESS - PROXY APPOINTMENT**

You may direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. All your shares will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of shares you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on the items of business, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

#### APPOINTMENT OF A SECOND PROXY

You are entitled to appoint up to two persons as proxies to attend the Meeting and vote on a poll. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by telephoning the Company's share registry or you may copy this form and return them both together.

To appoint a second proxy you must:

- (a) on each of the first Proxy Form and the second Proxy Form state the percentage of your voting rights or number of shares applicable to that form. If the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise half your votes. Fractions of votes will be disregarded; and
- (b) return both forms together.

## SIGNING INSTRUCTIONS

You must sign this form as follows in the spaces provided:

Individual: where the holding is in one name, the holder must sign.

**Joint Holding:** where the holding is in more than one name, either shareholder may sign.

**Power of Attorney:** to sign under Power of Attorney, you must lodge the Power of Attorney with the registry. If you have not previously lodged this document for notation, 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 indicate the office held by signing in the appropriate place.

# **CORPORATE REPRESENTATIVES**

If a representative of the corporation is to attend the Meeting the appropriate "Certificate of Appointment of Corporate Representative" should be produced prior to admission in accordance with the Notice of Meeting. A form of the certificate may be obtained from the Company's share registry or online at www.linkmarketservices.com.au.

#### **LODGEMENT OF A PROXY FORM**

This Proxy Form (and any Power of Attorney under which it is signed) must be received at an address given below by **10:30am on Wednesday, 27 January 2016,** being not later than 48 hours before the commencement of the Meeting. Any Proxy Form received after that time will not be valid for the scheduled Meeting.

Proxy Forms may be lodged using the reply paid envelope or:



#### **ONLINE**

#### www.linkmarketservices.com.au

Login to the Link website using the holding details as shown on the Proxy Form. Select 'Voting' and follow the prompts to lodge your vote. To use the online lodgement facility, shareholders will need their "Holder Identifier" (Securityholder Reference Number (SRN), Holder Identification Number (HIN) or Employee ID as shown on the front of the Proxy Form).



#### BY MOBILE DEVICE

Our voting website is designed specifically for voting online. You can now lodge your proxy by scanning the QR code adjacent or enter the voting link www.linkmarketservices.com.au into your mobile device. Log in using the Holder Identifier and postcode for your shareholding.



To scan the code you will need a QR code reader application which can be downloaded for free on your mobile device.



#### BY MAIL

ORICA Limited C/- Link Market Services Limited Locked Bag A14 Sydney South NSW 1235 Australia



# **BY FAX**

+61 2 9287 0309



## **BY HAND**

delivering it to Link Market Services Limited\* 1A Homebush Bay Drive Rhodes NSW 2138

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Level 12 680 George Street Sydney NSW 2000

\* During business hours (Monday to Friday, 9:00am-5:00pm)