

# Charter Hall Retail REIT

## Notice of 2021 Annual General Meeting of Unitholders and Explanatory Memorandum

For a meeting to be held on Monday, 8 November 2021 at 2.00pm (AEDT)

13 October 2021

Dear Unitholder,

#### Charter Hall Retail REIT - Annual General Meeting

The directors of Charter Hall Retail Management Limited, the responsible entity of Charter Hall Retail REIT (“**CQR**” or the “**REIT**”), are pleased to invite all Unitholders to the 2021 Annual General Meeting of the REIT. The purpose of the Meeting is for the REIT to provide a briefing on its operations for the 2021 financial year and to consider the matters set out in the enclosed Notice of Meeting and Explanatory Memorandum.

CQR has been monitoring the advice of government health authorities regarding the continuing developments in relation to the COVID-19 pandemic. In light of the lockdowns and social distancing requirements of the Australian and New South Wales governments currently in place, the Board has decided in the interests of the health and safety of the Securityholders, staff and other stakeholders to hold this Meeting virtually. Unfortunately, Securityholders will not be able to physically attend the Meeting.

Securityholders are able to attend and participate in the Meeting virtually via the online platform at <https://agmlive.link/CQR21>.

We recommend logging into the online platform **at least 15 minutes prior** to the scheduled start time for the Meeting using the instructions below:

1. Enter <https://agmlive.link/CQR21>;
2. Login to the online platform using your full name, email address and company name (if applicable);
3. Once registered, Securityholders will also need their Securityholder Reference Number (SRN) or Holder Identification Number (HIN) and postcode to get a Voting Card and/or Ask Questions; and
4. Proxyholders will be emailed their proxy code/number by the Registry, Link Market Services Limited 24 hours before the Meeting.

Information on how to attend and participate virtually is set out in the Notice of Meeting and the Virtual Meeting Online Platform Guide which is available at <https://www.charterhall.com.au/investor/all-funds/cqr/results-publications>.

If you are unable to attend, please complete and return your Proxy Form by no later than 2.00pm (Sydney time) on Saturday, 6 November 2021 in accordance with the instructions on the attached Proxy Form.

#### Asking questions at the Annual General Meeting

Securityholders will be able to submit questions in writing online during the Annual General Meeting by following the instructions set out in the Virtual Meeting Online Guide. Securityholders may also submit questions prior to the meetings through the Company’s Share Registry’s website at <https://investorcentre.linkmarketservices.com.au/Login/Login>.

In addition, Securityholders who wish to ask questions by telephone during the Annual General Meeting must contact the Company’s Share Registry, Link Market Services on **+61 1800 990 363** (Australia and International) from 29 October to 6 November 2021 to request a personalised PIN and the applicable telephone number which they will need in order to ask a question by telephone during the meeting. More information about how to ask questions by telephone during the meeting is contained in the Virtual Meeting Online Guide. If your holding cannot be verified by the moderator, you will attend the Meeting as a visitor and will not be able to ask a question.

Should you wish to submit questions before the Meeting, Securityholders have the opportunity to do so and/or to address questions to me (as the Chair) and/or our external auditor, PricewaterhouseCoopers (“PwC”), prior to the Meeting, please log on to Link Market Services investor centre website: <https://investorcentre.linkmarketservices.com.au/Login/Login>, once you have logged into your holding (you will need your SRN/HIN No. and postcode to log in), select Voting then click “Ask a Question”. Representatives from PwC will be present at the Meeting to respond to the questions received and to any additional questions you may have. Please note that written questions for PwC must be sent to, and received by, Link Market Services Limited or the Responsible Entity by no later than 2.00pm (Sydney time) on Monday, 2 November 2021 in accordance with the instructions on the website. There will also be an opportunity for discussion and questions at the virtual meeting.

If you require further information or have questions about voting, the Resolution or the upcoming Meeting, please contact the Registry, Link Market Services on **+61 1300 303 063** (within and outside Australia).

I look forward to your online attendance at the Meeting.

Yours faithfully,



**Roger Davis, Independent Chair**  
Charter Hall Retail Management Limited  
as responsible entity of the Charter Hall Retail REIT

## Contents

Chairs letter	3
How to participate in the meeting	4
Notice of Meeting	5
Entitlement to attend and vote	6
Explanatory Memorandum	8
Glossary and Interpretation	9
Corporate directory	10

## Separate attachment

### Proxy Form

This is an important document. Please read it carefully.

If you are unable to attend the Meeting, please complete the proxy form and return it in accordance with the instructions in this Notice and in the proxy form.

# How to participate in the meeting

Unitholders may attend and participate in the Meeting through an online meeting platform, where Unitholders will be able to watch, listen, submit written questions and vote online.

## Live online participation (including voting)

Unitholders and proxyholders will be able to attend the Meeting, vote and ask questions online, by using the instructions below:

1. Enter <https://agmlive.link/CQR21> into a web browser on your computer or online device;
2. Login to the online platform using your full name, email address and company name (if applicable). Unitholders will need their Securityholder Reference Number (SRN) or Holder Identification Number (HIN) and postcode; and
3. Proxyholders will be emailed their proxy code/number by the Registry, Link Market Services Limited 24 hours before the Meeting.

Online registration will open at 1.30pm (Sydney time) on Monday, 8 November 2021 (i.e. half an hour before the Meeting). For further information on how to log on, ask questions and vote online, please refer to the Online Guide on our website at <https://link.charterhall.com.au/virtualguide>.

## Proxy voting and proxyholder participation

Please complete and return your Proxy Form by no later than 2.00pm (Sydney time) on Saturday, 6 November 2021 in accordance with the instructions on the attached Proxy Form.

Proxyholders will be emailed their proxy code/number by the Registry, Link Market Services Limited 24 hours before the Meeting.

## Questions

Unitholders will have the opportunity to ask questions at the Meeting. An opportunity for discussion will be provided on each item of business prior to Unitholders being asked to vote. Please note, only Unitholders may ask questions online once they have been verified.

It may not be possible to respond to all questions. Unitholders may also lodge questions online prior to the Meeting by logging into the Registry Investor website at <https://investorcentre.linkmarketservices.com.au/login/login> by (Sydney time) on Saturday, 6 November 2021.

## How to participate live online

### Login

Unitholders and proxyholders can watch and participate in the Meeting virtually via the online platform by entering <https://agmlive.link/CQR21> into a web browser on a computer or online device.

You will then need to login to the online platform using your full name, email address and company name (if applicable). Unitholders will need their Securityholder Reference Number (SRN) or Holder Identification Number (HIN) and postcode. Proxyholders will need their proxy number which the Registry will provide via email prior to the Meeting.

Proxyholders will be emailed their proxy code/number by the Registry, Link Market Services Limited 24 hours before the Meeting.

### Voting online

Once registered, Unitholders and proxyholders can register to vote.

To register to vote – click on the ‘Get a voting card’ box at the top of the webpage or below the videos.

### Ask a question online

You will only be able to ask a question after you have registered to vote.

If you would like to ask a question, click on the ‘Ask a Question’ box at the top or bottom of the webpage.

# Notice of Meeting

Notice is hereby given that an annual general meeting of Unitholders of Charter Hall Retail REIT (“CQR” or “REIT”) will be held at 2.00pm (Sydney Time) on Monday, 8 November 2021 as a virtual meeting online at <https://agmlive.link/CQR21>. Online registration will commence at 1.30pm (Sydney time) on Monday, 8 November 2021.

## Important Information:

- 1) The Resolution should be read in conjunction with the Explanatory Memorandum which follows.
- 2) Certain terms and abbreviations used below are defined in the Glossary at page 9 of this Notice of Meeting.
- 3) The Meeting will be held in accordance with the Corporations Act, the Listing Rules and the REIT’s Constitution. A copy of the REIT’s current Constitution can be found on the Charter Hall Group’s website (at <https://www.charterhall.com.au/About-Us/corporate-governance/corporate-governance-retail-reit>).

The business of the Meeting is as follows:

## BUSINESS:

### Resolution 1 – Re-election of Independent Director

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

*“That Mr Roger Davis, a Director of Charter Hall Retail Management Limited be re-elected as a director of Charter Hall Retail Management Limited”.*

# Entitlement to attend and vote

The Directors have determined that the holding of each Unitholder for the purposes of ascertaining the voting entitlements for the Meeting will be as it appears in the Register at 7.00pm (Sydney time) on Saturday, 6 November 2021.

## Quorum

Under the Constitution, the required quorum for the Meeting is two (2) Unitholders present in person or by proxy holding at least 10% of all Units.

## Voting by Proxy

A Unitholder is entitled to appoint a proxy to attend and vote on behalf of the Unitholder at the Meeting. A proxy need not be a Unitholder of the REIT.

A Unitholder entitled to cast two or more votes at the Meeting may appoint two proxies and specify the proportion or number of votes each proxy is appointed to exercise. If the Unitholder appoints two proxies and does not specify the proportion or number of votes each proxy may exercise, then each proxy may exercise half of the votes.

A Proxy Form is attached to this Notice of Meeting. To be valid, Proxy Forms, and the authority under which any form appointing a proxy is signed or a certified copy of that authority (if any), must be received at the office of Link Market Services Limited or by facsimile to Link Market Services Limited (see contact details in bold font directly below) by no later than 2.00pm (Sydney time) on Saturday, 6 November 2021 in accordance with the instructions listed on the attached Proxy Form. Please note that certified copies of authorities or powers of attorney cannot be received by facsimile and may only be received by mail or by hand delivery. As the final date and time for the receipt of proxy forms, authorities or powers of attorney is outside of business hours, you will need to allow extra time to ensure that any deliveries by hand or by mail are received no later than Friday, 5 November 2021 at 5:00pm (Sydney time).

**The offices of Link Market Services Limited are at:  
1A Homebush Bay Drive, Rhodes NSW 2138;  
or Level 12, 680 George Street, Sydney NSW 2000**

It is preferred Unitholders lodge their Proxy Form online at <https://investorcentre.linkmarketservices.com.au/login/login> by entering their holding details as shown on the Proxy Form and postcode, then selecting 'Voting', and then following the prompts to lodge their vote.

To use the online lodgement facility, Unitholders will need their "Holder Identifier" (Securityholder Reference Number (SRN) or Holder Identification Number (HIN)).

If a Unitholder returns their Proxy Form but does not nominate a representative, the Chair of the Meeting will be that Unitholder's proxy and will vote on that

Unitholder's behalf as directed on the Proxy Form. If the Unitholder's nominated representative does not attend the Meeting, then that Unitholder's proxy will revert to the Chair of the Meeting who may vote as he thinks fit in relation to any motion or resolution other than those (if any) in respect of which an indication of the manner of voting is given on that Unitholder's Proxy Form.

## Undirected Proxies

Where permitted by law, the Chair of the Meeting intends to vote undirected proxies in favour of the Resolutions in the Notice of Meeting.

## Voting by Attorney

A Unitholder may appoint an attorney to vote on their behalf. For an appointment to be effective for the Meeting, the instrument effecting the appointment (or a certified copy of it) must be received by Link Market Services Limited using the contact details listed above in the section headed "Voting by Proxy" by no later than 2.00pm (Sydney time) on Saturday, 6 November 2021 in accordance with the instructions listed on the attached Proxy Form. Please note that certified copies of authorities or powers of attorney cannot be received by facsimile and may only be received by mail or by hand delivery. As the final date and time for the receipt of proxy forms, authorities or powers of attorney is outside of business hours, you will need to allow extra time to ensure that any deliveries by hand or by mail are received no later than Friday, 5 November 2021 at 5:00pm (Sydney time).

## Corporate Representatives

A body corporate which is a Unitholder, or which has been appointed as a proxy, may appoint an individual to act as its representative at the Meeting.

The appointment must comply with the requirements of section 253B of the Corporations Act. The representative should email evidence of his or her appointment, including any authority under which it is signed, unless it has previously been given to Link Market Services.

## Voting at the meeting

Voting on the Resolution at this Meeting will be conducted by poll.

## Conduct of the meeting

CQR is committed to ensuring that its Unitholder meetings are conducted in a manner which provides those Unitholders (or their proxyholders) who are present at the Meeting with the opportunity to participate in the business of the Meeting in an orderly fashion and to ask questions about and comment on matters relevant to the business of the Meeting or about CQR generally. CQR will not allow conduct at any Unitholder meeting which is discourteous to those who are present at the Meeting, or which in any way disrupts or interferes with the proper conduct of the Meeting.

The Chair of the Meeting will exercise his or her powers as the Chair to ensure that the Meeting is conducted in an orderly and timely fashion, in the interests of all attending Unitholders.

As this Meeting is a virtual meeting technical issues may arise. In that event, CQR will have regard to the impact of the technical issue on Unitholders and the Chair of the Meeting may, in exercising his powers as the Chair, issue any instructions for resolving the issue and may continue the Meeting if it is appropriate to do so.

## Questions and comments by Unitholders

At the Meeting, Unitholders will be provided with a reasonable opportunity to ask questions or make comments. For further information on how to ask questions, please refer to the Online Guide on our website at: <https://link.charterhall.com.au/virtualguide>.

Unitholders may also lodge questions online prior to the Meeting at the Registry Investor website

<https://investorcentre.linkmarketservices.com.au/login/login> by 2.00pm (Sydney time) on Saturday, 6 November 2021.

By order of the Board



**Mark Bryant**  
Company Secretary

13 October 2021



# Explanatory Memorandum

## Resolution 1 – Re-election of Independent Director

On 24 November 2011, the Board of CHRML announced the results of a corporate governance and fee review undertaken by the Independent Directors with the assistance from Ernst & Young (see the ASX announcement dated 24 November 2011) (**the E&Y Review**). The Directors of CHRML have adopted all of the corporate governance recommendations in the E&Y Review, including that a term limit of three years with a maximum of four terms, be introduced for independent directors of CHRML (to be implemented on a rolling basis with one independent director being considered for re-appointment every year) and that the Unitholders be asked to ratify any such appointment by a non-binding vote.

Mr Roger Davis was appointed as a Director of CHRML on 7 June 2018, and this would constitute Mr Davis' first term of office as a Director of CHRML.

Under CHRML's Constitution, only the Directors of CHRML or the shareholders of CHRML may appoint a Director of CHRML. While the Unitholders are being asked to vote in relation to the ratification of the appointment of Mr Davis as a Director of CHRML,

Unitholders should note that this resolution is advisory only and is non-binding on CHRML, its shareholders or the Directors. The Directors do, however, intend to give due consideration to the results of this resolution to determine the composition of the Board.

Mr Davis's biography is set out below:

### Mr Roger Davis – Independent Director and Chair

Mr Davis was appointed to the Board of the responsible entity for the Charter Hall Retail REIT on 7 June 2018 as an Independent Non-Executive Director and has been the Chair since 13 November 2018.

Mr Davis has over 35 years' experience in banking and investment banking in Australia, the US and Japan. He is currently a Consulting Director at Rothschild (Australia) Limited, a Director of Argo Investments Limited, and the Chair of AIG Australia Limited.

In his career as a senior executive, Mr Davis was a Managing Director at Citigroup, where he worked for over 20 years in Australia, Japan and the US. More recently, he was a Group Managing Director at ANZ Banking Group responsible for all the Commercial, Investment and Institutional Banking activities.

Mr Davis has a Bachelor of Economics (Hons) from the University of Sydney and a Master of Philosophy from Oxford. He is also a qualified CPA.

### Board recommendation

In recommending Mr Davis' re-election, the Board took into account Mr Davis's skills and experience in property and funds management, listed company governance and the contributions Mr Davis makes as Chair.

The Board believes that Mr Davis has retained his independence of character and judgement and continues to bring invaluable experience and expertise to the Board.

***The Directors (other than Mr Roger Davis) recommend the ratification by the Unitholders of the appointment of Mr Roger Davis as a Director of CHRML.***

# Glossary

ASX	ASX Limited or the market operated by it, as the context requires
Board	board of Directors of CHRML
Charter Hall Group	The stapled entity comprising Charter Hall Limited (ACN 113 531 150) and Charter Hall Property Trust (ARSN 113 339 147)
CHRML or the Responsible Entity	Charter Hall Retail Management Limited (ACN 069 709 468)
Constitution	The constitution of the REIT
Corporations Act	the Corporations Act 2001 (Cth) as amended from time to time
Directors	the directors of the CHRML
Explanatory Memorandum	the explanatory memorandum that accompanies this Notice of Meeting
Independent Directors	Roger Davis, Sue Palmer and Michael Gorman
Listing Rules	the Listing Rules of ASX
Meeting or Annual General Meeting	the 2021 annual general meeting of Unitholders of the REIT to be held at 2.00pm (Sydney time), Monday, 8 November 2021
Notice of Meeting	this notice of Meeting and any notice of any adjournment of the Meeting
Proxy Form	the proxy form attached to this Notice of Meeting
PwC	PricewaterhouseCoopers
Register	the register of Unitholders as maintained by the Registry
Registry	Link Market Services Limited
REIT	Charter Hall Retail REIT (ARSN 093 143 965), listed on the ASX ticker code "CQR"
Resolution	Resolution 1 included in this Notice of Meeting
Unitholder	registered holder of units in the REIT

## Interpretation

The following rules apply unless the context requires otherwise:

- The singular includes the plural, and the converse also applies.
- If a word or phrase is defined, its other grammatical forms have a corresponding meaning.
- A reference to legislation or to a provision of legislation includes a modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it.

## Contact details

### Registry

To access information on your holding or update/change your details including name, address, tax file number, payment instructions and document requests, contact:

#### Link Market Services Limited

Locked Bag A14 Sydney South NSW 1235

**Tel** 1300 303 063 (within Australia)  
+61 2 8280 7134 (outside Australia)

**E-mail** [charterhall.reits@linkmarketservices.com.au](mailto:charterhall.reits@linkmarketservices.com.au)

**Web** [linkmarketservices.com.au](http://linkmarketservices.com.au)

### Investor relations

All other enquiries related to Charter Hall Retail REIT can be directed to Investor Relations:

#### Charter Hall Retail Management Limited

GPO Box 2704 Sydney NSW 2001

**Tel** 1300 365 585 (within Australia)  
+61 2 8651 9000 (outside Australia)

**E-mail** [reits@charterhall.com.au](mailto:reits@charterhall.com.au)

**Web** [charterhall.com.au](http://charterhall.com.au)

## Corporate directory

### Responsible Entity and Manager

#### Charter Hall Retail Management Limited

ABN 46 069 709 468

AFSL 246996

#### Registered office

Level 20, No.1 Martin Place  
Sydney NSW 2000

#### Directors of the Responsible Entity

Roger Davis (Chair), Greg Chubb,  
Michael Gorman, David Harrison, Sue Palmer

#### Fund Manager

Greg Chubb

#### Company Secretary

Mark Bryant

#### Responsible Entity's office

Level 20, No.1 Martin Place  
Sydney NSW 2000

GPO Box 2704 Sydney NSW 2001

**Tel** 1300 365 585 (within Australia)  
+61 2 8651 9000 (outside Australia)

**E-mail** [reits@charterhall.com.au](mailto:reits@charterhall.com.au)

**Web** [charterhall.com.au/cqr](http://charterhall.com.au/cqr)

**ASX Code** CQR

#### Auditor

##### PricewaterhouseCoopers

One International Towers Sydney  
Watermans Quay, Barangaroo  
Sydney NSW 2000

## LODGE YOUR VOTE



### ONLINE

[www.linkmarketservices.com.au](http://www.linkmarketservices.com.au)



### BY MAIL

Charter Hall Retail REIT  
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  
Level 12, 680 George Street, Sydney NSW 2000  
\*subject to any COVID-19 public health orders and restrictions



### ALL ENQUIRIES TO

Telephone: +61 1300 303 063



X99999999999

## PROXY FORM

I/We being a member(s) of Charter Hall Retail REIT (REIT) and entitled to attend and vote hereby appoint:

### APPOINT A PROXY

☐ 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 and email of the person or body corporate you are appointing as your proxy, noting that an email will be sent to your appointed proxy with details on how to access the virtual meeting,

Name

Email

or failing the person or body corporate named, or if no person or body corporate is named, the Chair 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 Unitholders to be held at **2:00pm (Sydney time) on Monday, 8 November 2021 (the Meeting)** and at any postponement or adjournment of the Meeting.

The Meeting will be conducted as a virtual meeting and you can participate by logging in online at <https://agmlive.link/CQR21> (refer to details in the Virtual Meeting Online Guide). The Notice of Meeting of Unitholders and Explanatory Memorandum and online guide can be viewed and downloaded at the REIT's website <https://www.charterhall.com.au/investments/funds/charter-hall-retail-reit/results-publications>

The Chair 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 REIT 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 ☒

#### Resolution

For Against Abstain\*

- 1 Re-election of Independent Director – Mr Roger Davis

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* 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 UNITHOLDERS – THIS MUST BE COMPLETED

Unitholder 1 (Individual)

Joint Unitholder 2 (Individual)

Joint Unitholder 3 (Individual)




Sole Director and Sole Company Secretary

Director/Company Secretary (Delete one)

Director

This form should be signed by the unitholder. If a joint holding, either unitholder may sign. If signed by the unitholder'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).

CQR PRX2101NN

## HOW TO COMPLETE THIS UNITHOLDER PROXY FORM

### YOUR NAME AND ADDRESS

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

### APPOINTMENT OF PROXY

If you wish to appoint the Chair of the Meeting as your proxy, mark the box in Step 1. If you wish to appoint someone other than the Chair of the Meeting as your proxy, please write the name and email address of that individual or body corporate in Step 1. A proxy need not be a unitholder of the REIT.

### DEFAULT TO CHAIR OF THE MEETING

Any directed proxies that are not voted on a poll at the Meeting will default to the Chair of the Meeting, who is required to vote those proxies as directed. Any undirected proxies that default to the Chair of the Meeting will be voted according to the instructions set out in this Proxy Form.

### 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 units 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 units 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 REIT's unit registry or you may copy this form and return them both together.

To appoint a second proxy you must:

- on each of the first Proxy Form and the second Proxy Form state the percentage of your voting rights or number of units 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
- 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 unitholder 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" must be produced prior to admission in accordance with the Notice of Meeting. A form of the certificate may be obtained from the REIT's unit registry or online at [www.linkmarketservices.com.au](http://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 **2:00pm (Sydney time) on Saturday, 6 November 2021**, 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](http://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, unitholders will need their "Holder Identifier" - Securityholder Reference Number (SRN) or Holder Identification Number (HIN).



#### BY MAIL

Charter Hall Retail REIT  
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\*  
Level 12  
680 George Street  
Sydney NSW 2000

\*during business hours Monday to Friday (9:00am - 5:00pm) and subject to any COVID-19 public health orders and restrictions