

NOTICE OF 2025 ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting (AGM) of the members of NEAS Australia (National ELT Accreditation Scheme Limited) will be held:

on Monday, 17 November 2025
at 3 - 4pm AEDT
by Videoconference (via Teams – link to be sent upon registration and closer to the date)

AGENDA OF ANNUAL GENERAL MEETING

A. PRESENTATION BY THE BOARD and the CEO

The Chair of the Board will present an overview of NEAS' activities and achievements for the year ended 30 June 2025 and the CEO will discuss plans for the year ahead.

B. PRESENTATION BY THE FINANCE, AUDIT AND INVESTMENT COMMITTEE

The Convenor of the FAIC will present on the Committee's activities for the year ended 30 June 2025.

C. PRESENTATION BY THE ENGAGEMENT AND MARKETING COMMITTEE

The Convenor of the EMC will present on the Committee's activities for the year ended 30 June 2025.

D. PRESENTATION BY THE ADVISORY COUNCIL

The Convenor of the Advisory Council will present on the Council's activities for the year ended 30 June 2025.

E. CONSIDERATION OF REPORTS

The Financial Report, the Directors' Report and the Independent Audit Report for the year ended 30 June 2025 (Reports) will be available on the NEAS website – [AGM 2025](#).

F. QUESTIONS AND COMMENTS

Following the consideration of Reports, the Chair will give members a reasonable opportunity to ask questions about or comment on the management of NEAS.

With the Auditor present at the meeting, the Chair will also give members a reasonable opportunity to ask the Auditor questions relevant to:

- (a) the conduct of the audit;
- (b) the preparation and content of the Independent Audit Report;
- (c) the accounting policies adopted by NEAS in relation to the preparation of the financial statements; and
- (d) the independence of the Auditor in relation to the conduct of the audit.

The Chair will also give the Auditor a reasonable opportunity to answer written questions submitted by members that are relevant to the content of the Independent Audit Report or the conduct of the audit.

G. END OF TERM FOR BOARD INDEPENDENT DIRECTORS

- Board Independent Directors Prof Tanya Buchanan, Dr Jim Langridge, Mr David Riordan and Ms Chloe Tanner have all reached the end of their term and will step down at the AGM.

The NEAS Constitution states that Independent Directors are appointed by the Board. These appointments will be announced at the AGM.

H. ITEM FOR APPROVAL: CONTINUATION OF AUDITOR

The company advises that Hall Chadwick will continue as the auditor of NEAS Australia following the conclusion of the 2025 Annual General Meeting. Hall Chadwick has confirmed their consent to continue in this role.

Resolution:

That the members approve the continuation of **Hall Chadwick** as the auditor of NEAS Australia, effective from the conclusion of this Annual General Meeting, and authorise the Board to complete all necessary documentation to give effect to this appointment.

I. ITEM FOR APPROVAL: CONTINUATION OF FUND MANAGER

The company advises that JBWere will continue as the fund manager of NEAS Australia following the conclusion of the 2025 Annual General Meeting. JBWere has confirmed their consent to continue in this role.

Resolution:

That the members approve the continuation of **JBWere** as the fund manager of NEAS Australia, effective from the conclusion of this Annual General Meeting, and authorise the Board to complete all necessary documentation to give effect to this appointment.

J. ITEM FOR APPROVAL: BOARD REMUNERATION

NEAS Directors are eligible to receive remuneration. The Board confirms that no increase is proposed at this time, and the existing maximum aggregate remuneration remains unchanged.

Resolution:

That the maximum aggregate remuneration of the Directors of the Board for the financial year shall remain at the level previously approved, with no CPI adjustment or other increase to be applied.

By order of the Board.

Adam Kilburn
Chief Executive Officer and Public Officer
NEAS Australia (National ELT Accreditation Scheme)
Dated: 17 October 2025