

3 October 2023

2023 Annual General Meeting – Letter of Access

Spenda Limited (ASX:SPX) ('Spenda' or Company) advises that the 2023 Annual General Meeting of Shareholders will be held at 11:00am (AWST) on Friday, 3 November 2023 in the Conference Room at The Garden Office Park, Ground Floor, Building C, 355 Scarborough Beach Road, Osborne Park WA 6017.

In accordance with Part 1.2AA of the Corporations Act 2001, the Company will only be dispatching physical copies of the Notice of Meeting (**Notice**) to Shareholders who have elected to receive the Notice in physical form.

Shareholders who have provided an email address and have elected to receive electronic communications from the Company, will receive an email to their nominated email address with a link to an electronic copy of the Notice and the proxy voting form.

Otherwise, a personalized proxy voting form will be printed and dispatched to Shareholders.

Notice of Annual General Meeting

The full Notice is available at:

1. https://staff-web.automicgroup.com.au/er/public/api/documents/SPX?fileName=2023_SPX_AGM_Notice_Final.pdf
2. <https://announcements.asx.com.au/asxpdf/20231003/pdf/05vmdmng5y1lyr.pdf>
3. by contacting the Company Secretary at investors@spenda.co

Your vote is important

The business of the Meeting affects your shareholding and your vote is important. All resolutions will be decided on a poll. The poll will be conducted based on votes submitted by proxy and at the Meeting.

Voting in person

To vote in person, attend the Annual General Meeting on the date and at the place set out above.



Voting by proxy

To vote by proxy, please use one of the following methods:

Online	Lodge the Proxy Form online at https://investor.automic.com.au/#/loginsah by following the instructions: Login to the Automic website using the holding details as shown on the Proxy Form. Click on 'View Meetings' – 'Vote'. To use the online lodgement facility, Shareholders will need their holder number (Securityholder Reference Number (SRN) or Holder Identification Number (HIN)) as shown on the front of the Proxy Form.
By post	Completing the enclosed Proxy Form and posting it to: Automic, GPO Box 5193, Sydney NSW 2001
By hand	Completing the enclosed Proxy Form and delivering it by hand to: Automic, Level 5, 126 Phillip Street, Sydney NSW 2000
By email	Completing the enclosed Proxy Form and emailing it to: meetings@automicgroup.com.au

Your Proxy instruction must be received no later than 11:00am (AWST) on 1 November 2023, being at least 48 hours before the commencement of the Meeting.

Subject to the voting restrictions set out in the Notice, the Chairperson will vote undirected proxies on, and in favour of Resolutions 1 to 20 and will vote undirected proxies against Resolution 21.

Justyn Stedwell
Company Secretary

Shareholder Enquiries

Please email: investors@spenda.co

