



By order of the AIRAH Board

April 4, 2022

Sami Zheng

Company Secretary

NOTICE is hereby given that the 63rd Annual General Meeting of the Australian Institute of Refrigeration, Air Conditioning and Heating (Inc.) will be held on:

Monday, May 9, 2022, at 5pm at the AIRAH National Office (1 Elizabeth Street, Level 3, Melbourne Vic) and via the online meeting platform Zoom.

Order of Business

1. Welcome and President's Report – To receive and consider the Institute's Financial Report, the Directors' Report, and the Auditor's Report for the year ended December 31, 2021
2. Confirmation of minutes of the 62nd Annual General Meeting (held on May 11, 2021)
3. Notification of proxy votes held
4. General business – To transact any business that may lawfully be brought forward
5. Introduction of Directors – Open forum with Directors
6. Organisational update
7. Any other business
8. Close.

**Proxy Form
AIRAH 63rd Annual General Meeting**

I, _____ being a Member (grade of Associate, Member, Fellow, or Life)
of the Australian Institute of Refrigeration, Air Conditioning and Heating (Inc.) hereby appoint

The Chairperson

OR

(insert name) _____

as my proxy to vote in my name at the 63rd Annual General Meeting of the Australian Institute of Refrigeration,
Air Conditioning and Heating (Inc.)

I provide the following instructions to my proxy:

(If the above section is left blank, the proxy may exercise the proxy as they determine.)

The Annual General Meeting is to be held Monday, May 9, 2022, at the AIRAH National Office (1 Elizabeth Street, Level 3, Melbourne Vic) and via the online meeting platform Zoom.

Signature: _____ Date: _____

This form must be returned to the AIRAH office by sending it to the Company Secretary by Friday, May 6, 2022.

By mail:

1 Elizabeth Street, Level 3, Melbourne Vic 3000

By email:

sami.zheng@airah.org.au