

Telstra Virtual Meeting Guide

for the Annual General Meeting
being held on Tuesday 17 October 2023

 meetings.linkgroup.com/TLSAGM23

To download a copy of the Notice of Annual General Meeting please visit telstra.com/agm



Part of **Link Group** | Corporate Markets

Telstra Virtual Meeting Guide

Before you begin

Ensure your browser is compatible. You can easily check your current browser by going to the website: whatismybrowser.com

Supported browsers are:

- Chrome – Version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 “Mavericks” & OS X v10.10 “Yosemite” and after
- Internet Explorer 9 and up (please note Internet Explorer 8 is not supported).

The Meeting is viewable from desktops, laptops and handheld/mobile devices. To attend and vote at the Meeting you must have your Shareholder Number being your:

- Shareholder Reference Number (SRN) or Holder Identification Number (HIN) and postcode or country, or
- Employee number (if applicable) and postcode or country.

If you are an appointed proxy you will need your proxy number. Link will provide confirmation of the proxy number by email to the email address provided by the Shareholder on the voting form or online no later than 24 hours prior to the Meeting and following lodgement of the proxy appointment.

Alternatively, proxy holders can call the Meeting help line on +61 1800 990 363 on the day of the Meeting to request confirmation of the proxy number. **Please make sure you have this information before proceeding.**

Key terms used in this guide

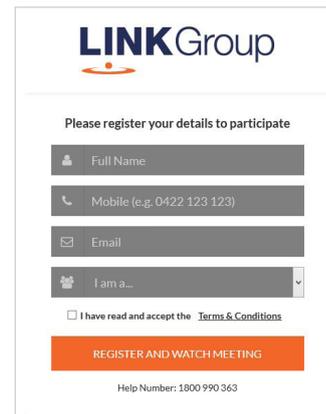
Shareholders – the term Shareholder in this guide includes all Telstra shareholders recorded in the register of Telstra shareholders and holders of Restricted Shares.

Restricted Shares – are Telstra shares held on behalf of a participant under a Telstra employee equity plan.

Proxy – if you are a holder of Restricted Shares, references to proxies in this guide are to nominees you appoint to attend and vote on your behalf.

Step 1

Open your web browser and go to meetings.linkgroup.com/TLSAGM23



The screenshot shows the LINK Group registration page. At the top is the LINK Group logo. Below it is a heading: "Please register your details to participate". There are four input fields: "Full Name", "Mobile (e.g. 0422 123 123)", "Email", and "I am a..." with a dropdown arrow. Below these fields is a checkbox labeled "I have read and accept the Terms & Conditions". At the bottom is a large orange button that says "REGISTER AND WATCH MEETING". Below the button is the text "Help Number: 1800 990 363".

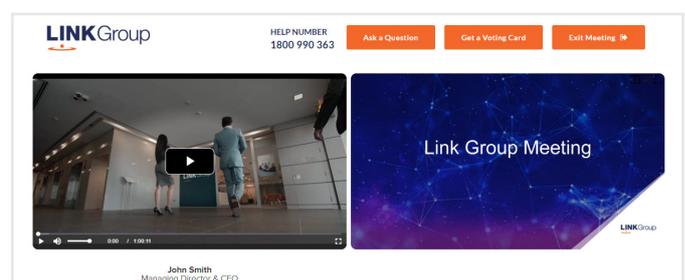
Step 2

Login to the portal using your full name, mobile number, email address, and use the drop down to choose your participant type (e.g. Shareholder, Employee (if applicable), Guest).

Please read and accept the terms and conditions before clicking on the ‘Register and Watch Meeting’ button. Once you have logged in you will see:

- On the left – a live video webcast of the Meeting
- On the right – the presentation slides that will be addressed during the Meeting
- At the bottom – buttons for ‘Get a Voting Card’, ‘Ask a Question’ and a list of company documents to download.

Note: After you have logged in we recommend that you keep your browser open for the duration of the Meeting. If you close your browser, your session will expire. If you attempt to log in again, you will be sent a recovery link via email for security purposes.



Telstra Virtual Meeting Guide

continued

Navigating

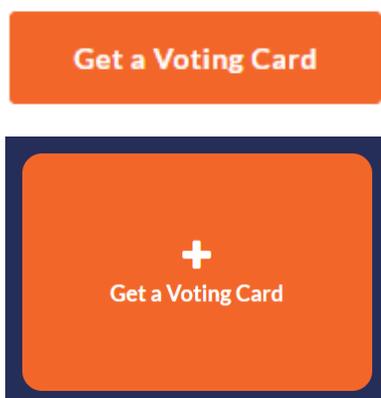
At the bottom of the webpage under the webcast and presentation there are three sections. Refer to each section below for operating instructions.

- 1 Get a voting card
- 2 Ask a Question
- 3 Downloads

Below the list are three buttons: 'Get a Voting Card' (with a plus icon), 'Ask a Question' (with a question mark icon), and a 'Downloads' section containing links for '2023 Notice of Annual General Meeting', '2023 Annual Report', and 'Telstra Virtual Meeting Guide'.

1. Get a voting card

To register to vote - click on the 'Get a Voting Card' box at the top of the webpage or below the videos.



This will bring up a box which looks like this.

Voting Card

Please provide your Shareholder or Proxy details

SHAREHOLDER DETAILS

Shareholder Number Post Code

SUBMIT DETAILS AND VOTE

OR

PROXY DETAILS

Proxy Number

SUBMIT DETAILS AND VOTE

If you are a Shareholder you can register by entering your Shareholder Number (SRN, HIN or employee number) and postcode or country.

If you are an appointed proxy, please enter the proxy number issued to you by Link Market Services in the **PROXY DETAILS** section. Once you have entered your appropriate details click the '**SUBMIT DETAILS AND VOTE**' button.

Once you have registered, your voting card will appear with the resolution(s) to be voted on by Shareholders at the Meeting (as set out in the Notice of 2023 Annual General Meeting).

Telstra Virtual Meeting Guide

continued

The screenshot shows a 'Voting Card' interface for a user named JOHN SAMPLE. At the top, there is a dark blue header with the user's name and a partially obscured phone number. Below the header, the title 'Voting Card' is displayed. A paragraph of instructions explains that users should select a voting instruction (For, Against, or Abstain) for each resolution, and that proxy holder votes will only be applied to discretionary (undirected) votes. A 'Full Vote' button is visible. The main area contains a resolution titled 'Resolution 1' with the sub-heading 'GENERAL BUSINESS'. Three buttons are provided for voting: 'For' (with a checkmark icon), 'Against' (with an X icon), and 'Abstain' (with a minus sign icon). At the bottom of the card, there is a large orange button labeled 'SUBMIT VOTE'.

Voting

Place your vote by clicking on the **'For'**, **'Against'**, or **'Abstain'** voting buttons.

Once you have voted scroll down to the bottom of the box and click the **'Submit Vote'** button.

Note: You are able to close your voting card during a Meeting without submitting your vote at any time while voting remains open. Any votes you have already made will be saved for the next time you open up the voting card. The voting card will appear on the bottom left corner of the webpage. The message **'Not yet submitted'** will appear at the bottom of the page.

If at any point you have submitted your voting card and wish to make a change while voting is still open you can do so by clicking the **'Edit Card'** button and making the required change. Once you have completed your card select the **'Submit Vote'** button.

Once voting has been closed, cards submitted cannot change. Incomplete cards or unsubmitted cards will be discarded.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide windows advising the remaining voting time available to Shareholders. Please make any changes required to your voting cards at this point and submit your voting cards.

Note: Registration for the Annual General Meeting and voting opens at 8.30am (Melbourne time) on Tuesday 17 October 2023.

Telstra Virtual Meeting Guide

continued

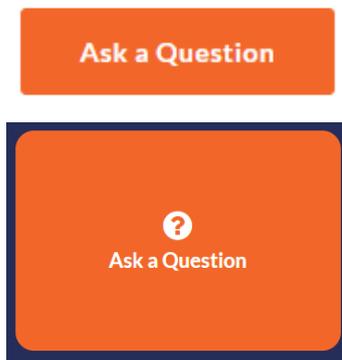
2. How to ask a question

Shareholders and proxy holders only are eligible to ask questions during the Meeting. Questions can be asked online either in writing or by audio. Please read below for further details on each option.

2a. Asking a written question online

If you have not yet obtained a voting card, you will be prompted to enter your Shareholder number or proxy number before you can ask a question.

To ask a question, click on the 'Ask a Question' box either at the top or bottom of the webpage.



The 'Ask a Question' box will then pop up with two sections for completion.

Ask a Question

We welcome any questions that you may have and will endeavour to answer all questions during the AGM. To submit a question, please select what the question pertains to and type your question in the provided area. If you have multiple questions please submit each individually.

Regarding

Question

Type your question here...

Characters left: 532 Characters : 0

Submit Question

Select the relevant item in the 'Regarding' section and then click in the 'Question' section and type your question.

When you are ready to submit your question – click the 'Submit Question' button. This will send the question to the Management/Board.

The Chairman of the meeting will endeavour to respond to all questions during the Meeting. If this is not possible, we will seek to provide a response to the Shareholder asking the question after the Meeting. If a number of questions of a similar nature are received at a similar time during the Meeting, the Chairman may respond to the questions at one time recognising the Shareholders who have submitted the questions. If a customer related question is received during the Meeting, staff will be available to respond to the question online and the question will be addressed outside of the Meeting.

Once you have asked a question a 'View Questions' box will appear. At any point you can click on 'View Questions' and see all the questions you have submitted. Only you can see the questions you have asked.

Note: You can submit your questions by this method one hour before the Meeting begins, if you have registered to vote. You can continue to submit questions up until the close of the Meeting. If your question has been answered and you would like to exercise your right of reply, you can do so by submitting another question.

View Questions

Your submitted questions can be viewed below. We will endeavour to answer all questions during the meeting.

When will the next AGM be held? +

Asked regarding General Business

Asked at: 2:38 PM Updated: 2:38 PM

OPEN COMMENTS

SUBMIT ANOTHER QUESTION

Telstra Virtual Meeting Guide

continued

2b. Asking an audio question online

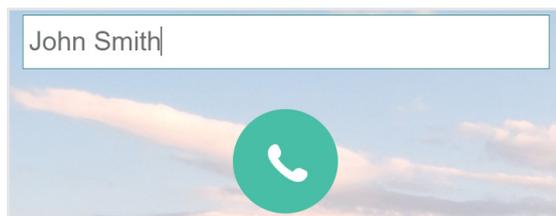
Step 1

Click on 'Go to Web Phone'.



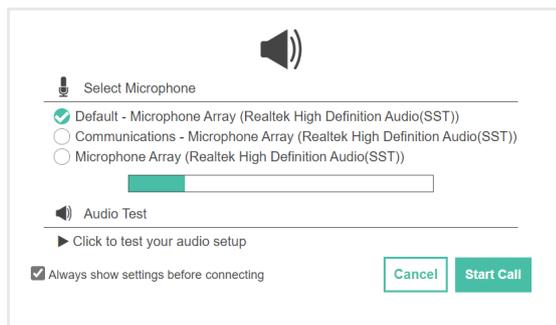
Step 2

Type in your name and hit the green call button. You will then be in the meeting and able to listen to proceedings.



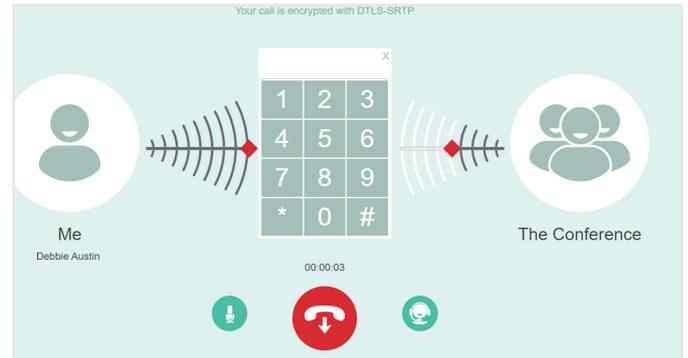
Step 3

A box will pop up with a microphone test. Select 'Start Call'.



Step 4

You are now in the meeting (on mute) and will be able to listen to proceedings. When the Chairman calls for questions or comments on the item of business to which your question or comment relates, press *1 on the keypad on your screen to raise your hand. If at any time you no longer wish to ask a question or make a comment, you can lower your hand by pressing *2 on the keypad.



Step 5

When it is time to ask your question or make your comment, the moderator will introduce you to the Meeting. Your line will be unmuted and you will be prompted to speak. If you have also joined the Meeting online, please mute your laptop, desktop, tablet or mobile device before you speak to avoid technical difficulties for you and other shareholders.

Step 6

Your line will be muted once your question or comment has been asked or responded to.

Step 7

You can hang up and resume watching the meeting via the online platform. If you would like to ask a question on another item of business, you can repeat the process above.

Please ensure you have muted the webcast audio.

Please refer to section 1 on page 3 for details of how to get a voting card and to vote. Voting cannot be performed via the web phone.

Telstra Virtual Meeting Guide

continued

3. Downloads

If you would like to download the Notice of 2023 Annual General Meeting or the 2023 Annual Report you can do so here.

When you click on these links the file will open in another tab in your browser.

Downloads

 [2023 Notice of Annual General Meeting](#)

 [2023 Annual report](#)

 [Telstra Virtual Meeting Guide](#)

Voting closing

Voting will close 10 minutes after the close of the Meeting.

At the conclusion of the Meeting a red bar with a countdown timer will appear at the top of the Webcast and Slide screens advising the remaining voting time. If you have not yet submitted your vote at this point, you will be required to do so now.

The voting card remains editable until the voting is closed at the conclusion of the Meeting. Once voting has been closed, cards submitted cannot change. Incomplete cards or unsubmitted cards will be discarded.

Contact the Telstra Share Registry

General shareholder enquiries

T +61 1300 88 66 77

E telstra@linkmarketservices.com.au

Meeting helpline

T +61 1800 990 363