



Australian  
Shareholders'  
Association

# PREPARING THE VOTING INTENTIONS



# What should your voting intentions include?

- ▶ Set out how and why the ASA will vote on resolutions
- ▶ An important part of the voting intention is for the monitor to decide whether to vote For or Against the remuneration report
- ▶ A five-year financial summary
- ▶ A good understanding of a company's remuneration framework and how it applies to the CEO
- ▶ A table outlining CEO target and maximum opportunity under remuneration framework
- ▶ Any further relevant information about the company and how it has conducted itself in accordance with ASA's focus issues for the year
- ▶ General information required for a shareholder reading the voting intentions to understand why ASA intends to vote its proxies a certain way or not



# How to present the information

- ▶ Use and follow the latest template available to you through the ASA website for all of these documents
- ▶ Templates are routinely updated so it is crucial to go to “My Company Monitoring” in the My Account area of the website after you log in
- ▶ The templates will be a part of the monitor resources uploaded to the website
- ▶ Examples of how to structure voting intentions can be found on the ASA website under 'Historical Voting Intentions'
- ▶ Voting intentions should address the AGM resolutions
- ▶ For each item, clearly indicate how ASA will be voting and the reasons for this decision

