



2 October 2024

INVESTOR NAME(S) <DESIGNATION>
C/O EXAMPLE LTD
PO BOX 0000
MELBOURNE VIC 3000

All holding related enquiries:

AFS & Associates Pty Ltd
shareregistry@afsbendigo.com.au
T: +61 3 5443 0344
www.afsbendigo.com.au/shareholders

Holder details:

HIN/SRN: <SRN/HIN>
Security: Security name
TFN/ABN Status: Not provided

Notice of meeting

Dear Investor,

Dancoor Community Finances Limited is holding a meeting of members and their representatives at 10:00 a.m. AWST on Friday, 22 November 2024.

The meeting will take place at Board Room, Education & Conference Centre, Bashford Street, Jurien Bay and will be available online at <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>

Meeting ID: 456 831 785 677 Passcode: zt4dQQ

Members and/or their representatives who are unable to attend the meeting may appoint a proxy to attend the meeting on their behalf and direct how they would like their votes cast by completing the **Proxy Form** attached to this letter.

Alternatively, proxy appointments and voting directions can be made online at <https://www.registrydirect.com.au/investor/> by logging in to your account.

To appoint more than one proxy or to split the voting directions, please complete a copy of the form for each proxy and/or each split voting direction stating the number of securities or the percentage of holdings the appointment and/or direction applies. No proxy may be authorised to exercise votes which any other proxy has been authorised to exercise. All Proxy Forms completed by or for a member should be returned together in the same envelope/email to the registrar.

If a representative of a corporate security holder is to attend the meeting, they will need to provide an executed "Appointment of Corporate Representative" form prior to the commencement of the meeting. A copy of the form may be obtained online at <https://www.registrydirect.com.au/investors/>.

Instructions for signing and returning the Proxy Form are provided overleaf.

Paper based Proxy Forms will be valid and accepted only if they are signed and returned by no later than 10:00 a.m. AWST on Wednesday, 20 November 2024.

If you are attending the meeting in person, to assist with registration please bring a copy of the Proxy Form.

Kind Regards,
AFS & Associates Pty Ltd
as registrar for Dancoor Community Finances Limited

SIGNING INSTRUCTIONS FOR THE PROXY FORM

Individual:

Where the holder is an individual, the security holder must sign.

Joint holding:

Where the holding is in more than one name, all of the security holders should sign.

Power of Attorney:

If you are executing the Proxy Form under a Power of Attorney and have not previously supplied a copy, please attach a certified copy of the Power of Attorney to the Proxy Form when you return it.

Companies:

When the holder is a company, and the company has a sole director who is also the sole company secretary, the Proxy Form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. Otherwise the Proxy Form must be signed by a director jointly with either another director or a company secretary. Please sign in the appropriate place to indicate the office held and delete titles as applicable.

RETURNING THE PROXY FORM

Please note our preference is you appoint your proxy and direct how you require your vote/s be cast online. If you perform these actions online, you will not need to complete or return the Proxy Form. You can complete these actions by logging in to your account at www.registrydirect.com.au/investor.

You can return the Proxy Form by:



EMAIL:

office@dancoor.com.au



POST:

PO Box 492
Jurien Bay WA 6516




2 October 2024

INVESTOR NAME(S) <DESIGNATION>
C/O EXAMPLE LTD
PO BOX 0000
MELBOURNE VIC 3000

SAVE TIME & VOTE ONLINE:

Go to the address below or scan the QR code.

 registrydirect.com.au/investor



HIN/SRN: <SRN/HIN>

PROXY FORM

Please complete and return this form if you wish to appoint a proxy and/or direct how you want your votes cast at the Annual General Meeting of Dancoor Community Finances Limited (ABN 32 121 053 129) (the Company) to be held at 10:00 a.m. AWST on Friday, 22 November 2024 at Board Room, Education & Conference Centre, Bashford Street, Jurien Bay and at any adjournment or postponement of the meeting. This form must be completed and returned by 10:00 a.m. AWST on Wednesday, 20 November 2024.

Alternatively, you can appoint a proxy and/or direct how you want your votes cast online at <https://www.registrydirect.com.au/investor/>.

Step 1 - Appoint your Proxy

I/We are or represent a member/s of Dancoor Community Finances Limited and entitled to attend and vote hereby appoint:

the Chair of the Meeting (mark box with 'X')

OR

Write here the name of the person (or body corporate) you are appointing if this person is someone other than the Chair of the Meeting

or failing attendance at the meeting of the person or body corporate named above, or if no person is named, the Chair of the Meeting, to act generally at the meeting on my/our behalf and to vote in accordance with the directions on this proxy form or, if no directions have been given and to the extent permitted by law, as he or she sees fit, at the Annual General Meeting of Dancoor Community Finances Limited to be held at 10:00 a.m. AWST on Friday, 22 November 2024 at Board Room, Education & Conference Centre, Bashford Street, Jurien Bay and at any adjournment or postponement of the meeting.

The Chair of the Meeting intends to vote all available proxies in the manner set out with each Resolution.

Step 2 - Direct how your votes are to be cast

Resolution 1

RECEIPT OF ANNUAL REPORT

Resolution type: **Ordinary**

Board recommendation: **For**

Chair's voting intention: **For**

FOR

AGAINST

ABSTAIN

PROXY'S DISCRETION

Note: In line with the requirements of the Corporations Act 2001 and to reduce associated printing costs, the company will provide shareholders with the Annual Report via our company website at: <https://www.bendigobank.com.au/branch/wa/community-bank-jurien-bay/>. If any shareholder would like to receive a copy of the Annual Report directly (in hard copy or via email), please make a request to our Company Secretary via their email address: office@dancoor.com.au

Resolution 2a

ELECTION OF NEW DIRECTOR: MR STEPHEN BROWN

Resolution type: **Ordinary**

Board recommendation: **For**

Chair's voting intention: **For**

FOR

AGAINST

ABSTAIN

PROXY'S DISCRETION

Note: That Mr Stephen Brown, be elected as a Director of the Company.

Resolution 3

RETURN OF CAPITAL

Resolution type: **Ordinary**

Board recommendation: **For**

Chair's voting intention: **For**

FOR

AGAINST

ABSTAIN

PROXY'S DISCRETION

Note: That a payment of 3.0 cents unfranked return of capital be paid to Shareholders

Resolution 4

MISSION STATEMENT

Resolution type: **Ordinary**

Board recommendation: **For**

Chair's voting intention: **For**

FOR

AGAINST

ABSTAIN

PROXY'S DISCRETION

Note: To consider, and if thought fit, approve Dancoor Community Finances Limited's Mission Statement.

Step 3 - Sign this form

Shareholder 1 (individual)

Sole Director & Sole Company Secretary

Joint Shareholder 2 (individual)

Director/Company Secretary (Delete one)

Joint Shareholder 3 (individual)

Director

Date

Contact name

Mobile number

Email

By providing an email you agree to receive future communications electronically

Dear Shareholder,

The Board of Dancoor Community Finances Limited is seeking shareholder approval of a Mission Statement that has been developed for the purpose of supporting Dancoor Community Finances Limited's application for social enterprise accreditation with Social Traders Ltd (ABN 42 132 665 804) (**Social Traders**). Shareholder endorsement will enable Dancoor Community Finances Limited to achieve social enterprise accreditation with Social Traders and to be formally recognised for the contribution we've made to our community.

The Board recommends that you consider the Mission Statement and vote in favor of the following resolution.

To approve the Dancoor Community Finances Limited Mission Statement.

(Refer Mission Statement attached for details).

We seek your approval of the Mission Statement which is a requirement for certification by Social Traders. It has three components:

1. Your company's commitment to social purpose.
2. Confirmation dividends made by your company are not greater than distributions to the community in any year.
3. Any future changes to the Mission Statement must be through a special resolution of shareholders.

To discuss further and ratify approval of the Mission Statement, we invite all shareholders to an AGM on 22nd November 2024 at 10.00am at Board Room, Jurien Bay Education & Conference Centre, Bashford Street, Jurien Bay.

We hope you can join us.

Kind regards,

Robert Shanhun
Chair
Dancoor Community Finances Ltd

Dancoor Community Finances Limited

Mission Statement

Background

The directors of Dancoor Community Finances Limited intend to submit an application for certification as a social enterprise with Social Traders Ltd (ABN 42 132 665 804) (**Social Traders**). Social Traders are the pioneers of social enterprise procurement in Australia and is Australia's only social enterprise¹ certifying body.

The mission statement set out below has been prepared to support Dancoor Community Finances Limited's application with Social Traders and is presented to shareholders for approval.

Commitment to social purpose

1. In seeking certification with Social Traders, commits to the following mission statement (**Mission Statement**):

“Dancoor Community Finances Limited's mission is to be a substantial, sustainable community-built business that contributes to community prosperity.”

2. As a franchisee of Bendigo and Adelaide Bank Limited, Dancoor Community Finances Limited is committed to returning profits generated from the operation of its Community Bank branch to local communities. The directors consider that the Mission Statement aligns with Dancoor Community Finances Limited's Environmental, Social and Governance aspirations and its continued commitment to local communities.

Dividends and distributions

3. In seeking certification with Social Traders, Dancoor Community Finances Limited commits to the following dividends and distributions statement:

“While Dancoor Community Finances Limited operates as a social enterprise and maintains its certification with Social Traders, in distributing dividends in any 12-month period, the distribution for the period must not exceed an amount equivalent to or more than the verified public or community benefit (which is accepted by Social Traders) and/or otherwise must meet the relevant certification criteria of Social Traders.”

4. The above statement supports Dancoor Community Finances Limited's commitment to returning profits to local communities, whilst acknowledging the ongoing support and contributions from shareholders. The directors consider that this commitment provides a fair and balanced approach to local communities and to shareholders.

Changes to this Mission Statement

5. In seeking certification with Social Traders, Dancoor Community Finances Limited agrees that this Mission Statement may only be amended or repudiated as follows:

“Any change to or repudiation of this Mission Statement requires the passing of a special resolution by shareholders.”

6. Once certification with Social Traders has been obtained, any changes to this Mission Statement may result in Dancoor Community Finances Limited's loss of certification by Social Traders. Accordingly, this Mission Statement may only be amended or repudiated by a special resolution.

¹ For the purposes of this Mission Statement, a social enterprise means an entity that is recognised by Social Traders as a 'Social Enterprise' under its certification criteria. A Community Bank company that does not have such certification from Social Traders is not a social enterprise.

SOCIAL ENTERPRISE CERTIFICATION

FREQUENTLY ASKED QUESTIONS FOR SHAREHOLDERS

1. Why should our company certify as a Social Enterprise?

- a. The Community Bank model has been operating as a social enterprise for decades without claiming any credibility for its impact. Claiming certification is validation of this.
- b. Certification provides a great framework to tell our story and explain how we deliver impact in community.
- c. Gives independent validation of our business, showcasing our commitment to positive social outcomes.
- d. Unlock growth opportunities with the growing socially aware cohort (businesses and individuals) seeking to confidently choose businesses/products/services making a difference for people and planet.

2. What is the Social Traders criteria for certification?

- There are three criteria for certification which have been operationalised from the definition of social enterprise that came from the Finding Australia's Social Enterprise Sector (FASES) study by the Centre for Social Impact at Swinburne University in 2010 and 2016.
- The three criteria are as below:
A social enterprise:
 - Has a defined primary social purpose that is consistent with a public or community benefit
 - Derives a substantial portion of income from trade, and
 - Invests efforts and resources into its purpose such that public or community benefit outweighs private benefit.

3. Will we need to change how we operate to achieve certification?

- No. If your community bank company has been following the principles of the community bank model and contributing to the prosperity of your community, you will satisfy the criteria for Social Enterprise certification.

4. Does Certification interfere with our corporate structure?

- There is no change to your corporate structure. Social Enterprise certification does not change how the company operates. This is an external certification that acknowledges your Community Bank company as a social enterprises.

5. Why would we change from a for profit franchisee of BEN to social enterprises?

- You are not changing how you operate as a franchise of Bendigo Bank. Certification does not alter your company structure, nor require any changes.

6. Is there an establishment fee or ongoing cost for certification?

- The cost of certification for your company is included in the annual membership fee with Social Traders. This is \$750 per year.

7. How often do you need to renew your certification?

- Every three years

8. Why do you need shareholder approval?

- Community Bank companies need shareholder approval for your Mission Statement as it is not provided in any of the governing documents i.e., Constitution or Franchise Agreement. For Social enterprise certification your mission statement must be present in your governing documents. Having an embedded mission, and your distributions policy are a requirement of Social Traders certification.

9. Isn't the dividend policy already agreed?

- Yes there is a dividend policy referenced in the franchise agreement and the constitution. The dividend statement that is included in the Mission Statement relates to a 12-month period and aligns with criteria 3 of the Social Traders certification framework by ensuring that in any year, public/community benefit outweighs private benefit.

10. What is the shareholder voting requirements?

- A special resolution. That is 75% of all shareholders in attendance virtually, physically or via a proxy must approve the proposed Mission Statement.

11. What will change after certification?

- Nothing will change operationally or structurally.
- Your company will have gained its rightful recognition and the story it shares is simpler to tell. Your Community Bank company is a social enterprise that operates a BEN Community Bank franchise.
- If desired, there will opportunities that your company can pursue within the large and growing social enterprise network many within this network your company will already have relationships now these can be deepened and grown for business and for impact opportunities.

12. Is the Community Bank that my community company operates a social enterprise?

- NOTE: Your Community Bank company is certified, not the community bank branch or Bendigo Bank.

13. How might the Company leverage the Social Traders accreditation?

- Your Community Bank company will have access to a network of social enterprise businesses where you can share your story - in the same way that your company currently networks with sponsored community groups and clubs. Social Traders will also provide support so your Community Bank company can maximise certification membership.
- Credibility – Social Traders certification gives you external validation that your business creates impact through trade.

- Network – As a certified social enterprise, you will join an existing community of 580+ other certified social enterprises that have impact at the heart of their business. You will also join over 200,000 companies and organisations that align themselves with this sector although for various reasons have not sought certification. You will also be visible to Social Traders network of business and government members actively searching for social enterprises to buy from and incorporate into their supply chains.

14. How does social enterprise certification help us to tell our story better?

- Social Enterprises are broadly understood by customers to be companies that exist for good.
- It is a single term that describes who we are and what we do.
- Social Enterprise sector is significant and growing so awareness is increasing, particularly amongst the younger population.

15. Are there financial benefits to becoming certified e.g., tax concessions?

- Not at this stage.

16. What is the Mission statement?

- (Company's name e.g. Melbourne's) mission is to be a substantial, sustainable community built business that contributes to community prosperity.
The one-page Mission Statement also contains reference to the dividend distribution and to rules around any changes to the statement.

17. Could social enterprise certification enable shareholder renewal?

- Sharing the news about becoming certified should be an opportunity to reengage with the current shareholders and be informed about this positive third-party recognition and endorsement for what the company has been doing in your communities for the past ?? years.
- Your shareholding has enabled this through the initial investment you made, and you should feel proud of this external recognition. It also gives a reason for shareholders to consider how they divest of this impactful investment. Proudly hand on to their children or grandchildren or even their community group or association they support.

18. Will the public know or even care about certification?

- Some will, some won't...it's no different to the current state of understanding our Community Bank story.
- The social enterprise sector is one of the largest growing sectors globally.
- All levels of government see engaging with social enterprises as part of their future.
- Social enterprise certification particularly resonates with the younger generation. We can play a role in sharing the knowledge and understanding of this incredibly important sector of our community – companies that prioritise profit for purpose!
- The values that exist with the people that operate in and around the social enterprise sector align strongly with those people that operate in the Community Bank network. This will potentially be more likely to resonate with our values proposition of banking with our Community Banks.

- Social Enterprise certification can be seen as a staff retention and attraction initiative with a growing sector of our community wanting to work for organisations that do good, that have a profit for purpose focus. Our staff should feel super proud to be employed by a SE certified company that has been externally and nationally recognised for the great impact it makes in your community.
- Social Enterprise certification can also be seen as an attraction for gaining skilled directors who seek out roles on companies that place importance on making a difference.