

## **VITA LIFE SCIENCES LIMITED**

### **NOTICE OF ANNUAL GENERAL MEETING**

### AND EXPLANATORY STATEMENT

to be held at Amora Hotel Jamison Sydney (Lindsay Room), 11 Jamison Street, Sydney NSW 2000 at 12:00pm, Australian Eastern Standard Time on Friday, 25 May 2018

## This document is important.

Please read the information it contains carefully. It is important that you vote on these resolutions either by attending the meeting or by completing and lodging the enclosed proxy form. If you are in doubt as to its contents, or the course you should follow, you should consult your professional advisor(s).

IMPORTANT DATES				
Close for receipt of written questions to Auditor	12:00pm	Friday, 18 May 2018		
Close for receipt of Proxy Forms	12:00pm	Wednesday, 23 May 2018		
Determination of Entitlement to Vote  Annual General Meeting	7:00pm 12:00pm	Wednesday, 23 May 2018 Friday, 25 May 2018		

Note: All references to time in this document are to that time in Sydney, New South Wales.

Vita Life Sciences Limited ACN 003 190 421 Unit 1/102 Bath Road Kirrawee, NSW 2232

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PROXY FORM



### **NOTICE OF ANNUAL GENERAL MEETING**

### OF VITA LIFE SCIENCES LIMITED

Notice is given that the annual general meeting of members of Vita Life Sciences Limited ACN 003 190 421 (Company) will be held at Amora Hotel Jamison Sydney (Lindsay Room), 11 Jamison Street, Sydney NSW 2000 on **Friday 25 May 2018 at 12:00pm** Australian Eastern Standard Time.

### 1. ORDINARY BUSINESS

#### 1.1 Financial Statements and Reports

(a) To receive and consider the financial statements and the reports of the directors and the auditors of the Company for the year ended 31 December 2017.

An explanation of this item is to be found in the notes to this notice and item 2.1 of the Explanatory Statement.

### (b) Resolution 1 – Remuneration Report

Shareholders will be asked to consider and, if thought fit, pass the following resolution as an **ordinary resolution**:

"That the Remuneration Report as set out in the Annual Report of the Company for the financial year ended 31 December 2017 be adopted."

An explanation of this item is to be found in item 2.2 of the Explanatory Statement.

The vote on this resolution is advisory only and is not intended to bind the Directors or the Company.

## Voting exclusion statement in relation to Resolution 1

The Company will disregard any votes cast on Resolution 1 by or on behalf of:

- (a) A member of the key management personnel, details of whose remuneration are included in the remuneration report; or
- (b) A closely related party of such a member.

## **Exceptions to voting exclusions**

However, the Company will not disregard a vote cast by a person described above if:

- (c) The person does so as a proxy appointed by writing that specifies how the proxy is to vote on Resolution 1: or
- (d) The vote is not cast on behalf of a person described in paragraphs (a) or (b) above.

## 1.2 Resolution 2 – Re-election of Director

Shareholders will be asked to consider and, if thought fit, pass the following resolution as an **ordinary resolution** with effect from the close of the meeting:

"That Jonathan James Tooth, a director retiring by rotation in accordance with rule 5.1 of the Constitution, being eligible and having consented to act, be re-elected as a director of the Company."

An explanation of Resolution 2, and more information on Mr Tooth, is to be found in item 3 of the Explanatory Statement.

## 1.3 Resolution 3 – Share Buy-Back

Shareholders will be asked to consider and, if thought fit, pass the following resolution as an ordinary resolution:

"That pursuant to and in accordance with section 257C of the Corporations Act 2001 (C'wlth), as amended, Rules 7.29 and 7.33 of the Listing Rules of ASX Limited, and for all other purposes, the shareholders approve, with effect from when the Directors make the relevant announcement to the ASX, the on-market buy-back of up to 15% of the fully paid ordinary shares in the Company expiring on whichever is the earlier of the anniversary of the passage of this resolution or the 2019 Annual General Meeting and otherwise on the terms and conditions set out in the Explanatory Statement accompanying the 2018 Annual General Notice of Meeting at which this resolution is to be put."

An explanation of Resolution 3 is to be found in item 4 of the Explanatory Statement.



## 2. SPECIAL BUSINESS

# 2.1 Resolution 4 – Long Term Incentive Plan: Grant of a limited recourse loan to Managing Director to purchase ordinary shares

Shareholders will be asked to consider and, if thought fit, pass the following resolution as a ordinary resolution:

"That pursuant to ASX Listing Rules 10.14 and 10.15 and in accordance with Vita Life Sciences Limited's "Long Term Incentive Plan" (Plan), tabled by the Chairman and initialed by him for purposes of identification, approval is given for the Directors to make a limited recourse loan to Mr Andrew O'Keefe, acting in his capacity as the Managing Director of the Company, for a sum of \$900,000 (Loan), which will be used to purchase a total of 1,000,000 new, ordinary, fully paid shares in the Company, on the terms summarised in the Explanatory Statement accompanying the Notice of 2018 Annual General Meeting."

An explanation of Resolution 4, and a summary of the Plan and Loan, is to be found in item 5 of the Explanatory Statement.

**Voting Exclusion:** The Company will disregard any votes cast on this resolution by the Directors (as persons who can benefit from participation in the Long Term Incentive Plan) and any person who may obtain a benefit (except one solely in the capacity of a security holder) if the resolution is passed, and any Associate of the Directors or that person.

### 3. OTHER BUSINESS

To consider any other business that may be properly brought forward at the meeting in accordance with the Constitution and the law.

### By Order of the Board

Chin L Khoo Company Secretary

Dated: 20 April 2018

## **PLEASE NOTE:**

The Notes to, and the Explanatory Statement and Proxy Form following, this Notice of Meeting should be read in conjunction with, and form part of, this Notice.

Capitalised words have the meanings ascribed to them in the Glossary in the Explanatory Statement.



### NOTES TO NOTICE OF MEETING

## 1. Explanatory Statement

An explanation of each resolution is included in the accompanying Explanatory Statement.

## 2. Voting and Required Majority

- 2.1 The Board, as the convenor of the meeting, has determined that the shareholding of each member for the purpose of ascertaining voting entitlements for the Annual General Meeting will be as it appears on the register of Shareholders at **7.00pm** (Sydney time) on **Wednesday, 23 May 2018** and will process no transfers from that time until the end of the Meeting.
- 2.2 On a show of hands, every person present and qualified to vote shall have one vote. If a Shareholder appoints one proxy, then that proxy may vote on a show of hands. However, if the Shareholder appoints 2 proxies, neither may vote on a show of hands.

If a Shareholder appoints a proxy who is also a Shareholder or also a proxy for another Shareholder, their directions may not be effective on a show of hands. However, upon a poll and upon the proxy voting on the poll then their voting direction will be fully counted. Should a poll be taken, then the Auditors, Nexia Sydney Audit Pty Limited, will act as scrutineer.

- 2.3 For the Resolutions to be effective:
  - each Resolution must be passed at a meeting of which not less than 28 days' written notice specifying the intention to propose the Resolutions has been given; and
  - each ordinary Resolution must be passed by more than 50% respectively of all the votes cast by Shareholders entitled to vote on the Resolutions (whether in person or by proxy, attorney or representative).

### 3. Voting Exclusion Statements

- 3.1 The Company will disregard any votes cast on Resolutions 1, 2 and 4 by:
  - A member of the Key Management Personnel (KMP) whose details are included in the remuneration report or closely related parties of those KMP in relation to Resolution 1;
  - Any person who has an interest, or will obtain a benefit, in the passing of the relevant Resolution(s) and any Associates of that person.

However, the Company need not disregard a vote if:

- it is cast by a person as proxy for a person who is entitled to vote, in accordance with the directions
  on the proxy form (excluding any vote on behalf of KMP or their closely related parties for
  Resolution 1); or
- it is cast by the person chairing the meeting as proxy for a person who is entitled to vote, in accordance with a direction on the proxy form to vote as the proxy decides.
- 3.2 In approving the Notice of Meeting all Resolutions as set out as the business of the meeting have the support and recommendation of all the Directors except in the case of:
  - (a) the re-election of Mr Tooth as a Director seeking re-election where, in relation to Resolution 2, Mr Tooth abstained from voting in respect of his own re-election.

### 4. Questions and Comments by Shareholders at the Meeting

- 4.1 In accordance with the Corporations Act (sections 250S and 250SA) and rule 104.3 of the Constitution, a reasonable opportunity will be given to Shareholders at the meeting to ask questions about, or make comments on, the Management of the Company and the remuneration report.
- 4.2 Similarly, in accordance with the Corporations Act (section 250T) and rule 104.4 of the Constitution, a reasonable opportunity will be given to Shareholders to ask the Auditors, Nexia Sydney Audit Pty Limited, questions relevant to:
  - (1) the conduct of the audit;
  - (2) the preparation and content of the Auditor's Report;
  - (3) the accounting policies adopted by the Company in relation to the preparation of its financial statements; and
  - (4) the independence of the Auditor in relation to the conduct of the audit.



4.3 Shareholders may also submit written questions to Nexia Sydney Audit Pty Limited, via the Company, no later than 5 business days before the Annual General Meeting. Any question must be relevant to the content of Nexia Sydney Audit Pty Limited's Audit Report or the conduct of its audit of the Company's financial report for the year ended 31 December 2017.

Relevant written questions for Nexia Sydney Audit Pty Limited must be received no later than **12.00pm** (Sydney time) on **Friday, 18 May 2018**. A list of those relevant written questions will be made available to Shareholders attending the Annual General Meeting. Nexia Sydney Audit Pty Limited will either answer the questions at the Annual General Meeting or table written answers to them at the Meeting. If written answers are tabled at the Meeting, they will be made available to Shareholders as soon as practicable after the Annual General Meeting.

## 5. Proxies

- 5.1 A Shareholder entitled to attend and vote at this Meeting is entitled to appoint not more than 2 proxies. If 2 proxies are appointed, each proxy must be appointed to represent a specific proportion or number of the Shareholder's voting rights. If the appointment does not specify the proportion or number of the Shareholder's votes each proxy may exercise, each proxy may exercise one half of the Shareholder's votes.
- 5.2 If Shareholders wish to appoint one proxy, please use the form provided. If you want to appoint 2 proxies, please contact the Company for an additional form, or copy that provided, and follow the instructions set out on the reverse side of the proxy form.
- A Shareholder may appoint an individual or a body corporate as their proxy. A body corporate appointed as a proxy may then nominate an individual to exercise its powers at meetings. A proxy need not be a Shareholder of the Company.
- To be effective a proxy form and an original or certified copy of the authority (if any) under which it is signed (such as a power of attorney or, in the case of a body corporate Shareholder, a certificate of appointment of personal representative) must be:
  - delivered (by mail or courier) to the registered office of the Company at Unit 1/102 Bath Road, Kirrawee, NSW 2232 Australia;
  - sent by facsimile to (+612) 9545 1311 at the registered office of the Company at Unit 1/102 Bath Road, Kirrawee, NSW 2232 Australia;
  - by email to enquiries@vitalifesciences.com.au; or
  - delivered by hand to the registered office of the Company at Unit 1/ 102 Bath Road, Kirrawee, NSW 2232 Australia, to arrive (in each case) no later than 12:00pm (Sydney time) on Wednesday, 23 May 2018. If it is not received by that time, the appointment of proxy will not be treated as effective.
  - If a Shareholder is a body corporate, the proxy form may be signed by 2 directors; or
  - a director and either a company secretary or other authorised signatory; or
  - in the case of a proprietary company that has a sole director that is also the sole company secretary, by that director; or the body corporate's appointed attorney under power of attorney.
- In the case of joint holdings, a proxy may be signed by any one of the joint holders. However, if the Company receives more than one appointment for the same Share:
  - an appointment signed by all joint holders will be accepted in preference to an appointment signed by the Shareholder whose name appears first in the register of Shareholders or by any other Shareholder holding the share jointly; and
  - subject to the preceding paragraph, an appointment signed by the Shareholder whose name appears first in the register of Shareholders will be accepted in preference to an appointment signed by any other Shareholder or Shareholders holding the share jointly.



- 5.6 Completion of a proxy form will not prevent individual Shareholders from attending the Meeting if they wish. Where a Shareholder completes and delivers a valid proxy form and attends in person, the authority of the proxy to speak and vote for that Shareholder is suspended while the Shareholder is present at the Meeting.
- 5.7 In the absence of your instructions, your proxy will vote or abstain from voting on a show of hands as they think fit. Should the proxy vote on a show of hands, the proxy must vote in the way that they were directed to do so.
- 5.8 If the proxy has 2 or more appointments that specify different ways to vote on the resolution, the proxy must not vote on a show of hands.
- 5.9 If the proxy is the chair of the meeting, the proxy must vote on a poll, and must vote in the way they were directed to do so.
- 5.10 If the proxy is not the chair of the meeting, the proxy need not vote on a poll, but if the proxy does so, they must vote as directed to do so.
- 5.11 If a proxy is appointed who is not chair of the meeting, and the appointment of a proxy specifies the way the proxy is to vote on a particular resolution of the meeting and a poll is called, and either of the following apply:
  - the appointed proxy is not recorded as attending the meeting on the record of attendance for the meeting; or
  - (ii) the appointed proxy does not vote on the resolution;

then the chair of the meeting is taken, before voting on the resolution closes, to have been appointed as the proxy for the purposes of voting on the resolution at the meeting.

5.12 Should you desire to direct your proxy how to vote, please insert 'X' or the percentage of votes in the box appropriate to each Resolution in the proxy form.

SHAREHOLDERS ARE URGED TO COMPLETE ANY ONE OF THE "FOR", "AGAINST" OR "ABSTAIN" BOXES ON THE PROXY FORM THEREBY GIVING A DIRECTED PROXY WHICH THEN CAN BE COUNTED IN ACCORDANCE WITH THEIR WISHES.



### **EXPLANATORY STATEMENT**

### 1. IMPORTANT NOTICE

- 1.1 This Explanatory Statement is given to Shareholders to explain the resolutions to be considered at the Annual General Meeting (**Resolutions**) and to allow Shareholders to determine how they wish to vote on the Resolutions. The Explanatory Statement should be read in conjunction with, and forms part of, the Notice of Annual General Meeting which this Explanatory Statement accompanies.
- 1.2 Capitalised words in this explanatory statement have a defined meaning which appears in it or in the Glossary.
- 1.3 This explanatory statement is dated 20 April 2018.

### 2. REPORTS

2.1 The Corporations Act requires the financial statements and reports of the Directors and Auditors to be laid before the Meeting. These are all incorporated into the 2017 Annual Report which is available on the Company's website at www.vitalifesciences.com.au. Neither the Act nor the Constitution requires Shareholders to vote on such statements and reports. However, Shareholders will be given ample opportunity to raise questions on the Annual Report and other matters at the Meeting. For further information as to these, see note 4 in the "Notes to the Notice of Meeting" section.

### 2.2 Explanation of Resolution 1: Remuneration Report

The Directors' Report - "Remuneration Report" (**Remuneration Report**) is contained in the Company's 2017 Annual Report.

The Corporations Act requires a resolution be put to the shareholders of a listed company to adopt the remuneration report as disclosed in the Directors' Report component of the 2017 Annual Report (see pages 10 to 21 inclusive). This Resolution is being put so as to give Shareholders a reasonable opportunity to ask questions or make comments concerning the Remuneration Report during the Meeting. The vote on this Resolution is advisory only and non-binding on the Board.

The Remuneration Report:

- (a) explains the Board's policies in relation to the nature and level of remuneration paid to Directors, secretaries and senior managers with the Company;
- (b) discusses the link between the Board's policies and the Company's performance;
- (c) provides a summary of performance conditions, explaining why they were chosen and how performance is measured against them;
- (d) sets out remuneration details for each Director and for each member of the Company's senior executive management team; and
- (e) makes clear that the basis for remunerating non-executive directors is distinct from the basis for remunerating executives, including executive directors.

A reasonable opportunity will be provided for discussion of the Remuneration Report at the Meeting.

Under Section 250BD of the Corporations Act, a person who is appointed as a proxy must not exercise any undirected proxies on a resolution connected with the remuneration of Key Management Personnel (KMP) if they themselves are, or are a closely related party of, a member of the KMP. As such, the Chairman will not exercise any undirected proxies with regard to resolution 1.

The Corporations Amendment (Improving Accountability on Director and Executive Remuneration) Act 2011 became law on 27 June 2011. The Act amends the Corporations Act to include a "2 strikes" rule that if a company's remuneration report receives a "no" vote of at least 25% at two consecutive annual general meetings, a spill resolution must then be put to shareholders at the second annual general meeting to determine whether the entire Board must stand for re-election. If the spill resolution is passed (by a normal majority of 50%), the Board must vacate office and stand for re-election at another general meeting which must be convened within 90 days.

The Chairman of the Meeting intends to vote any undirected proxies in favour of Resolution 1.

### 2.3 Directors' Recommendation

The Board, each acknowledging their personal interest, unanimously recommends that Shareholders vote in favour of Resolution 1.



# 3. EXPLANATION AND SUMMARY OF RESOLUTION 2: RE-ELECTION OF DIRECTOR – JONATHAN JAMES TOOTH

3.1 Shareholders will be asked to consider and, if thought fit, pass the following Resolution as an **ordinary resolution**:

"That Jonathan James Tooth, a director retiring by rotation in accordance with rule 5.1 of the Constitution, being eligible and having consented to act, be re-elected as a director of the Company."

Mr Tooth, being eligible, offers himself for re-election as a Director of the Company and his consent to act will be tabled at the Meeting prior to the resolution to re-appoint him being put to the Meeting.

- 3.2 The Constitution and the ASX Listing Rules require that, at each annual general meeting, one third of the Directors must retire from office. The Directors retire by rotation and hence Mr Tooth is being put up for reelection.
- 3.3 The Nominations Committee of the Company has conducted an assessment of Mr Tooth, and has reviewed the skills, knowledge, experience and diversity represented on the Board. Having conducted those assessments and that review, the Board recommends to Shareholders the re-election of Mr Tooth.
- 3.4 The following is a profile of Mr Tooth:

Board position:	Mr Tooth was appointed a Director on 26 July 2012
Qualifications:	Bachelor of Economics
Experience:	Mr. Tooth has spent over 20 years in providing corporate advisory services to ASX listed and unlisted small cap companies. He is presently Director, Corporate of the boutique corporate advisory practice Henslow Pty Ltd.
	Mr Tooth is currently a Director of Generation Development Group Limited (previously Austock Group Limited) since Mar 2012 and Sensera Limited since December 2016.
Committees:	Member of the Audit and Risk Committee

The Chairman of the Meeting intends to vote any undirected proxies in favour of Resolution 2.

### 3.5 Directors' Recommendation

The Board, other than Mr Tooth (who abstains), recommends that Shareholders vote in favour of Resolution 2.

# 4 EXPLANATION AND SUMMARY OF RESOLUTION 3: SHARE BUY-BACK

4.1 Shareholders will be asked to consider and, if thought fit, pass the following resolution as an **ordinary resolution**:

"That pursuant to and in accordance with section 257C of the Corporations Act 2001 (C'wlth), as amended, Rules 7.29 and 7.33 of the Listing Rules of ASX Limited, and for all other purposes, the shareholders approve, with effect from when the Directors make the relevant announcement to the ASX, the on-market buy-back of up to 15% of the fully paid ordinary shares in the Company expiring on whichever is the earlier of the anniversary of the passage of this resolution or the 2019 Annual General Meeting and otherwise on the terms and conditions set out in the Explanatory Statement accompanying the 2018 Annual General Notice of Meeting at which this resolution is to be put."

## 4.2 Background

The Company intends to continue its previous on-market buy-back scheme, as authorised by shareholders. The Company believes that this scheme is in the best interests of the shareholders as it provides a flexible mechanism to adjust its capital structure, and provides liquidity to those shareholders who may wish to reduce their holding in what can be a thinly traded stock.

The Corporations Act authorises a listed company to buy-back its own shares on market if the buy-back does not materially prejudice its ability to pay its creditors and it follows the procedures set out in the Corporations Act. Shareholder approval is required if all of the shares bought back in the last 12 months are more than 10% of the minimum number of shares on issue at any time during the last 12 months. This limit after which a company requires shareholder approval for an on-market buy-back is called the "10/12 limit".



Authority is sought to affect an on-market buy-back of Shares subject to conditions, such as the purchase of up to a maximum of 15% of the issued capital by the Company. Such an on-market buy-back would exceed the 10/12 limit.

The Company believes it is prudent for shareholders to authorise this extension to the 10/12 limit at the AGM in order to provide flexibility. Should circumstances arise in which it is beneficial to the Company to exceed the proposed 15% share buyback limit, further shareholder approval will be sought.

Resolution 3 authorises an on-market buy-back for the current financial period expiring on whichever is the earlier of:

- the anniversary of the passage of this resolution; or
- the 2019 Annual General Meeting.
- 4.3 The price that the Company will pay under the on-market buy-back offer is the current market price as outlined below. For there to be a "current market price":
  - share trades must have been recorded on the ASX on at least 5 trading days in the 3 months preceding the buy-back (ASX Listing Rule 7.29);
  - the Company must have made an announcement to the ASX that it complies with that Listing Rule and intends to proceed with an on-market buy-back; and
  - there must be a moving cap calculated at 5% above the average of the market price of the Shares calculated over the last 5 days in which trading in the Shares was recorded, with the buy-back to occur on the next trading day (ASX Listing Rule 7.33).
- 4.4 As required by section 257C(1) of the Corporations Act, the implementation of the buy-back is conditional on the approval by a resolution passed at a general meeting of the Company. This resolution is an ordinary resolution and will be passed if a majority of votes cast, in person or by proxy, attorney or representative, by Shareholders at the meeting is cast in favour of the resolution.
- 4.5 If this resolution is passed, the buy-back may be implemented by the Board at any time by making the announcement to the ASX required by the ASX Listing Rules. Nevertheless, the Board may choose not to proceed, or to proceed at a later date (see item 4.6 (c)).
- 4.6 If the Board makes the relevant announcement the on-market buy-back will be effected on the following terms:
  - (a) The maximum percentage of Shares to be bought back is 15%. Based on the number of ordinary shares on issue as at the date of this notice being 54,842,257 shares, the maximum number of Shares to be bought back would be 8,226,339.
  - (b) The Constitution does not, at the relevant time, preclude the buy-back of Shares or restrict the Company's power to do so. The Company will stand in the market to buy-back not more than 15% of its ordinary share capital and this can be done on a continuous basis.
  - (c) The Company intends that no offer will be made earlier than 26 May 2018 and the relevant Shares will all have been bought back before the close of business on 25 May 2019, however, the resolution can operate for as long as 12 months or until the next AGM, whichever occurs first.
  - (d) In the event that the ASX Listing Rules are inconsistent with any term of the on-market buy-back set out in this explanatory statement, the Company intends that such Listing Rule(s) override that term to the extent of that inconsistency.
  - (e) Acceptances, once given, are irrevocable.
  - (f) At the date of this explanatory statement, no Director had determined whether he will accept a buyback offer in respect of shares in which he has an interest. The following table indicates Director's interest in the Company as at the date of this explanatory statement:

Directors	Beneficial Interest	Non-Beneficial Interest	Total Interest
Mr Vanda R Gould (1)	-	10,195,152	10,195,152
Mr Andrew O'Keefe	1,000,000	-	1,000,000
Mr Shane Teoh	-	8,435,693	8,435,693
Mr Jonathan J Tooth	-	226,157	226,157
Mr Henry G Townsing	15,270	438,597	453,867



(1) The details in respect of the Directors set out above are based on the disclosure made by them to the Company (and in turn given by the Company to the ASX as their agent) during the financial year ended 31 December 2017. On 19 December 2014, Justice Perram delivered his judgement in the case of Hua Wang Bank Berhad v Commissioner of Taxation [2014] FCA 1392 in which he said that Director Vanda Gould controlled certain companies that are shareholders of the Company, which would in turn, increase Mr Gould's interests in the Company. Mr Gould acknowledges he acted as advisor to those companies and their principals, however does not believe he had the requisite control to constitute relevant interests in those companies. Neither the Company nor Mr Gould were listed parties in the subject proceedings nor was Mr Gould a witness in the case. Mr Gould has advised that he may contest the assertion that he controls certain companies that are shareholders in the Company in the appropriate forums. In order to avoid a possible breach of the Corporations Act 2001 it has been considered appropriate at this stage to increase the number of shares in which Mr Gould is recorded as having a relevant interest from 1,643,713 to 10,195,152.

## 4.7 Advantages of Introducing a Share Buy-back

The key advantages of the on-market buy-back being allowed to proceed are as follows:

- (a) increase the liquidity of the Shares;
- (b) an efficient use of any surplus capital that becomes available to the Company in a market where finding suitable investments proves difficult;
- (c) increasing price competition for the Shares; and
- (d) the promotion of a more efficient capital structure.

### 4.8 Disadvantages of Introducing a Share Buy-Back

The key disadvantages of the on-market buy-back being allowed to proceed are as follows:

- (a) it reduces the cash balances of the Company; and/or
- (b) it may increase the debt balance of the Company.
- 4.9 The financial effect of the proposed buy-back will be to deplete the Company's cash reserves and/or to increase its borrowings depending upon the appropriate funding mix utilised by the Directors at the time the offer proceeds. Against this, the share capital of the Company will be reduced with a likely beneficial increase of net tangible asset backing per share. The offer will not proceed if the buy-back would materially prejudice the Company's ability to pay its creditors.

By way of example, an on-market buyback offer at \$0.76 per Share (the closing price of the Company's ordinary shares on Wednesday 11 April 2018 as traded on the ASX) would require maximum funding of approximately \$6,252,000 (assuming full take-up of the proposed 15%).

Should the Company undertake the proposed 15% buy-back, funding may be sourced from:

- (a) the Group's existing cash reserves;
- (b) a combination of existing cash and future borrowings;
- or a combination of existing cash, cash generated over the 12-month buy-back period and future borrowings; or
- (d) solely through borrowings;

## as illustrated below:

SOURCE OF FUNDS	OPTION (A)	OPTION (B)	OPTION (C)	OPTION (D)
	\$ ('000)	\$ ('000)	\$ ('000)	\$ ('000)
CASH RESERVES (1)	6,252	3,752	2,252	-
CASH GENERATED FROM OPERATIONS	-	-	1,500	-
BORROWINGS	-	2,500	2,500	6,252
	6,252	6,252	6,252	6,252

(1) Available cash reserves disclosed in the 2017 Annual Report was \$9,965,000

The above table is for example only. The actual mix of funding sources will vary depending on circumstances which may vary over the course of the buy-back period. The Company notes it has not assumed any borrowings in order to undertake the share buyback from the date first authorised at the 2008 AGM.



The Company further advises:

- (a) Accepting the on-market Share buy-back may have financial, taxation, or other ramifications for Shareholders depending upon each such Shareholders' personal circumstances and the Board recommends that before accepting any on-market offer, Shareholders should obtain their own professional advice.
- (b) The financial statements of the Company are available on the Company's website at www.vitalifesciences.com.au.
- (c) The Company is satisfied that this notice of meeting and explanatory statement set out all the information known to the Company that is material to the decision how to vote on the resolution.

If approval of Resolution 3 is not given, the Company is still able to buy-back on market the maximum number of Shares permitted under the 10/12 limit without Shareholder approval.

The Chairman of the Meeting intends to vote any undirected proxies in favour of Resolution 3.

### 4.10 Directors' Recommendation

The Board unanimously recommends that Shareholders vote in favour of Resolution 3.

## 5 EXPLANATION AND SUMMARY OF RESOLUTION 4: LONG TERM INCENTIVE PLAN: GRANT OF A LIMITED RECOURSE LOAN TO MANAGING DIRECTOR TO PURCHASE ORDINARY SHARES

5.1 Shareholders will be asked to consider and, if thought fit, pass the following resolution as a **ordinary resolution**:

"That pursuant to ASX Listing Rules 10.14 and 10.15 and in accordance with Vita Life Sciences Limited's "Long Term Incentive Plan" (Plan), tabled by the Chairman and initialled by him for purposes of identification, approval is given for the Directors to make a limited recourse loan to Mr Andrew O'Keefe, acting in his capacity as the Managing Director of the Company, for a sum of \$900,000 (Loan), which will be used to purchase a total of 1,000,000 new, ordinary, fully paid shares in the Company, on the terms summarised in the Explanatory Statement accompanying the Notice of 2018 Annual General Meeting."

- 5.2 Shareholder approval was previously sought and obtained at the meeting held on 31 May 2004 for the Company to adopt a Long Term Incentive Plan (Plan) with the purpose of encouraging Directors, officers and employees to share in the ownership of the Company and therefore to retain and motivate those benefiting to drive performance at both the individual and corporate levels. The Plan was subsequently amended and approved by shareholders at the Annual General Meeting held on 20 May 2010 and 22 May 2014. The necessary resolution thus having been passed, the Corporations Act now permits financial assistance to be given to Mr O'Keefe, the Managing Director of the Company, to acquire Shares under the Plan.
- 5.3 The Corporations Act also regulates in Chapter 2E the giving of a financial benefit to a related party of a public company. Vita Life Sciences is such a company and, as a director, Mr O'Keefe is regarded as a related party. However, there is an exemption from the operation of Chapter 2E where the financial benefit is "remuneration" paid to a director as an officer or employee of the company. Here, Mr O'Keefe will receive remuneration in his capacity as an officer, namely, as Managing Director of the Company. The only type of benefit that satisfies the term "remuneration" is defined in the Corporations Act narrowly to be one that if it were received by a director would be remuneration under the accounting standard AASB 124 Related Party Disclosures dealing with disclosure of directors' remuneration in financial reports (like the Annual Report).
- 5.4 Mr O'Keefe joined the Group as Chief Executive Officer of Herbs of Gold Pty Ltd on October 2014 and was appointed as Acting Managing Director on 24 October 2016. Mr O'Keefe was then appointed Managing Director of the Company on 1 January 2017 upon the retirement of Mr Eddie Tie.

The Board, other than Mr O'Keefe, has decided that his interests should more closely align with those of the Company and, for that reason, has agreed with Mr O'Keefe that, subject to the appropriate resolution of



Shareholders being passed at a Shareholders' meeting, Mr O'Keefe will be issued new Plan Shares as described below.

The provision of the limited recourse loan to Mr O'Keefe is proposed to serve as a long term incentive for his continued involvement and support of the business.

5.5 The new Plan Shares to Mr O'Keefe, will be issued in two (2) tranches on the following terms:

## **Tranche A**

**Number:** The total number of Plan Shares applied for is 500,000.

**Price:** The subscription price is \$0.80 per Share.

Security: Limited to the Plan Shares taken up by Mr O'Keefe, the Company will have no other

recourse to Mr O'Keefe for repayment of the Loan other than the security provided by the

Plan Shares themselves.

**Interest:** Limited to dividends on the Plan Shares.

Hurdle: Exercisable upon meeting certain cumulative EBIT of the Group for the two (2) financial

years ending 31 December 2018 and 31 December 2019

**Term:** From the date of Shareholders' approval until 30 June 2020

Tranche B

**Number:** The total number of Plan Shares applied for is 500,000.

**Price:** The subscription price is \$1.00 per Share.

Security: Limited to the Plan Shares taken up by Mr O'Keefe, the Company will have no other

recourse to Mr O'Keefe for repayment of the Loan other than the security provided by the

Plan Shares themselves.

**Interest:** Limited to dividends on the Plan Shares.

Hurdle: Exercisable upon meeting certain cumulative EBIT of the Group for the two (2) financial

years ending 31 December 2019 and 31 December 2020

**Term:** From the date of Shareholders' approval until 30 June 2021.

Application to list the shares will be made after allotment but the shares will be held under a standard arrangement in accordance with the Plan, pending satisfaction of the hurdle set out above.

Shareholders should be aware that Mr O'Keefe should only benefit from this Loan in the event that the sale price of the Shares is in excess of \$0.80 per Share in the case of Tranche A and \$1.00 per Share in the case of Tranche B. This is because when he sells the Shares, the proceeds are directed first to retire the Loan principal and he then only gets to keep any excess over \$0.80 per Share (in the case of Tranche A) or \$1.00 per Share (in the case of Tranche B).

5.6 The Board of Directors have valued Tranche A and Tranche B at \$0.1351 and \$.1096 per share respectively using the Black & Scholes Model. The following assumptions were used in providing this valuation:

	<u>Note</u>	Tranche A	Tranche B
Start Date	1	25 May 2018	25 May 2018
End Date		30 June 2020	30 June 2021
Number of days		767	1,132
Exercise price		\$0.80	\$1.00
Share price	2	\$0.76	\$0.76
Volatility	3	31.51%	31.51%
Risk Free Rate	4	2.01%	2.01%

## Note

- 1 Start Date assumes Plan Shares issued at the date of the AGM
- 2 Share price assumed to be approximately \$0.76 based on average closing share price of the Company from 12 March 2018 to 11 April 2018.
- 3 Based on the closing daily share price of the Company, one year from 2 January 2017 to 28 December 2017
- 4 Based on Reserve Bank of Australia 2 year note yield on 9 April 2018.



5.7 Mr O'Keefe's remuneration package for 2017 consists of salary, bonus and superannuation of \$462,416. Mr O'Keefe may also be entitled to a bonus at the discretion of the Remuneration Committee, subject to review of certain performance indicators.

At a valuation of \$0.1351 per share, Tranche A would theoretically provide remuneration to Mr O'Keefe of \$67,550 over the period from the date of the AGM to 30 June 2020 (or approximately \$33,775 per annum). At a valuation of \$0.1096 per share, Tranche B would theoretically provide remuneration to Mr O'Keefe of \$54,800 over the period from the date of the AGM to 30 June 2021 (or approximately \$18,267 per annum).

This total Plan Share theoretical remuneration equates to \$122,350 over the period from the AGM to 30 June 2021. Assuming the per annum expenditure for the two tranches of \$52,042 per annum was applied to Mr O'Keefe for the full 2017 financial year, Mr O'Keefe's remuneration (including the implied value of the Plan Shares) totals \$514,458, of which 10.11% relates to the Plan Shares.

- 5.8 Should the two tranches be approved for issue, the previous loans and shares issued to Mr Andrew O'Keefe totalling \$1,380,000 in order for Mr O'Keefe to purchase a total of 1,000,000 shares under the Company's Long Term Incentive Plan which was approved at the Annual General Meeting on 18 May 2017 shall be cancelled.
- 5.9 Should the two tranches be approved for issue, vest and are exercised by Mr O'Keefe, the increase in ordinary shares on issue as at the date of this Notice of Meeting would dilute current shareholders holding by 1.8%.
- 5.10 The Board, other than Mr O'Keefe who absented himself during the deliberations and from voting at the relevant meeting on this matter, considers that to give the remuneration outlined above, in the form proposed, would be reasonable given the Company's current circumstances and those of Mr O'Keefe, vis-à-vis the Company, including the responsibilities involved in, and obligations required as a result of, his office or employment. There are no obvious disadvantages to the Company of Resolution 4 being passed.
- 5.11 No Directors (including Mr O'Keefe), nor their Associates may vote on the Resolution. However, the Company need not disregard a vote if cast by a person as proxy for a person who is entitled to vote, in accordance with the directions of the proxy form or if it is cast by the person chairing the meeting as proxy for a person who is entitled to vote, in accordance with a direction on the proxy form to vote as the proxy decides.
- 5.12 An ordinary resolution is required for Resolution 4 which means at least 14 days' notice of this Meeting was required and, to be passed, the Resolution requires an affirming vote by 50% of those present at the Meeting in person, by proxy, attorney or representative and entitled to vote.
- 5.13 Pursuant to ASX Listing Rule 10.15A, this notice includes the following details:
  - (a) Mr Andrew O'Keefe is a director of the Company;
  - (b) The maximum Plan Shares to be purchased pursuant to this Plan by Directors, key employees and officers are 5,484,225 shares based on the number of ordinary shares on issue as at the date of this notice, being 54,842,257 shares (or 10% of total shares on issue);
  - (c) The price of each share acquired under the Plan proposed in this Notice of Annual General Meeting are \$0.80 per Share for Tranches A and \$1.00 per Share for Tranche B, as set out in Explanatory Statement paragraph 5.5 (Resolution 4);
  - (d) During the year ended 31 December 2015, the Company also approved loans to Mr Andrew O'Keefe totalling \$320,000 in order for Mr O'Keefe to purchase a total of 200,000 shares under the Company's Long Term Incentive Plan. 200,000 shares were cancelled on 26 February 2018 as the financial year performance hurdles as of 31 December 2017 were not reached
  - (e) During the year ended 31 December 2017, the Company also approved loans to Mr Andrew O'Keefe totalling \$1,380,000 in order for Mr O'Keefe to purchase a total of 1,000,000 shares under the Company's Long Term Incentive Plan. These loans and shares will be cancelled if this Resolution 4 is passed.
  - (f) Assuming that shareholders approve the election or re-election of director standing for election the name of the directors entitled to participate in the Plan is Mr Andrew O'Keefe.
  - (g) No Directors (including Mr O'Keefe) nor their Associates may vote on the Resolution;
  - (h) The terms of the loans are set out in Explanatory Statement paragraph 5.5 (Resolution 4);
  - Details of any securities issued under the Plan will be published in each annual report relating to a
    period in which securities have been issued and that approval for the issue of securities is obtained
    under ASX Listing Rule 10.14;
  - (j) Any additional persons who became entitled to participate in the Plan after the resolution was approved and who were not named in the Notice of Annual General Meeting will not participate until approval is obtained under ASX Listing Rule 10.14; and



(k) The Company will not issue the securities later than 12 months after the Annual General Meeting under ASX Listing Rule 10.15.7.

The Chairman of the Meeting intends to vote any undirected proxies in favour of Resolution 4.

## 5.14 **Directors' Recommendation**

The Board, other than Mr O'Keefe (who abstains), recommends that Shareholders vote in favour of Resolution 4.



### **GLOSSARY OF TERMS**

In this explanatory statement, the following expressions have the meanings ascribed to them:

**Annual Report** means the 2017 report to Shareholders containing, amongst other things, the financial statements, report of the Directors, the remuneration report and the report of the Auditors to which reference is made in this Explanatory Statement;

ASIC means the Australian Securities and Investments Commission:

Associate has the meaning given to it by Division 2 of Part 2 of the Corporations Act;

ASX means ASX Ltd trading as Australian Securities Exchange;

Auditor means Nexia Sydney Audit Pty Limited, Chartered Accountants, the Company's external auditors;

**Board** means the directors of the Company from time to time;

Company or Vita Life Sciences means Vita Life Sciences Limited ACN 003 190 421, the registered office of which is located at Unit 1/ 102 Bath Road, Kirrawee, NSW 2232 Australia:

**Constitution** means the Constitution of the Company adopted by the Shareholders at the annual general meeting on 19 May 2011;

Corporations Act means the Corporations Act 2001 (Cth), as amended;

**Directors** mean the directors of the Company from time to time sitting as the Board or individually (as the case requires);

Group means Vita Life Sciences and its subsidiaries;

**Meeting** or **Annual General Meeting** means the annual general meeting of Shareholders convened by the Notice of Meeting to be held at 12.00pm on 25 May 2018;

**Notice of Meeting** means the notice of annual general meeting dated 20 April 2018 which accompanies this Explanatory Statement;

Resolution means an ordinary resolution or a special resolution referred to in the Notice of Meeting;

\$ means Australian dollars (AUD);

Share means a fully paid ordinary share in the capital of the Company;

**Shareholders** means the holders of Shares in the Company as recorded in the register before 12:00pm (Sydney time) on 23 May 2018, the date and time of the 2018 Annual General Meeting;

**Share Registry** means Next Registries Pty Ltd of Level 16, 1 Market Street, Sydney NSW 2000 PO Box H195, Australia Square NSW 1215; and

Subsidiaries mean the subsidiaries of Vita Life Sciences.



## **6.SHAREHOLDER ENQUIRIES**

Shareholders with questions regarding the Notice of Meeting or this Explanatory Statement should contact the Company Secretary on +61 2 9545 2633 during normal office hours, contact details as shown on page 17. He will attempt to answer your questions or refer you to someone who can do so, but no person is authorised to give any information, or make any representation, in connection with the Notice of Meeting or this Explanatory Statement not contained in them.



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## **VITA LIFE SCIENCES LIMITED**

Telephone: (02) 9545 2633 Facsimile: (02) 9545 1311

www.vitalifesciences.com.au enquiries@vitalifesciences.com.au

## **Vita Life Sciences Limited**

ABN 35 003 190 421

## **PROXY FORM**

TO: The Company Secretary
Vita Life Sciences Limited (Company)
Unit 1/102 Bath Road, Kirrawee, NSW 2232

FAX:	(+612 9545 1311) EMAIL:	enquiries(	<u>vitalifescie</u>	nces.com.au
	ntment of Proxy		[Name c	of member(s)]
				[Address]
being a	a member(s) of the Company and entitled to attend and vo	ote appoint a	s my/our prox	ΚV
J				ame of Proxy]
			_	
01			[Add	aress of Proxy]
Meetin Hotel J at the r	ing the individual or body corporate named, or if left blaning of the Company to be held on <b>Friday</b> , <b>25 May 2018</b> at lamison Sydney (Lindsay Room), 11 Jamison Street, Sydn meeting on my/ our behalf and to vote for me/us at that menting a Second Proxy - If you wish to appoint two proxies	12:00 pm (Sey, NSW 20 eeting and a	Sydney time) 00 Australia t t any adjourni	held at Amora o act generally
			•	
	ng directions to your proxy – please mark ⊠ to indicate you			
	direct my/our Proxy to vote in accordance with the directio ted, they may vote or abstain as they think fit, as they will c ing.			
No.	Resolutions	For	Against	Abstain*
1	Adoption of Remuneration Report			
2	Re-election of Director (Mr Jonathan Tooth)			
3	Share Buy Back			
4	Long Term Incentive Plan: Grant of a limited recourse loan to Managing Director to purchase ordinary shares			
If the Chairman of the Meeting is your nominated proxy, or may be appointed by default, and you have not directed your proxy how to vote on Resolution 1 above, please place a mark in this box. By marking this box, you acknowledge that the Chairman may exercise your proxy even if he has an interest in the outcome of any resolution and votes cast by him, other than as proxy holder, would be disregarded because of that interest. If you do not mark this box, and you have not directed your proxy how to vote, the Chairman of the Meeting will not cast your votes on Resolution 1 and your votes will not be counted in computing the required majority if a poll is called on this Resolution. The Chairman of the Meeting intends to vote undirected proxies in favour of this Resolution where by law he is able to do so.				

Each Resolution is to be put as an ordinary resolution requiring a simple majority of Shareholders present and voting either in person, by proxy, attorney or properly constituted certificate of representation.

As noted in the Explanatory Statement, the resolution to be put in relation to the Remuneration Report is advisory only and non-binding upon the Company and/or the Directors.

As noted above, the Chairman intends to vote any undirected proxies in favour of the resolutions, apart from those restrictions placed on the Chairman regarding Resolution 1.

\* If you mark the Abstain box for an item of business, you are directing your Proxy <u>not</u> to vote on your behalf on a show of hands or on a poll or, if your votes entitlement cannot be voted by the Chairman of the Meeting, your votes will not be counted in computing the required majority on a poll. Accordingly, the Directors urge Shareholders to lodge only "directed" proxy forms.

Authorised signature/s This section <i>must</i> be signed in accordance with the instructions below to enable your directions to be implemented.				
Individual or Securityholder 1	Securityholder 2	Securityholder 3		
Individual/Sole Director and Sole Company Secretary	Director	Director/Company Secretary		
Contact Name	Contact Daytime Telephone	/// Date		

## How to complete this Proxy Form

## 1 Your Name and Address

The Notice of Meeting documents have been sent to your name and address as it appears on the share register of Vita Life Sciences Limited. If this information is incorrect, please advise the Company of your new details. Shareholders sponsored by a broker should advise their broker of any changes.

Please note you cannot change ownership of your Shares using this form.

## 2 Appointment of a Proxy

If the person you wish to appoint as your proxy is someone other than the Chairman of the Meeting, please write the name of that person. If you leave this section blank, or your named proxy does not attend the meeting, the Chairman of the Meeting will be your proxy and vote on your behalf. A proxy need not be a Shareholder of Vita Life Sciences Limited.

## 3 Votes on items of Business

You may direct your proxy how to vote by placing a mark in one of the three boxes opposite each item of business. All your shares will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of shares you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on a given resolution, your proxy will vote as they choose. If you mark more than one box on a resolution your vote on that resolution will be invalid.

## 4 Appointment of a Second Proxy

If you wish to appoint a second proxy, additional Proxy Forms may be obtained from our website http://www.vitalifesciences.com/investors, by contacting the Company by telephone +612 9545 2633 or you may copy this form.

To appoint a second proxy, you must:

- (a) On each of the first Proxy Form and the second Proxy Form state the percentage of your voting rights or number of shares applicable to that form. If two Proxy Forms are received but no percentage or number of votes is indicated, each proxy may exercise half your votes. Fractions of votes will be disregarded; and
- (b) Return both forms together by email, facsimile transmission or in the same envelope.

## 5 Authorised Signature(s)

You must sign this form as follows in the spaces provided:

Joint Holding: Where the holding is in more than one name all of the holders must sign.

Power of Attorney: To sign under a power of attorney, you must have already lodged the power of

attorney with the share registry. If you have not previously lodged this document for notation, please attach a certified photocopy of the power of attorney to this form

when you return it.

Companies: A Director can sign jointly with another Director or a Company Secretary. A sole

Director who is also a sole Company Secretary (or where there is no Company Secretary) can also sign. Please indicate the office held by signing in the appropriate

space.

If a representative of a corporate shareholder or proxy is to attend the meeting the appropriate "Certificate of Appointment of Corporate Representative" should be produced prior to admission. A form of the certificate may be obtained from the Company or share registry.

### 6 Lodgement of Proxy

To be valid the form appointing the proxy and the power of attorney or other authority (if any) under which it is signed (or an attested copy of it) must be lodged with the Company:

- (a) at the registered office, Unit 1/102 Bath Road, Kirrawee NSW 2232;
- (b) by email to enquiries@vitalifesciences.com.au; or
- (c) by faxing it to fax number (+612) 9545 1311.

not later than 12.00 pm (Sydney time) on Wednesday, 23 May 2018, being 48 hours before the holding of the Meeting.

Documents may be lodged:by posting, delivery or facsimile to Vita Life Sciences Limited at the address opposite:

Unit 1/ 102 Bath Road Kirrawee, NSW 2232 Facsimile: (+612) 9545 1311

Email: enquiries@vitalifesciences.com.au

SHAREHOLDERS ARE URGED TO COMPLETE ANY ONE OF THE "FOR", "AGAINST" OR "ABSTAIN" BOXES ON THE PROXY FORM THEREBY GIVING A DIRECTED PROXY WHICH THEN CAN BE COUNTED IN ACCORDANCE WITH YOUR WISHES.

## **SHAREHOLDER ENQUIRIES**

Shareholders with questions regarding the Proxy Form should contact the Company Secretary on +61 2 9545 2633 during normal office hours, contact details as shown below. He will attempt to answer your questions or refer you to someone who can do so, but no person is authorised to give any information, or make any representation, in connection with the Notice of Meeting or this Explanatory Statement note contained in them.

## **VITA LIFE SCIENCES LIMITED**

Telephone: (02) 9545 2633 Facsimile: (02) 9545 1311

www.vitalifesciences.com.au enquiries@vitalifesciences.com.au