

# Prepared

NOTICE OF ANNUAL GENERAL MEETING 2016



ALUMINA  
LIMITED

# Notice of Annual General Meeting

Notice is hereby given that the forty-sixth Annual General Meeting of Alumina Limited (the *Company*) will be held in the Auditorium, Melbourne Exhibition Centre, 2 Clarendon Street, Southbank, Victoria, Australia at 9.30am on Friday, 6 May 2016.

## 1. FINANCIAL AND OTHER REPORTS

To receive and consider the Financial Report and the Reports of the Directors and of the Auditor for the year ended 31 December 2015.

*Please note that the Company will disregard any votes cast on this resolution by certain persons. Details of the voting exclusions applicable to this resolution are set out in the "Voting Exclusions" section on page 9 below.*

## 2. ADOPTION OF REMUNERATION REPORT

To consider and, if thought fit, to pass the following resolution as an ordinary resolution:

"That the Remuneration Report for the year ended 31 December 2015 is adopted."

*Please note that the vote on this resolution is advisory only and does not bind the Directors or the Company.*

*Please also note that the Company will disregard any votes cast on this resolution by certain persons. Details of the voting exclusions applicable to this resolution are set out in the "Voting Exclusions" section on page 9 below.*

## 5. FEES PAYABLE TO NON-EXECUTIVE DIRECTORS

To consider and, if thought fit, to pass the following resolution as an ordinary resolution:

"That, in accordance with ASX Listing Rule 10.17 and the Company's Constitution, the aggregate maximum amount that may be paid to the Non-Executive Directors of the Company as directors' fees (for the purposes of ASX Listing Rule 10.17) or as remuneration (for the purposes of the Company's Constitution) be increased by \$250,000 per annum to \$1,500,000 per annum."

*Please note that the Company will disregard any votes cast on this resolution by certain persons. Details of the voting exclusions applicable to this resolution are set out in the "Voting Exclusions" section on page 9 below.*

## 3. ELECTION OF DIRECTOR

To consider and, if thought fit, to pass the following resolution as an ordinary resolution:

"That Mr Chen Zeng, who is required to retire under the Company's Constitution and who, being eligible, offers himself for re-election, is re-elected as a Director of the Company."

## 6. OTHER BUSINESS

To transact any other business that may be legally brought forward.

## 4. GRANT OF PERFORMANCE RIGHTS TO CHIEF EXECUTIVE OFFICER (LONG TERM INCENTIVE)

To consider, and if thought fit, to pass the following resolution as an ordinary resolution:

"That approval is given for all purposes under the *Corporations Act 2001* (Cth) for the grant to Mr Peter Wasow, Chief Executive Officer of the Company, of rights to acquire ordinary shares in the capital of the Company in accordance with the terms contained in the Company's Employee Share Plan, as more fully described in the Explanatory Notes to the Notice convening this meeting."

## BY ORDER OF THE BOARD



Stephen C Foster  
Company Secretary  
Melbourne, Australia  
30 March 2016

# Notice of Annual General Meeting

## Explanatory Notes

### ITEM 2: ADOPTION OF REMUNERATION REPORT

The *Corporations Act 2001* (Cth) (*Corporations Act*) requires listed companies to provide information regarding the remuneration of Directors and other key management personnel in a Remuneration Report, which forms part of the annual Directors' Report. The Company's Remuneration Report for the year ended 31 December 2015 is set out on pages 34 to 61 of the 2015 Annual Report and is also available on the Company's website at [www.aluminalimited.com](http://www.aluminalimited.com).

The Remuneration Report includes an explanation of the Company's remuneration policy and the remuneration arrangements in place for Directors and other key management personnel.

As required by the Corporations Act, a non-binding resolution to adopt the Remuneration Report is to be put to shareholders at the meeting. The vote on this resolution is advisory only and does not bind the Directors or the Company.

**Recommendation:** The Directors unanimously recommend that shareholders vote in favour of the resolution to adopt the Remuneration Report.

### ITEM 3: ELECTION OF DIRECTOR

#### CHEN ZENG – NON-EXECUTIVE DIRECTOR

In accordance with the Company's Constitution and the ASX Listing Rules, Mr Chen Zeng is required to retire at the meeting. In accordance with the Company's Constitution, Mr Zeng is eligible for re-election and has offered himself for re-election at the meeting. The personal particulars of Mr Zeng are set out below.

Mr Zeng was appointed as a Director of the Company on 15 March 2013.

Mr Zeng is also currently a director of CITIC Pacific Limited, as well as the Chief Executive Officer of CITIC Pacific Mining Management Pty Ltd and its holding company, CITIC Mining International Limited. Those companies are all wholly-owned subsidiaries of CITIC Limited (listed on the Hong Kong Stock Exchange). CITIC Limited is in turn a majority-owned subsidiary of CITIC Group Corporation, a Chinese state-owned enterprise.

Other majority-owned subsidiaries of CITIC Group Corporation, including CITIC Resources Australia Pty Ltd and CITIC Australia Pty Ltd, in aggregate hold approximately 18.26% of the Company's issued shares. CITIC Resources Australia Pty Ltd and its subsidiaries also hold a 22.5% interest in the Portland Aluminium Smelter joint venture, amongst other investments.

Mr Zeng has previously served as a director on the Board of CITIC Group Corporation (2010 to 2011). He is also a former director of CITIC Limited, and its associated entity CITIC Dameng Holdings Limited (also listed on the Hong Kong Stock Exchange). Before joining CITIC Pacific Mining, Mr Zeng was the Vice Chairman and CEO of CITIC Resources Holdings Limited, another majority-owned subsidiary of CITIC Limited that is listed on the Hong Kong Stock Exchange and that is focused on crude oil production, metal mining and refining, and commodity trading. Mr Zeng was also the Executive Chairman of its wholly-owned subsidiary CITIC Resources Australia Pty Ltd.

Mr Zeng was also previously a director of Macarthur Coal Limited (2007 to 2011) and Marathon Resources Limited (2006 to 2014).

Mr Zeng has over 27 years of experience in management and project development, and a proven record in leading cross-cultural professionals in the resources sector. He has been working in Australia since 1994 and has extensive experience in various industries including aluminium smelting and coal mining.

Due to his current and previous roles with (or with entities associated with) a substantial shareholder in the Company, the Board does not consider Mr Zeng to be an independent director, and considers that Mr Zeng will remain as such if re-elected at the meeting.

**Recommendation:** The Directors (other than Mr Zeng) unanimously recommend that shareholders vote in favour of the resolution to re elect Mr Zeng. Mr Zeng makes no recommendation.

### ITEM 4: GRANT OF PERFORMANCE RIGHTS TO CHIEF EXECUTIVE OFFICER (LONG TERM INCENTIVE)

Item 4 relates to the proposed participation of the Chief Executive Officer, Mr Peter Wasow, in the Company's Employee Share Plan (**ESP**) for the 2016 financial year, as part of his remuneration by the Company.

#### (A) BACKGROUND

As part of Mr Wasow's remuneration package, the Company has, subject to obtaining the necessary shareholder approval, invited Mr Wasow to participate in the ESP, pursuant to which Performance Rights may be issued to him. Performance Rights are conditional rights to acquire ordinary shares in the Company (subject to the discretion of the Board to cash settle the Performance Rights in certain circumstances, as outlined below). Under the Company's Remuneration Policy, all executive employees are required to receive a portion of their overall remuneration in the form of variable or "at risk" remuneration. In addition to a short-term incentive component, this portion of "at risk" remuneration consists of a long-term incentive component, or "LTI", which is delivered pursuant to the ESP.

The Board considers that the proposed issue of Performance Rights for 2016 to Mr Wasow is an important component of his overall remuneration package. His participation is designed to provide him with an incentive to strive for high performance personally and at a Company level, and to align his remuneration over an extended period with the financial interests of shareholders.

The Performance Rights to be issued to Mr Wasow for 2016 will be on essentially the same terms as those applicable to all other participants in the ESP.

While the ASX Listing Rules do not require the Company to obtain the approval of shareholders for the participation of Mr Wasow in the ESP, the Board considers that it is appropriate from a governance perspective for such participation to be subject to approval.

#### **(B) DATE THE PERFORMANCE RIGHTS WILL BE PROVIDED**

If approved by shareholders, the Performance Rights will be issued to Mr Wasow as soon as practicable after the meeting.

#### **(C) MAXIMUM NUMBER OF PERFORMANCE RIGHTS TO BE PROVIDED**

Mr Wasow's contract of employment with the Company stipulates that the LTI component of his annual remuneration will be equivalent in value to a maximum of \$414,000.

The number of Performance Rights to be issued to Mr Wasow (being 356,000) has been determined by dividing \$414,000 by the volume weighted average sale price of ordinary shares in the Company on the ASX in the twenty trading days up to and including the date the Board determined to offer Performance Rights under the ESP to relevant executives (including Mr Wasow, subject to shareholder approval being obtained) in respect of the 2016 financial year.

#### **(D) ESP PERFORMANCE HURDLES**

The number of those Performance Rights in the award to be made to Mr Wasow (subject to shareholder approval being obtained) that will vest will be determined in accordance with the vesting conditions applicable to the award, as outlined below, subject to the Board exercising a discretion under the ESP to waive those conditions.

The Performance Rights to be issued to Mr Wasow may vest at the expiry of a 3 year period in December 2018 (the **Vesting Period**), subject to the satisfaction (or waiver) of the performance hurdles described below. Any Performance Rights that have not vested as at the end of the Vesting Period will lapse.

The performance hurdles that will apply in respect of the grant of the Performance Rights to Mr Wasow are based on relative Total Shareholder Return (**TSR**).

Two comparator group tests are applied to determine the number of Performance Rights that may vest under the ESP, with each accounting for 50 per cent of the maximum possible vesting of Performance Rights under the ESP

(i.e. the Performance Rights are divided into two equal tranches with performance testing applied by reference to different comparator groups). The performance hurdles compare the Company's TSR performance with the TSR performance of each of the entities in the comparator group applicable to a tranche of Performance Rights over the Vesting Period.

The methodology used for each comparator group is similar. The performance hurdles are defined as follows.

The comparator groups are firstly, the group of entities (or securities) comprising the S&P/ASX 100 Index, excluding property trusts, the top 20 companies by market capitalisation and the Company, and secondly, a group of 8 international companies operating in the alumina and/or aluminium industries that are listed on stock exchanges in Australia or overseas, excluding the Company (as applicable). Entities or securities in the comparator groups may be changed over the Vesting Period if the Board considers it appropriate, for example if an entity (or security) is de-listed, taken over or restructured to the extent it is no longer a relevant comparator.

Under the performance tests, the TSR for each entity (or security) in the comparator groups and for the Company is calculated and the entities (or securities) in each comparator group are then ranked by TSR performance. The number of Performance Rights that vest in the tranche relating to a particular comparator group is then determined according to the following scale.

ALUMINA LIMITED TSR COMPARED TO MEDIAN OF RELEVANT COMPARATOR GROUP	VESTING OF TRANCHE
If the Company's TSR is less than the TSR of the entity/security at the 50th percentile of the comparator group, ranked by TSR performance	0 per cent
If the Company's TSR is equal to the TSR of the entity/security at the 50th percentile of the comparator group, ranked by TSR performance*	50 per cent
If the Company's TSR is equal to or greater than the TSR of the entity/security at the 75th percentile of the comparator group, ranked by TSR performance*	100 per cent

\* If the Company's TSR performance is between that of the entities (or securities) at the median (i.e. the 50th percentile) and the 75th percentile of the first comparator group ranked by TSR performance, the number of Performance Rights in the relevant tranche that vest will increase from 50 per cent by 2 percentage points for each percentage point by which the Company's percentile ranking is higher than the 50th percentile. If the Company's TSR performance is equal to that of any entity (or security) between the 50th percentile and the 75th percentile of the second comparator group ranked by TSR performance, the number of Performance Rights in the relevant tranche that vest will be equal to the vesting percentage assigned by the Board to that entity (or security). If the Company's TSR performance is between that of any two such entities (or securities) in the second comparator group, the number of Performance Rights in the relevant tranche that vest will be determined on a pro-rata basis relative to the vesting percentages assigned by the Board to those entities (or securities).

#### (E) VESTING AND EXERCISE OF PERFORMANCE RIGHTS

If the applicable vesting conditions are met (or waived), Mr Wasow will be entitled to exercise each relevant Performance Right at any time during the applicable exercise period (**Exercise Period**). The Exercise Period will generally end seven years after vesting of the relevant Performance Rights. However, the Exercise Period may be shortened in certain circumstances, as outlined below.

Upon exercise, Mr Wasow will be entitled to receive one fully paid ordinary share in the Company in respect of each vested Performance Right (subject to rounding and adjustment in accordance with the ESP rules (such as in the case of a bonus issue of shares conducted by the Company), and subject to the discretion of the Board to cash settle the Performance Rights in certain circumstances, as outlined below). Mr Wasow's right to receive shares will be satisfied by the Company procuring the transfer to him of existing shares acquired on-market.

On the vesting and exercise of Performance Rights, Mr Wasow will acquire fully paid ordinary shares in the Company and will receive full voting and dividend rights corresponding to the rights of all other holders of ordinary shares in the Company.

Performance Rights that do not vest as at the end of the Vesting Period will lapse. Performance Rights that vest but are not exercised (or deemed under the ESP rules to be exercised) before the end of the Exercise Period will also lapse.

#### (F) PRICE OF THE PERFORMANCE RIGHTS

No amount is payable on the grant of an award of Performance Rights under the ESP, or on the vesting or exercise of those Performance Rights.

#### (G) EVENTS AFFECTING PERFORMANCE RIGHTS

If Mr Wasow's employment ceases for any reason, any vested Performance Rights still held by him at that time will continue in existence. However, in those circumstances, the Exercise Period in respect of the Performance Rights will be shortened, such that it ends no later than three months after his employment ceases (subject to the Board determining otherwise in its discretion).

In the case of unvested Performance Rights held at the time that Mr Wasow's employment ceases, a pro rata number of those Performance Rights will lapse, based on the proportion of the Vesting Period applicable to the relevant award that has not yet elapsed at the time of cessation, unless in its discretion the Board determines otherwise. The remaining unvested Performance Rights will continue to be held by Mr Wasow, unless in its discretion the Board determines within two months after cessation of employment that some or all of those Performance Rights are forfeited, on the basis that Mr Wasow has (or would have but for resignation or death) been dismissed for cause or that he has not satisfactorily assisted in the transition to his replacement.

Any unvested Performance Rights that are not forfeited in this way will continue until they vest and are exercised, or until they lapse, under the ESP in the ordinary course, subject to the Board bringing forward the testing date for the performance conditions (i.e. conducting the TSR performance tests as if the Vesting Period ended at an earlier date determined by the Board) or waiving those conditions. If the Performance Rights vest, then the Exercise Period in respect of those Performance Rights will end three months after that occurs (subject to the Board determining otherwise in its discretion).

Where a change in control event occurs in relation to the Company, the Board may bring forward the testing date for the performance conditions (i.e. conduct the TSR performance tests as if the Vesting Period ended at an earlier date determined by the Board) or waive those conditions, and/or shorten the Exercise Period for Performance Rights that have already vested or that vest subsequently. A change in control event will generally occur upon an entity acquiring unconditionally more than 50 per cent of the issued shares of the Company, or the Company being required under a takeover bid or scheme of arrangement to issue an aggregate number of shares greater than the number existing before that issue (i.e. a "reverse takeover" occurring).

Under the ESP rules, the Board also has a discretion to cash settle Performance Rights that vest or are exercised following Mr Wasow ceasing employment, or following a change in control event occurring, rather than delivering shares to Mr Wasow in respect of those Performance Rights. If the Board exercises this discretion, the Company will pay Mr Wasow a cash amount equal to the market value of the shares that would otherwise have been delivered to Mr Wasow upon exercise of the relevant Performance Rights, less any relevant superannuation contributions and other taxes or levies. The market value will be based on the volume weighted average sale price of ordinary shares in the Company on the ASX in the five trading days up to and including the date of exercise (subject to any adjustments that the Board considers appropriate) or, if there is no trading in Company shares over the relevant period, the price determined by the Board.

If the Company conducts a rights issue, the Board may in its discretion determine to offer an additional number of Performance Rights to Mr Wasow, or to otherwise adjust the number of Performance Rights held by Mr Wasow at the time. Unless the Board determines otherwise, any such new or additional Performance Rights will be subject to the same terms and conditions as the original Performance Rights held by Mr Wasow.

**(H) OTHER MATTERS**

There are no loans to be granted by the Company to Mr Wasow in relation to the acquisition of the Performance Rights.

**Recommendation:** The Directors (other than Mr Wasow) unanimously recommend that shareholders vote in favour of the resolution proposed on Item 4. Mr Wasow makes no recommendation.

**ITEM 5: FEES PAYABLE TO NON-EXECUTIVE DIRECTORS**

The purpose of the resolution proposed on item 5 is to approve an increase in the maximum aggregate amount of directors' fees, or remuneration, that may be paid to the Non-Executive Directors of the Company (the **Fee Cap**) from \$1,250,000 per annum to \$1,500,000 per annum, an increase of \$250,000 per annum.

The current Fee Cap of \$1,250,000 per annum was approved by shareholders at the 2011 AGM.

In deciding to propose an increase to the Fee Cap, the Board has had regard to independent advice on the Non-Executive Directors' remuneration from a remuneration consultant, which included a review of the current remuneration of non-executive directors in Australian companies of comparable size.

The Board notes the following matters in relation to the proposed increase:

- As outlined above, the Fee Cap has not been changed in nearly five years.
- In addition, actual fees payable in respect of each Non-Executive Director role have not increased from the level set in 2011, except for a \$5,000 increase in 2015 in the fee payable to the Chair of the Compensation Committee (in that capacity) in recognition of the increased workload of that position. The actual remuneration of the Non-Executive Directors for the 2015 financial year is detailed in the Remuneration Report of the Company's 2015 Annual Report.
- In 2013, the number of Non-Executive Directors increased from four to five. This has resulted in a higher proportion of the current Fee Cap being utilised, despite the fees payable in respect of each Non-Executive Director role essentially being unchanged. That proportion is greater than the average proportion utilised by the boards of comparable ASX-listed companies.

- In turn, this has reduced the flexibility of the Company in relation to Board composition. For example, it is imperative that the Company remains able in the future to maintain a Board with the appropriate experience, expertise, skills and diversity to oversee the Company's business and strategic direction.
- The Board also considers that it is important to provide for appropriate and coordinated Board succession planning, which may require a temporary increase in the number of Non-Executive Directors during a transition period. There may also be other, unforeseen circumstances that require additional Non-Executive Directors to be appointed.

Shareholders should also note that, if the increased Fee Cap is approved, that will not necessarily represent the actual sum paid to Non-Executive Directors in each financial year. In particular, the actual fees paid to Non-Executive Directors of the Company will not immediately or automatically increase to this maximum.

The Company will, of course, in future continue to set the actual level of remuneration of its Non-Executive Directors within the Fee Cap after having regard to independent external advice, market practice, Board performance and other appropriate factors. Non-Executive Directors of the Company do not receive performance-related remuneration and are not entitled to receive performance-based shares, or options or rights over shares, in the Company. No securities in the Company have been issued to any Non-Executive Director of the Company under ASX Listing Rule 10.11 or 10.14 with the approval of shareholders, or otherwise, at any time within the three years before the date of this Notice.

**Recommendation:** With the Non-Executive Directors noting their interest in the matter, the Directors unanimously recommend that shareholders vote in favour of the resolution proposed on Item 5.

**ENTITLEMENT TO VOTE**

In accordance with regulation 7.11.37 of the *Corporations Regulations 2001* (Cth), the Company has determined that, for the purposes of the meeting, all shares in the Company will be taken to be held by the persons who held them as registered shareholders at 7pm (AEST) on 4 May 2016. All holders of ordinary shares in the Company at that time are entitled to vote at the meeting (subject to the restrictions on voting referred to below).

## VOTING

Subject to the restrictions on voting referred to below, shareholders entitled to vote at the meeting can vote in any of the following ways:

- by attending the meeting and voting in person or, in the case of corporate shareholders, by corporate representative; or
- by appointing a proxy to attend and vote on their behalf, using the proxy form accompanying the hard copy of this Notice (as applicable) or by otherwise following the instructions in this Notice; or
- by appointing an attorney to attend and vote on their behalf.

## VOTING IN PERSON OR BY CORPORATE REPRESENTATIVE

Shareholders entitled to vote who plan to attend the meeting are asked to arrive at the venue 30 minutes prior to the time designated for the meeting, if possible, so that the Company may check their shareholding against the Company's share register and note attendees.

In order to vote in person at the meeting, a corporation which is a shareholder may appoint an individual to act as its representative. The appointment must comply with the requirements of section 250D of the Corporations Act, meaning that the Company will require a Certificate of Appointment of Corporate Representative executed in accordance with the Corporations Act. The Certificate must be lodged with the Company before the meeting or at the registration desk on the day of the meeting. The Certificate will be retained by the Company.

If a Certificate is completed by an individual or a corporation under Power of Attorney or other authority, the Power of Attorney or other authority under which the Certificate is signed, or a certified copy of that Power of Attorney or other authority, must accompany the completed Certificate unless the Power of Attorney or other authority has previously been noted by the Company's Share Registry.

## VOTING BY PROXY

A shareholder entitled to attend and vote at the meeting is entitled to appoint no more than two proxies.

A proxy need not be a shareholder of the Company, and may be an individual or a corporation. A corporation appointed as a proxy will need to appoint a corporate representative, in the same manner as outlined above in relation to appointments by shareholders, to exercise its powers as proxy at the meeting.

A shareholder entitled to cast more than one vote on a resolution may appoint two proxies, in which case neither proxy may vote in that capacity on a show of hands and each proxy should be appointed to represent a specified proportion or number of the shareholder's votes. If proportions or numbers are not specified, then each proxy may exercise half of the shareholder's votes.

Shareholders are encouraged to direct their proxies how to vote on each resolution. A shareholder can provide such a direction by marking the appropriate box opposite the relevant resolution on the hard copy proxy form or selecting the appropriate option for that resolution online (as outlined below). If a proxy appointment does direct the relevant proxy how to vote on a resolution, then (subject to the other provisions of these notes and the voting exclusions noted below):

- where the proxy is the Chairman of the meeting, the proxy need not vote in that capacity on a show of hands on the resolution, but must do so on a poll, and in either case when voting must do so as directed;
- where the proxy is not the Chairman of the meeting, the proxy need not vote in that capacity on a show of hands nor on a poll on the resolution, but if the proxy does vote, then the proxy must do so as directed; and
- where the proxy holds two or more appointments that provide different directions how to vote on the resolution, the proxy must not vote any of those appointments on a show of hands on that resolution. Accordingly, any direction to such a proxy on how to vote on that resolution will not be effective on a show of hands. Similarly, if a proxy is also a shareholder, then any direction to the proxy may not be effective on a show of hands. Any directions provided to a proxy will be effective if a poll is held.

If a proxy is not directed how to vote on a resolution, the proxy may vote, or abstain from voting, as that person thinks fit (subject to the other provisions of these notes and the voting exclusions noted below).

If a proxy appointment does not nominate the identity of the relevant shareholder's proxy, or if an appointed proxy does not attend the meeting, then the Chairman of the meeting will be taken to have been appointed as the proxy of the relevant shareholder in respect of the meeting. In addition, if a proxy attends the meeting and the proxy's appointment directs how to vote on a resolution, but the proxy does not vote on that resolution on a poll, then the Chairman of the meeting will be taken to have been appointed as the proxy of the relevant shareholder in respect of that poll.

If the Chairman of the meeting is appointed, or taken to be appointed, as a proxy, but the appointment does not direct how to vote on a resolution, then the Chairman intends to exercise the relevant shareholder's votes in favour of the resolution, subject to the other provisions of these notes and the voting exclusions noted below.

A shareholder wishing to appoint a proxy should either:

- use the hard copy form provided (as applicable); or
- submit their appointment online by visiting the website [www.investorvote.com.au](http://www.investorvote.com.au) (certain intermediaries may also use other means as outlined below).

Where a shareholder is using a hard copy form, and wishes to appoint two proxies, a request should be made to the Company's Share Registry for an additional proxy form. Alternatively, proxy forms may be obtained by printing them off the Company's website at [www.aluminalimited.com](http://www.aluminalimited.com). Replacement proxy forms can also be requested from the Share Registry.

To use the online appointment facility, a shareholder will need their Shareholder Reference Number (SRN) or Holder Identification Number (HIN), and postcode. The shareholder will be taken to have signed a proxy form appointing their proxies if they lodge the appointment in accordance with the instructions on the website.

It should be noted that a proxy cannot be appointed electronically by a person appointed by a shareholder under a Power of Attorney or similar authority. Shareholders should read the instructions for the online proxy appointment facility carefully before lodging any proxy appointment using this facility.

In the case of certain intermediaries (such as custodians, nominees, non broker participants and some financial advisors) who participate in the Intermediary Online service of the Company's Share Registry, proxy appointments can also be submitted online by visiting the website [www.intermediaryonline.com](http://www.intermediaryonline.com) and following the instructions provided.

To be effective, proxy forms must be received, by mail, by hand or by facsimile, at either the registered office of the Company, or by the Company's Share Registry using the return-addressed envelope (reply-paid for mailing in Australia) enclosed with the hard copy of this Notice or as follows:

#### BY MAIL

Alumina Limited  
c/- Computershare Investor Services Pty Limited  
GPO Box 242  
Melbourne, Victoria, 3001, Australia

#### BY HAND

Computershare Investor Services Pty Limited  
Yarra Falls  
452 Johnston Street  
Abbotsford, Victoria, Australia

#### BY FACSIMILE

(within Australia) 1800 783 447  
(outside Australia) +61 (0)3 9473 2555

**by 9.30am (AEST) on Wednesday, 4 May 2016.** Proxy forms received after this time will be invalid.

Similarly, a shareholder who wishes to appoint their proxy electronically through [www.investorvote.com.au](http://www.investorvote.com.au) (or [www.intermediaryonline.com](http://www.intermediaryonline.com) for relevant intermediaries who participate in the Intermediary Online service) must do so by no later than 9.30am (AEST) on Wednesday, 4 May 2016.

Proxy forms are required to be signed by the appointor or that person's attorney and, if the appointor is a corporation, in accordance with the Corporations Act or by an authorised officer or attorney. Where two or more persons are registered as a shareholder, each person must sign the proxy form.

If a proxy form is completed by an individual or a corporation under Power of Attorney or other authority, the Power of Attorney or other authority under which the form is signed, or a certified copy of that Power of Attorney or other authority, must accompany the completed proxy form unless the Power of Attorney or other authority has previously been noted by the Share Registry.



## VOTING BY ATTORNEY

A shareholder entitled to attend and vote at the meeting is entitled to appoint an attorney to attend and vote at the meeting on the shareholder's behalf.

An attorney need not be a shareholder of the Company.

The Power of Attorney appointing the attorney must be duly executed and specify the name of each of the shareholder, the Company and the attorney, and also specify the meetings at which the appointment may be used. The appointment may be a standing one.

To be effective, the Power of Attorney must also be received by the Company or the Share Registry in the same manner, and by the same time, as outlined above for proxy forms.

## VOTING EXCLUSIONS

The Corporations Act and the ASX Listing Rules require that certain persons must not vote, and the Company must disregard any votes cast by or on behalf of certain persons, on three of the resolutions to be considered at the meeting. These voting exclusions are described below.

### ITEM 2 – ADOPTION OF REMUNERATION REPORT

Votes may not be cast, and the Company will disregard any votes cast, on the resolution on Item 2:

- by or on behalf of any member of the key management personnel for the Alumina Limited consolidated group (**KMP**) whose remuneration details are included in the Remuneration Report, or any of their closely related parties, regardless of the capacity in which the votes are cast; or
- by any person who is a KMP member as at the time the resolution is voted on at the meeting, or any of their closely related parties, as a proxy,

unless the votes are cast as a proxy for a person who is entitled to vote on the resolution:

- in accordance with a direction in the proxy appointment; or
- by the Chairman of the meeting in accordance with an express authorisation in the proxy appointment to cast the votes even if the resolution is connected directly or indirectly with the remuneration of a KMP member.

### ITEM 4 – GRANT OF PERFORMANCE RIGHTS TO CHIEF EXECUTIVE OFFICER (LONG TERM INCENTIVE)

Votes may not be cast, and the Company will disregard any votes cast, on the resolution on Item 4:

- by any Director who is eligible to participate in any Company equity incentive scheme, or any of their associates, regardless of the capacity in which the votes are cast; or
- by any person who is a KMP member as at the time the resolution is voted on at the meeting, or any of their closely related parties, as a proxy,

unless the votes are cast as a proxy for a person who is entitled to vote on the resolution:

- in accordance with a direction in the proxy appointment; or
- by the Chairman of the meeting in accordance with an express authorisation in the proxy appointment to cast the votes even if the resolution is connected directly or indirectly with the remuneration of a KMP member, and in accordance with a direction in the proxy appointment to vote as the proxy decides.

### ITEM 5 – FEES PAYABLE TO NON-EXECUTIVE DIRECTORS

Votes may not be cast, and the Company will disregard any votes cast, on the resolution on Item 5:

- by any Director, or any of their associates, regardless of the capacity in which the votes are cast; or
- by any person who is a KMP member as at the time the resolution is voted on at the meeting, or any of their closely related parties, as a proxy,

unless the votes are cast as a proxy for a person who is entitled to vote on the resolution:

- in accordance with a direction in the proxy appointment; or
- by the Chairman of the meeting in accordance with an express authorisation in the proxy appointment to cast the votes even if the resolution is connected directly or indirectly with the remuneration of a KMP member, and in accordance with a direction in the proxy appointment to vote as the proxy decides.

The Company will also apply these voting exclusions to persons appointed as attorney by a shareholder to attend and vote at the meeting under a power of attorney, as if they were appointed as a proxy.

### SHAREHOLDERS' QUESTIONS TO THE AUDITOR

Shareholders may submit written questions to PricewaterhouseCoopers (**PwC**) to be answered at the meeting, provided the question is relevant to the content of PwC's audit report or the conduct of its audit of the Company's financial report for the year ended 31 December 2015.

Written questions must be received no later than 5pm (AEST) on Friday, 29 April 2016. A list of qualifying questions will be made available to shareholders attending the meeting.

Any written questions to PwC should be sent to:

- Computershare Investor Services Pty Ltd at the address on the enclosed return-addressed envelope;
- To the Company's registered office – Level 12, 60 City Road, Southbank, Victoria, 3006, Australia;
- By facsimile to +61 (0)3 8699 2699; or
- By email to [chris.thisis@aluminalimited.com](mailto:chris.thisis@aluminalimited.com)

### CONDUCT OF THE MEETING

The Company notes that, notwithstanding the order in which each item of business is presented in this Notice, the Chairman of the meeting intends that shareholders will be asked to consider all items of business at the meeting at the same time.

The Company also notes that, to respect the privacy of individual shareholders attending the meeting, photographs, video recording or audio recording of the meeting is not permitted.

### CONTACT DETAILS

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