

# 5 Steps for Voting in Halo

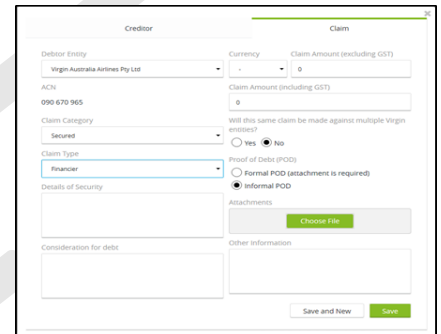
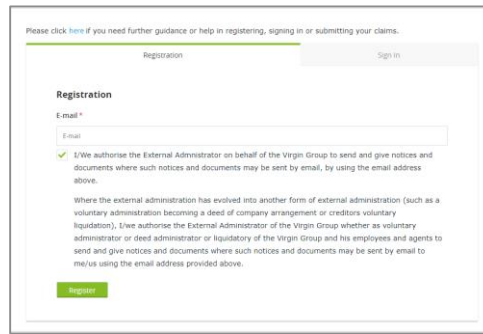
The Administrators of Virgin Australia Group will be using Deloitte’s Halo platform as the primary tool for communicating with creditors and managing claims (proofs of debt). Halo will also be used to conduct voting on any resolutions for the second meeting of creditors.

The Administrators have prepared this summary guide to assist you as a creditor or potential creditor to understand the 5 steps that must occur to ensure you are appropriately registered and can cast your vote in Halo.

## 1 Register in Halo

You’ll need an email address and basic contact information to register.

<https://virgin.deloitte-halo.com/>



## 2 Add a claim

Adding a claim in Halo requires basic details as to the claim such as the Virgin creditor entity, amount, claim type (e.g. bondholder) and description of the amount you are owed. You can also upload additional documentation to support your claim for consideration by the Administrators (e.g. copy of invoice).

Add your claim(s) in Halo as soon as possible to be considered for admission for voting in the second meeting.

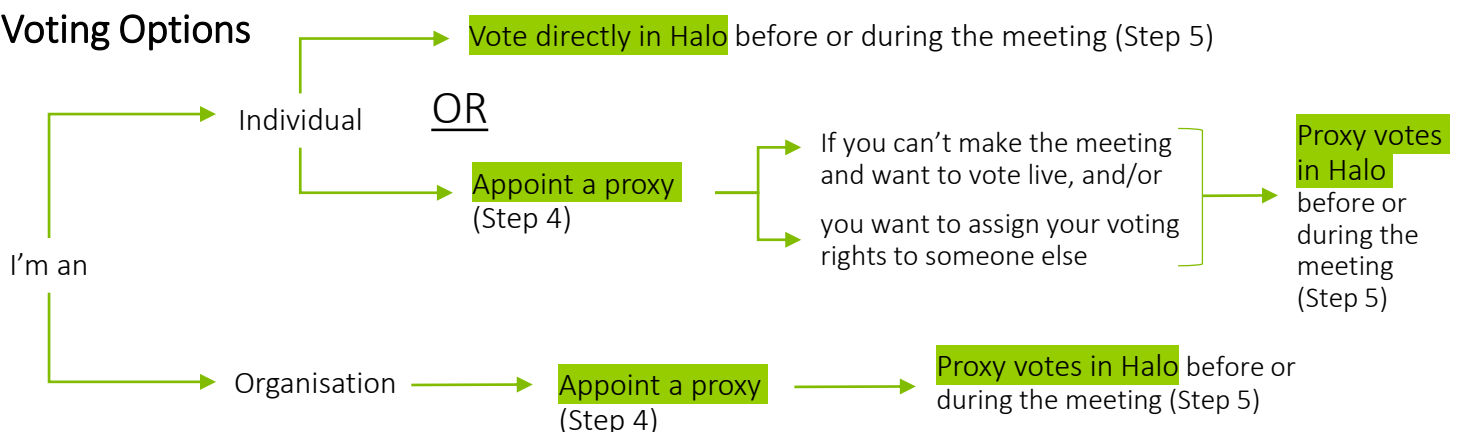
## 3 Be admitted for voting

Based on the nature of your claim, the Administrators will evaluate your claim for admitting for voting at the second meeting. This may include reviewing the details of your claim submitted, assessing supporting documentation submitted (if any) and asking you further questions about your claim (if necessary).

You will be notified by email when you have been admitted for voting. Otherwise you can check your admission status in the Halo system in the “My Claims” dashboard at any time.

Once you have been admitted, there will be different pathways for you to lodge your vote prior to or at the second meeting in Halo (details of these steps on next page):

### Voting Options



## 4 Appoint a Proxy (required for organisational creditors, optional for individuals)

Prior to the meeting you can appoint a proxy. If you are not sure whether or not you need to appoint a proxy, refer to the FAQs

When appointing a proxy, you are appointing either (1) the Chairman, (2) yourself or (3) someone else to vote on behalf of the creditor. If selecting someone else to represent you, you will need their email address so they can be registered in the Halo system. Selecting the proxy option is the first step of appointing a proxy.

You will also need to decide the type of proxy you are appointing. This is either (a) General Proxy or (b) Special Proxy. Refer to FAQ's for further information on Proxy types.

The screenshot shows the 'Select Proxy' interface. At the top, there are two tabs: 'Vote' and 'Select Proxy'. Under 'PROXY OPTION', there are radio buttons for 'Chairman' (selected), 'Self', and 'Others'. Under 'TYPE OF PROXY', there are radio buttons for 'General Proxy' and 'Special Proxy' (selected). Below this, there are three resolutions, each with an 'ANSWER' section containing 'For', 'Against', and 'Abstain' buttons. Resolution #1: 'That X be and is hereby appointed liquidator for the purpose of winding up the affairs and distributing the assets of the Company.' Resolution #2: 'That the remuneration payable by the Company to X as liquidator be and is hereby fixed at \$10000'. Resolution #3: 'That the remuneration payable by the Company to Y as auditor be and is hereby fixed at \$ 23202'. At the bottom, there are 'Back' and 'Submit' buttons.

To appoint a proxy, click 'Start Voting' on your dashboard and go to the 'Select Proxy' tab. Here you will select the proxy option and the type of proxy. If selecting a Special proxy, you will submit your vote (Step 5) with the nomination of your proxy, and click 'Submit' to appoint your Proxy.

## 5 Cast your vote

Prior to the meeting, you will receive a copy of the creditors report containing relevant information to assist you in your voting decision.

Once the voting event has started in Halo, there will be a yellow banner on your 'My Claims' dashboard which will say 'Start Voting'. If your claim is admitted for voting, you can log into Halo and click 'Start Voting' on your claims dashboard.

To vote, select the tick box for the creditor you are voting for, and click the 'Select Vote' button. Choose your answer to the displayed resolution(s) and click 'Submit'.

The screenshot shows the 'Vote' interface. At the top, there are two tabs: 'Vote' and 'Select Proxy'. Under 'Resolution (3)', there is 'RESOLUTION #1' with the text: 'That X be and is hereby appointed liquidator for the purpose of winding up the affairs and distributing the assets of the Company.' To the right of the resolution text is an 'ANSWER' section with 'For', 'Against', and 'Abstain' buttons. At the bottom, there are 'Back' and 'Submit' buttons.

**Voting closes live during the resolution of each meeting.**

If you have been assigned as a General proxy, you will need to submit your vote too. Please follow the above steps except click 'Start Voting' on your 'My Proxy dashboard' instead of 'My Claims dashboard'.

Creditors				
<input type="checkbox"/>	CREDITOR	CREDITOR TYPE	ADMITTED AMOUNT	VOTING STATUS ACTION
<input checked="" type="checkbox"/>	Calvagh Leslie Millar	Employee	27,713.61	VOTED <a href="#">View Vote</a>

When successfully submitted, voting status is now displayed as 'Voted', or appointing a proxy is displayed as 'Proxy'.

Creditors				
<input type="checkbox"/>	CREDITOR	CREDITOR TYPE	ADMITTED AMOUNT	VOTING STATUS ACTION
<input type="checkbox"/>	Edwin McKay	Employee	65,360.30	PROXY <a href="#">View Proxy</a>

# Voting Frequently Asked Questions

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## When do I vote?

You can start voting from issue of the creditors report in relation to the second creditors' meeting until the resolution closes during the meeting. Once the voting event has started, there will be a yellow banner on your 'My Claims' dashboard which will say 'Start Voting'.

## What is a Proxy?

A 'proxy' is where a creditor authorises someone else to represent them at a meeting and vote on their behalf.

## Do I need a Proxy?

You don't need to appoint a proxy unless the creditor you are representing is a company. A company needs to appoint a proxy as they need to appoint someone to vote on behalf of the company. If you are an individual and you want to give someone else your right to vote (e.g. a union, chairman), or you can't make the meeting and want to vote live, you can appoint a proxy.

## What is the difference between a Special Proxy and a General Proxy?

There are two kinds of proxies, a General proxy and a Special proxy. A general proxy allows the person holding the proxy to vote how they want on a resolution, whereas a special proxy directs the proxy holder to vote in a particular way.

## Can I change my Proxy?

Once a proxy is submitted, it cannot be changed. If you have made an error, please contact Halo Help team [here](#) and they will be able to assist you.

## Can I change my vote?

Once a vote is submitted, it cannot be changed. If you are unsure of your vote based on the creditors report and information provided, you can wait to vote up until the end of the resolution at each meeting. If you have made a voting error, please contact Halo Help team [here](#) and they will be able to assist you.