

# NOTICE OF ANNUAL GENERAL MEETING

Time and: 2:00 pm

**Date of Meeting** on Friday, 28 November 2008

**Place of Meeting:** Sofitel Wentworth Sydney

The Boardrooms Lobby Level

61-101 Phillip Street

Sydney, New South Wales

#### **IMPORTANT NOTICE**

It is recommended that shareholders read this Notice of Annual General Meeting and Explanatory Statement in full and if there is any matter that you do not understand, you should contact your financial adviser, stockbroker or solicitor for advice.

The Chairman of the Annual General Meeting will vote open proxies received in favour of all resolutions to be considered at the Annual General Meeting.



ASX Code: BEL

Bentley International Limited A.B.N. 87 008 108 218

#### **Registered Office:**

Suite 202, Angela House 30-36 Bay Street Double Bay, New South Wales 2028

T | (02) 9363 5088 F | (02) 9363 5488

#### **Share Registry:**

Advanced Share Registry Services
Suite 2, 150 Stirling Highway
Nedlands, Western Australia 6009

T | (08) 9389 8033

**F** | (08) 9389 7871

E | admin@advancedshare.com.au

 $W \mid$  www.advancedshare.com.au

#### **Company Secretarial Office:**

Level 14, The Forrest Centre
221 St Georges Terrace
Perth, Western Australia 6000
Local T | 1300 762 678
T | (08) 9214 9757
F | (08) 9322 1515
E | info@bel.com.au
W | www.bel.com.au

# NOTICE OF ANNUAL GENERAL MEETING

Notice is given that an Annual General Meeting of shareholders of Bentley International Limited A.B.N. 87 008 108 218 ("BEL" or "Company") will be held at Sofitel Wentworth Sydney, The Boardrooms, Lobby Level, 61-101 Phillip Street, Sydney, New South Wales at 2:00 pm on Friday, 28 November 2008.

## **AGENDA**

#### **ORDINARY BUSINESS**

#### 1. Chairman's Review

#### 2. **Annual Reports**

To consider and receive the Directors' Report, Financial Report and Audit Report of the Company for the year ended 30 June 2008.

The 2008 Annual Report will be sent to those shareholders who have elected to receive a printed version. Otherwise, an electronic version of the 2008 Annual Report may be viewed and downloaded from the Company's website: www.bel.com.au or emailed to shareholders upon request to info@bel.com.au, when available

#### 3. Resolution 1 Re-election of Simon Cato as Director

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

"That Simon Kenneth Cato, having retired by rotation pursuant to clause 5 of the constitution, being eligible, be re-elected as a director of the Company"

#### 4. Resolution 2 **Adoption of Remuneration Report**

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

"That the Remuneration Report as detailed in the Directors' Report for the year ended 30 June 2008 be adopted"

Dated: 22nd October 2008

By order of the Board,

Victor Ho

**Company Secretary** 

# **EXPLANATORY STATEMENT**

This Explanatory Statement has been prepared to assist shareholders of the Company in understanding the business to be put to shareholders for their consideration at the Annual General Meeting (**AGM**) of the Company

#### 1. Chairman's Review

The Chairman will present a Review of Operations. A copy of any formal presentations made in this regard will be lodged on ASX as a market announcement prior to the commencement of the AGM.

#### 2. **Annual Reports**

Section 317 of the Corporations Act 2001 (Cth) ("Corporations Act") requires the Directors of the Company to lay before the AGM the directors' report, financial report and the auditor's report for the last financial year that ended before the AGM. Shareholders will be provided with a reasonable opportunity to ask questions or make statements in relation to these reports but no formal resolution to adopt the reports will be put to shareholders at the AGM.

#### 3. Ordinary Resolution 1 -Re-Election of Simon Cato as Director

Clause 5 of the Company's constitution requires one third of the directors (or if that is not a whole number, the whole number nearest to one third) to retire at each AGM. director(s) who retire under this rule are those who have held office the longest since last being elected or appointed. If two or more directors have been in office for the same period, those directors may agree which of them will retire. This rule does not apply to the Managing Director.

Mr Simon Kenneth Cato retires at the AGM under this rule. However, being eligible, he has offered himself for re-election as a director of the Company.

Mr Cato has been a director of the Company since 5 February 2004 and was most recently reelected a director at the 2004 annual general meeting. Mr Cato's qualifications and experience are detailed in the Directors' Report in the Company's 2008 Annual Report.

#### 4. **Advisory Non Binding Resolution 2 Adoption Of Remuneration Report**

Sections 249L and 250R are recent additions to the Corporations Act that require a resolution be put to the members to adopt a Remuneration Report prepared by the Company and disclosed in the Directors' Report. The vote on this resolution is advisory only and does not bind the Directors or the Company.

The Remuneration Report is set out in the Directors' Report in the 2008 Annual Report. Shareholders will also be provided with a reasonable opportunity to ask questions or make statements in relation to the Remuneration Report.

### TIME AND PLACE OF ANNUAL GENERAL MEETING AND HOW TO VOTE

#### Venue

The Annual General Meeting of the shareholders of Bentley International Limited will be held at:

Sofitel Wentworth Sydney
The Boardrooms
Lobby Level
61-101 Phillip Street
Sydney, New South Wales

Commencing 2:00 pm
Friday
28 November 2008

### **Voting Rights**

- At any meeting of the members, each member entitled to vote may vote in person or by proxy or by power of attorney or, in the case of a member which is a corporation, by representative.
- Every person who is present in the capacity of member or the representative of a corporate member shall, on a show of hands, have one vote.
- Every member who is present in person, by proxy, by power of attorney or by corporate representative shall, on a poll, have one vote in respect of every fully paid share held by him.

### **Voting in Person**

To vote in person, attend the Annual General Meeting on the date and at the venue out above.

### Voting by Proxy

To vote by proxy, please complete and sign the Proxy Form enclosed with this Notice of Annual General Meeting as soon as possible and return it to the Company Secretarial office, either:

- by facsimile to (08) 9322 1515; or
- by mail to Bentley International Limited, Reply Paid 83399, Perth WA 6000; or
- by delivery to Bentley International Limited, Level 14, The Forrest Centre, 221 St Georges Terrace, Perth WA 6000

so that it is received not later than 2:00 pm (AEST) on Wednesday, 26 November 2008.

### **Bodies corporate**

A body corporate may appoint an individual as its authorised corporate representative to exercise any of the powers the body may exercise at meetings of a company's shareholders. A properly executed original (or certified copy) of the appropriate "Certificate of Appointment of Corporate Representative" should be produced for admission to the General Meeting. Previously lodged "Certificates of Appointment of Corporate Representative" will be disregarded by the Company.

#### **Powers of Attorney**

A person appearing as Power of Attorney for a shareholder should produce a properly executed original (or certified copy) of an appropriate Power of Attorney for admission to the General Meeting. Previously lodged Powers of Attorney will be disregarded by the Company.

### **Voting Entitlement**

In accordance with section 1074E(2)(g)(i) of the Corporations Act and regulation 7.11.37 of the Corporations Regulations, the Company has determined that for the purposes of the General Meeting all Shares in the Company will be taken to be held by the persons who held them as registered Shareholders at 5:00pm (Perth time) on 26 November 2008 (**Voting Entitlement Time**). Subject to the voting exclusions noted (if any), all holders of Shares in the Company as at the Voting Entitlement Time will be entitled to vote at the Annual General Meeting.

# **PROXY FORM**

### PLEASE RETURN TO:

Bentley International Limited A.B.N. 87 008 108 218

Website: www.bel.com.au Email: info@bel.com.au

The Company Secretary
Bentley International Limited
Level 14, The Forrest Centre
221 St Georges Terrace, Perth WA 6000
Local Call: 1300 762 678 or Enquiries: (08) 9214 9757
Facsimile: (08) 9322 1515

{Name1 {Name2 {Name3 {Name4 {Name5 {Name6	) } } ;} ;}			Current Divi		October 2008: {UNITS} Participation: {DRP} is: {TFN_PROVIDED} IK_ACC_PROVIDED}	
	ppointment of Prox	•					
I/We b	eing a member/s of Bentley	Internationa	l Limited and entitle	d to attend an	d vote hereby appoint		
	The Chairman of the Meeting (mark with an "X")  (If you have appointed the Chairman of the Meeting to exercise your proxy, by marking this box you acknowledge that the Chairman of the Meeting may exercise your proxy even if he has an interest in the outcome of a particular resolution and votes cast by him other than as proxy holde will be disregarded because of that interest. The Chairman intends to vote all Chairman's Open Proxies in favour of all resolutions.)						
OR	ξ				Write here the name of the person you are appointing if this person <b>is someone other than</b> the Chairman of the Meeting.		
act gene have be Sofitel on Frida	g the person named, or if no erally at the meeting on my/sen given, as the proxy sees Wentworth Sydney, The Boay, 28 November 2008 and at oting directions to	our behalf a fit) at the Ar pardrooms, l any adjourn	nd to vote in accorda nnual General Meetii <b>Lobby Level</b> , 61-101 ment of such Annual	nce with the f ng of Bentley Phillip Street, General Mee	following directions (or International Limited Sydney, New South Values.	or if no directions to be held at the Wales, at 2:00 pm	
		your pro	xy - picase mai	_	-		
RESOLUTIONS				For	Against	Abstain*	
1. Re	. Re-Election of Simon Cato as Director			Ш		Ш	
2. Adoption of Remuneration Report							
* If you	roxies are being appointed, mark the Abstain box for a part your votes will not be counted	icular item, yo	ou are directing your pr	oxy not to vote		w of hands or on a	
C. C	hange of Address a	and Ann	ual Report Ele	ctions (see	notes 1 and 2 overleaf)		
Mark this box with an 'X' if you want to make any changes to your address details							
Mark this box with an 'X if you wish to receive a <u>printed</u> Annual Report by post							
Mark this box with an 'X if you wish to receive an <u>electronic</u> Annual Report by email and specify your email address below							
D. PLEASE SIGN HERE  This section <i>must</i> be signed in accordance with the instructions overleaf to enable your directions to be implemented.							
	Individual or Shareholder 1		Joint Shareh	=		reholder 3	
Sole Director and Sole Company Secretary D			Directo	r	Director/Con	Director / Company Secretary	
	Contact Name		Contact Daytime	Telephone	D	ate	

\_\_\_\_\_

**Email:** 

### INSTRUCTIONS FOR COMPLETING PROXY FORM

#### 1. Change of Address

Your pre-printed name and address is as it appears on the share register of Bentley International Limited. If this information is incorrect, please mark the box at **Section C** of the proxy form and make the correction at the top of the form. Shareholders sponsored by a broker should advise their broker of any changes. Please note that you cannot change ownership of your shares using this form.

#### 2. Annual Report Elections

The Australian Government has introduced legislation changing the default option for receiving annual reports. Companies are no longer required to mail out printed annual reports to shareholders. Instead, shareholders can now make an election as follows:

- (a) make a written request for a hard copy annual report to be mailed to you; or
- (b) make a written request for an electronic copy of the annual report to be emailed to you.

If you wish to update your annual report elections, please complete Section C of the Proxy Form.

- 3. Completion of a proxy form will not prevent individual shareholders from attending the General Meeting in person if they wish. Where a shareholder completes and lodges a valid proxy form and attends the General Meeting in person, then the proxy's authority to speak and vote for that shareholder is suspended while the shareholder is present at the General Meeting.
- 4. A shareholder of the Company entitled to attend and vote is entitled to appoint not more than two proxies. Where more than one proxy is appointed, each proxy must be appointed to represent a specified proportion of the shareholder's voting rights. If the shareholder appoints two proxies and the appointment do not specify this proportion, each proxy may exercise half of the votes.
- 5. A proxy need not be a shareholder of the Company.
- 6. If you mark the abstain box for a particular item, you are directing your proxy not to vote on that item on a poll and that your shares are not to be counted in computing the required majority on a poll.
- 7. If a representative of a company shareholder is to attend the General Meeting, a properly executed original (or certified copy) of the appropriate "Certificate of Appointment of Corporate Representative" should be produced for admission to the General Meeting. Previously lodged "Certificates of Appointment of Corporate Representative" will be disregarded by the Company.
- 8. If a representative as Power of Attorney of a shareholder is to attend the meeting, a properly executed original (or certified copy) of an appropriate Power of Attorney should be produced for admission to the General Meeting. Previously lodged Powers of Attorney will be disregarded by the Company.

#### 9. Signing Instructions

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

**Individual:** Where the holding is in one name, the holder must sign.

**Joint Holding:** Where the holding is in more than one name, all of the shareholders should sign.

Power of Attorney: If you are signing under a Power of Attorney, you must lodge an original or certified

photocopy of the appropriate Power of Attorney with your completed Proxy Form.

Companies: Where the company has a Sole Director who is also the Sole Company Secretary, this form

must be signed by that person.

If the company (pursuant to section 204A of the Corporations Act 2001) does not have a

Company Secretary, a Sole Director can also sign alone.

Otherwise this form must be signed by a Director jointly with either another Director or a

Company Secretary. Please indicate the office held by signing in the appropriate place.

#### 10. Lodgment of a Proxy

This Proxy Form (and any Power of Attorney under which it is signed) must be received at the address below **not later than 2:00 pm (AEST) on Wednesday, 26 November 2008** (48 hours before the commencement of the meeting). Any Proxy Form received after that time will not be valid for the scheduled meeting.

#### Proxy Forms may be lodged:

by posting, delivery or facsimile to the Company's Company Secretarial office below:

Bentley International Limited Level 14, The Forrest Centre 221 St Georges Terrace Perth WA 6000 Bentley International Limited Reply Paid 83399 Perth WA 6000

Facsimile: (08) 9322 1515