

Virgin Australia Group (Administrators Appointed)

5 Steps for Voting in Halo – Summary Checklist



1 Register in Halo

- Log on to: <https://virgin.deloitte-halo.com/> and follow the prompts to the 'Registration' page
- Enter & verify a valid e-mail address
- Enter basic contact information

Due: 20 August 2020

2 Add a claim

Enter:

- the Virgin creditor entity
- amount owed
- claim type (e.g. bondholder)
- description of the amount you are owed
- any documentation to support your claim (e.g. copy of invoice)

Due: 5:00 pm (AEST)
on Friday,
28 August 2020

3 Be admitted for voting (performed by the Administrators)

- The Administrators will evaluate your claim for admitting for voting at the second creditors meeting
- (if necessary) the Administrators will request further information in respect to your claim(s)
- You will be notified by email when your claim has been admitted for voting
- (optional) You can check your admission status on the Halo system in the 'My Claims' dashboard at any time

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

- Click 'Start Voting' on your dashboard and go to the 'Select Proxy' tab
- Select the 'Proxy option'
Appoint either:
 - (1) the chairperson,
 - (2) yourself, or
 - (3) someone else to vote on behalf of the creditor – Note: You will need to provide an email address for your appointed proxy so they can be registered in the Halo system.
- Select the 'type of proxy' you are appointing:
 - (a) General Proxy or
 - (b) Special Proxy – Note: You will submit your vote (step 5) with the nomination of your proxy
- Click 'Submit' to appoint your Proxy

Due: 5:00 pm (AEST)
on Tuesday,
1 September 2020

5 Cast your vote

- You will receive a copy of the creditors report containing relevant information to assist you in your voting decision on **Tuesday, 25 August 2020. Voting will open on this day at 5:00pm (AEST).**

If your claim has been admitted for voting:

- Log into Halo and click 'Start Voting' on your claims dashboard – Note: there will be a yellow banner on your 'My Claims' dashboard which will say 'Start Voting'

General Proxy: If you have been assigned as a General Proxy, you will need to submit your vote for claims assigned to you. Click 'Start Voting' on your 'My Proxy dashboard' instead of 'My claims dashboard'

To Vote:

- Select the tick box for the creditor you are voting for
- Click the 'Select Vote' button
- Choose your answer to the displayed resolution(s)
- Click 'Submit'
- When successfully submitted, voting status is now displayed as 'Voted', or appointing a proxy is displayed as 'Proxy'

Voting will close live
during the second
creditors meeting on
4 September 2020

5 Steps for Voting in Halo – further details

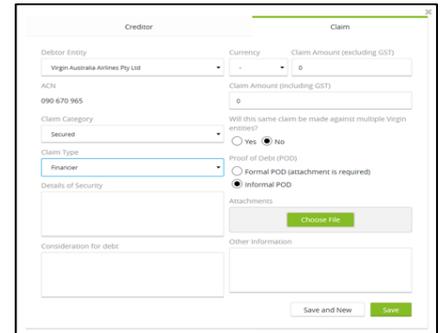
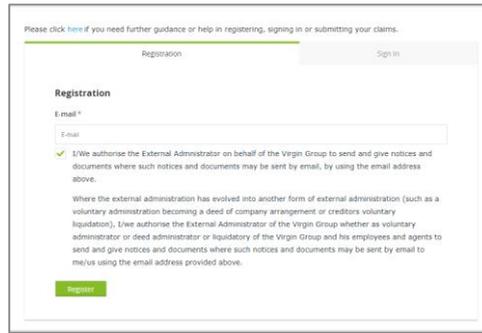
The Administrators of Virgin Australia Group will be using Deloitte’s Halo platform as the primary tool for communicating with creditors and managing claims (proofs of debt). Halo will also be used to conduct voting on any resolutions for the second meeting of creditors of Friday, 4 September 2020.

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. A detailed voting guide will be provided with the second report.

1 Register in Halo

You’ll need an email address and basic contact information to register. <https://virgin.deloitte-halo.com/>

Due: 20 August 2020



All images are indicative, actual Halo screens may look slightly different

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 by 5:00 pm (AEST) on 28 August 2020 to be considered for admission for voting in the second meeting.

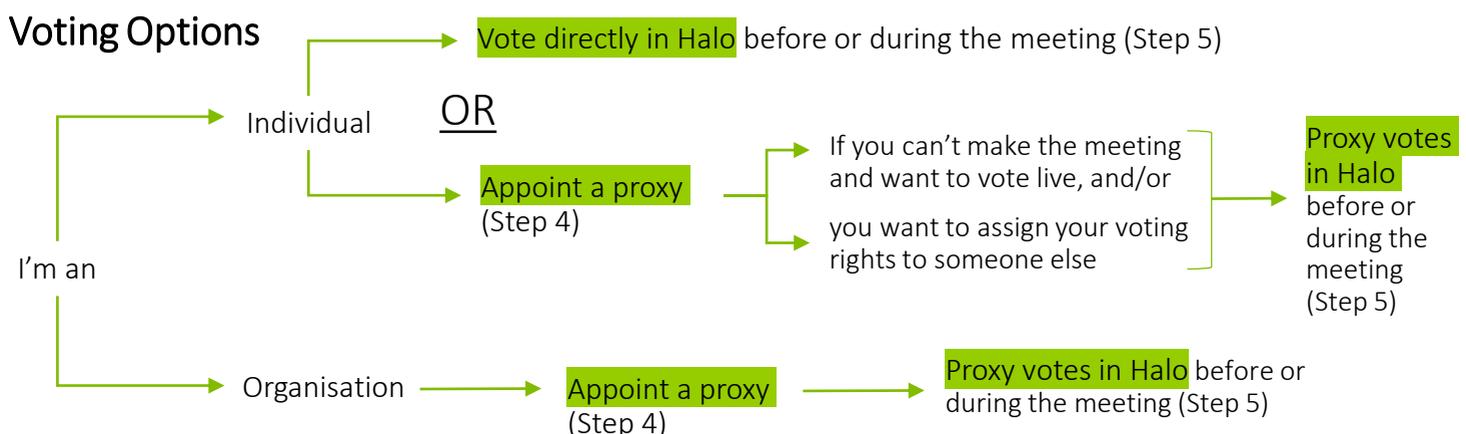
3 Be admitted for voting

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



5 Steps for Voting in Halo (cont.)

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

Once your claim has been admitted for voting, you can appoint a proxy. If you are not sure whether or not you need to appoint a proxy, refer to the FAQs

You will need to have your proxy nomination completed by **5:00 pm (AEST) on 1 September 2020**

When appointing a proxy, you are appointing either (1) the Chairperson, (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.

To appoint a proxy, click 'Vote or Select Proxy' on your dashboard. If you are an Organisation, the Proxy page will be displayed. If you are an individual, you will need to click the 'Nominate Proxy (Optional)' button. Here you will select the proxy option and the type of proxy. If selecting a Special proxy (displayed), you will submit your vote (Step 5) with the nomination of your proxy, and click 'Submit' to appoint your Proxy.

5 Cast your vote

You will receive a copy of the creditors' report containing relevant information to assist you in your voting decision prior to the second creditors meeting.

When this report is released, if your claim has been admitted for voting, you can log into Halo and click 'Start Voting' on your claims dashboard at this time. Once the voting event has started in Halo, there will be a yellow banner on your 'My Claims' dashboard which will say 'Vote or Select Proxy'.

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'.

Voting will close live during the second creditors meeting on Friday 4 September 2020.

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

<input type="checkbox"/>	VI213594C	Creditor 8 Maggie	Entity A	Unsecured Customer	AUD 150,000.00	Admitted for [150,000.00]	VOTED
<input type="checkbox"/>	VI213596C	Creditor 10 Maggie	Tiger International Number 1 Pty Ltd	Unsecured Other	AUD 150,000.00	Admitted for [150,000.00]	PROXY VOTED
<input type="checkbox"/>	VI128018C	Creditor 10 Maggie	Entity B	Unsecured Other	AUD 4,577.75	Admitted for [4,577.75]	PROXY SELECTED

When successfully submitted, voting status is now displayed as 'Voted', an appoint proxy is displayed as 'Proxy Selected' or a Special proxy is displayed as 'Proxy Voted'.

Voting Frequently Asked Questions

When do I vote?

You can start voting from **5:00pm on 25 August 2020** until the resolution(s) close during the second meeting. Once the voting event has started, there will be a yellow banner on your 'My Claims' dashboard which will say 'Vote or Select Proxy'. Note that you must have submitted your claim **by 5:00pm Friday 28 August 2020** to be eligible to vote.

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. For example, a company will need to appoint the director as its proxy. If you are an individual and you want to give someone else your right to vote (e.g. a union representative, chairperson), 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?

If you have made an error in nominating your proxy, please contact Halo Help team [here](#) so they can assist you in resetting your proxy. Once reset, you can then re-nominate.

Can I change my vote?

If you have made a voting error, please contact Halo Help team [here](#) and they will be able to assist you.

My claim against the company can't be fully calculated right now. Can I change the amount of my claim?

The claim that you submit for this process will only be evaluated for the purpose of voting at the second meeting. You will be able to submit updated claims at a later time for any distributions (dividends) made to creditors in the future. If you do not submit a claim for vote, it will not stop you from submitting your claim at a later time.

What are the key dates?

Register in Halo	Thursday 20 August 2020
Report to creditors released and voting opens	Tuesday 25 August 2020
Deadline for submitting a claim in Halo	Friday 28 August 2020, 5.00pm (AEST)
Deadline for submitting proxy	Tuesday 1 September 2020, 5:00pm (AEST)
Second meeting of creditors held and voting closes	Friday 4 September 2020