

Notice of 2004 Class Meeting of holders of Reset Preference Shares issued on 4 June 2002 (RPS1) and Explanatory Notes

Insurance Australia Group Limited ABN 60 090 739 923



Holders of RPS1 are advised that a Class Meeting (**Meeting**) of holders of RPS1 in Insurance Australia Group Limited (**the Company**) will be held on: **Monday 2 February 2004 at 10.00 am** at Level 11, 388 George Street, Sydney.

#### A Letter from the Chairman

**Dear Shareholder** 

Enclosed with this letter you will find a:

- Notice of Meeting;
- Explanatory Notes;
- Proxy Form; and a
- Self addressed, prepaid envelope.

The documents relate to a Class Meeting of the holders of Reset Preference Shares issued on 4 June 2002 (**RPS1**). This meeting has been called so that holders of RPS1 can consider, and if thought fit, approve amendments to the Terms of Issue of RPS1. The purpose of these amendments is to align these Terms of Issue with the Terms of Issue of reset preference shares issued on 20 June 2003. The details of the proposed amendments are set out in the Explanatory Notes to the Notice of Meeting.

The Australian Prudential Regulation Authority (**APRA**) has advised the Company that it has no objection to the proposed amendments.

I would encourage you to read these documents carefully and, if you are unable to attend the meeting in person, complete and lodge your proxy form within the specified time period.

Should you require any further information, please telephone ASX Perpetual Registrars Limited on 1300 360 688.

Yours sincerely

James Strong

James Strong Chairman

# NOTICE OF CLASS MEETING

of holders of Reset Preference Shares issued on 4 June 2002 (RPS1)

Insurance Australia Group Limited ABN 60 090 739 923

## **BUSINESS**

Changes to RPS1 Terms of Issue

1. To consider and, if thought fit, pass the following resolution as a special resolution:

"That the Terms of Issue of the class of reset preference shares issued by the Company on 4 June 2002 be amended as set out in the table included in the Explanatory Notes to the Notice of Meeting."

## NOTES

#### (a) Proxies

A shareholder who is entitled to attend and cast a vote at the Meeting has a right to appoint a proxy to attend and vote instead of the shareholder. The proxy need not be a shareholder. Shareholders are entitled to appoint up to two persons (whether shareholders or not) as proxies, to attend the Meeting and vote. If you wish to appoint two proxies, please obtain a second proxy form by telephoning 1300 360 688. Both forms should be completed and signed. indicating the nominated number or percentage of your voting rights on each form (together being no more than 100% of your total shareholding). Please return both proxy forms together. If you appoint two proxies and do not specify the number or percentage of voting rights each proxy may exercise, each proxy may exercise half the voting rights. Any revocation of a proxy must be in writing and received prior to this Meeting. Shareholders appointing a proxy to vote on their behalf are encouraged to direct the proxy to vote "For", "Against" or "Abstain" on the motion, rather than providing an open proxy.

#### Signing Instructions

- If the shareholder is an individual the proxy form must be signed by the shareholder (for joint shareholders either can sign) or by his/her/their joint authorised attorney(s).
- If the shareholder is a **corporation**, the proxy form should be signed:

- Under the common seal of the company by two directors, or a director and a secretary; or
- by two directors, or a director and a secretary; or
- in the case of a proprietary company that has a sole director who is also the sole company secretary, by that director; or
- in the case of a proprietary company that has a sole director and no secretary, by that director; or
- under the hand of a duly authorised officer or attorney.
- If the proxy form is signed under Power of Attorney, the attorney states that no notice or revocation of the power has been received. If the Power of Attorney or other authority (if any) has not been previously noted by the Share Registrar it must be sent with the proxy form in the same manner and by the same deadline as set out below under "Lodgement Details". A certified copy of the Power of Attorney is acceptable.
- If you require further information on how to complete the proxy form, telephone ASX Perpetual Registrars Limited on 1300 360 688.

#### Lodgement Details

To be valid for the purposes of voting at the Meeting, all proxy forms must be received by the Company's Share Registrar, ASX Perpetual Registrars Limited, at Level 8, 580 George Street, Sydney, NSW, 2000, before 10.00 am on Saturday 31 January 2004 (**Proxy Deadline**). Proxy forms may be submitted in any one of the following ways:

- By post in the reply paid envelope provided. Please allow sufficient time so that it reaches ASX Perpetual Registrars Limited by the Proxy Deadline;
- (ii) By facsimile to ASX Perpetual Registrars Limited on (02) 8280 7646. Any proxy form sent by facsimile must be received by the Proxy Deadline; or
- (iii) By hand delivery to ASX Perpetual Registrars Limited, Level 8, 580 George Street, Sydney NSW 2000.

#### (b) Corporate representatives

Any corporate shareholder wishing to appoint a person to act as its representative at the Meeting may do so by providing that person with:

- (i) A letter or certificate authorising him or her as the company's representative, executed in accordance with the company's constitution; or
- (ii) A copy of the resolution appointing the representative, certified by a secretary or director of the corporate shareholder.

#### (c) Shareholders eligible to vote

As determined by the Board of Directors, only persons who hold RPS1 as at the Proxy Deadline will be eligible to vote at the Meeting.

Dated at Sydney on 4 December 2003 By order of the Board of Directors.

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Anne O'Driscoll Group Company Secretary



### 2004 Class Meeting (**Meeting**) of holders of Reset Preference Shares issued on 4 June 2002 (**RPS1**)

## EXPLANATORY NOTES

Insurance Australia Group Limited ABN 60 090 739 923

These notes explain the resolution set out in the Notice of Meeting for the Company's 2004 Meeting of RPS1 holders and should be read in conjunction with the Notice.

## BUSINESS

#### Resolution 1: Changes to RPS1 Terms of Issue

Resolve, as a special resolution, that the Terms of Issue of the class of reset preference shares issued by the Company on 4 June 2002 be amended as set out in the table included in the Explanatory Notes to the Notice of Meeting.

#### **Purpose of Resolution 1**

Resolution 1 has been proposed so that shareholders may consider and, if thought fit, approve amendments to the RPS1 Terms of Issue, in order to align these Terms with the Terms of Issue of reset preference shares issued on 20 June 2003 (**RPS2**).

The Board's intention is that the two classes of reset preference shares would be issued with similar rights and conditions attached. Accordingly, the Terms of Issue of RPS1 and RPS2 are substantially the same. However, there are several terms of RPS2 that, although worded similarly to the equivalent terms of RPS1, are more appropriate as they better account for the situation in which there is more than one class of preference shares on issue.

To ensure that RPS1 and RPS2 are treated consistently where appropriate, approval is now sought to amend the RPS1 Terms of Issue so that these Terms will more closely align with the provisions of the RPS2 Terms of Issue. Minor drafting changes are also suggested to the RPS1 Terms of Issue for clarity.

An explanation of the proposed specific and substantive changes to be made to the Terms of Issue of RPS1 is provided in the table on page 4.

#### 2004 Class Meeting (**Meeting**) of holders of Reset Preference Shares issued on 4 June 2002 (**RPS1**)

EXPLANATORY NOTES continued

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Clause No	Amendment	Comments
2.2 (d)	Insert "or unless APRA indicates that it has no objection" after the words "clause 2.3".	This amendment is proposed for strict consistency with the disclosure in the RPS1 prospectus and for drafting consistency with RPS2 Terms of Issue. This change is for drafting clarity only, and does not alter the operation of the Terms of Issue.
2.9 (b)	Delete "a" and insert "or share capital ranking equally with or in priority to RPS" after the word "RPS".	This amendment is proposed so that the RPS1 terms do not unduly restrict other equally ranking securities, which were not contemplated at the time of issue of the RPS1.
3.7 (a)	Insert "dividend, distribution or" after the words "Ordinary Shares no longer carry that". Insert ", cum distribution" after the words "Business days on which those shares have been quoted cum dividend".	These amendments are mere drafting points and do not change the effect of the text. They are also consistent with RPS2 Terms of Issue.
9	Delete definition of "Business Day" and insert the words "Business Day means a business day as defined in the ASX Listing Rules."	This amendment is proposed to avoid practical problems where ASX has declared a weekday not to be a business day notwithstanding that banks are open in Sydney. The proposed new definition is also used in RPS2 Terms of Issue.
9	Amend definition of "DRP" by inserting "in which Holders are eligible to participate," after the words "as may be amended from time to time)".	This amendment is proposed to clarify this definition. It does not change the operation of the Terms of Issue, nor does it affect the terms of the Company's existing dividend reinvestment plan for ordinary shareholders.
9	Delete definition of "Group" and replace with "Group means the Company and its controlled entities."	This amendment is proposed to take account of changes in the preferred language for accounting purposes, for describing the Group.
9	Amend definition of "VWAP" by inserting the words "the closing phase and" after the words "crossings during" and inserting the words "or any overnight crossings" after the words "of options over Ordinary Shares".	This amendment is proposed to take account of the VWAP definition used for RPS2, which was amended to clarify the definition (rather than change it).

A copy of the draft amended form of RPS1 Terms of Issue will be available, free of charge, on the Company's website at *www.iag.com.au/RPS1*, or by calling ASX Perpetual Registrars Limited on 1300 360 688.

#### Recommendation

The Directors recommend that RPS1 holders vote in favour of adopting the proposed amendments to the RPS1 Terms of Issue.