

VIRGIN WORKERS: NOMINATING YOUR PROXY

This is a difficult time for you and all Virgin workers but please know we're all in this together and there is a plan in place to get the company back on track. This process is an important one to ensure we can get Virgin back flying and workers back to their jobs.

We're working together with Virgin, Deloitte and other unions throughout this process. It is vital workers' voices are heard in a crowded space, and the most powerful way to do that is by collectivising your vote with the TWU.

We recommend all members ensure your TWU representative, Michael Kaine*, is nominated as your proxy to assist you through this process.

If you have already nominated a proxy, you can follow these steps to change your proxy by submitting a new form. The last received form will be counted as your proxy.

The TWU is experienced in these processes. We will be consulting with all delegates and members in the lead up to the meeting to ensure you're all heard. Together we have a strong collective voice amongst some other big voting blocks in the room, including bank and financial institutions that don't have workers best interests at heart.

*Under the legal process the union needs to select an individual name as the proxy. The TWU representative will be TWU National Secretary Michael Kaine. Michael has worked across multiple administration processes in over 20 years as a union official. Michael will be joined by and consulting with legal representatives including Lorraine Biviano.

TO DO THIS THERE ARE IMPORTANT STEPS YOU MUST NOW TAKE:

1. Go to the online form here: <https://bit.ly/VirginProxy> or use the copy attached to your email from Deloitte.
2. Complete the online form or your electronic form (*an example completed form is on pages 2 and 3 of this document for you to use as a guide*).
3. Nominate the TWU by inserting the name **Michael Kaine** at the appropriate place on the form.
4. Submit your form online, or if you used the form attached to your email send it back to: Administrators@virginaustralia.com.
5. Email a copy of your form to TWU so we can ensure we act on your behalf during the meeting: twu@twu.com.au
6. We will be in contact with you to confirm receipt of your proxy form.
7. Encourage your workmates to complete their form to make sure our voice is heard!

Remember: Your proxy form must be to the TWU and Deloitte by close of business, Tuesday, 28 April 2020.

Now is the time for all workers to come together and make this process a success. Our strength will be our cooperation to ensure the best outcomes for the people who matter the most: Virgin's workers and the travelling public.

Contact your TWU delegate or official if you have any questions about this process.

TOGETHER, WE ARE STRONGER.

JOIN NOW FOR A BETTER FUTURE.

www.twu.com.au/join

TWU Michael Kaine P: 02 8114 6500 E: twu@twu.com.au W: www.twu.com.au

Appointment of Proxy

Creditors meeting

CORPORATIONS ACT 2001

Insolvency Practice Rules (Corporations)

75-25 & 75-150

About this form

As an employee of the Virgin Australia group you are considered a creditor and have a say in the choice of Administrator and other related matters.

Use this form to appoint another person (a proxy) to be able to vote on your behalf at the forthcoming meeting of creditors scheduled for 30 April 2020, 11:00am. You do not need to complete this form if you plan to be in attendance at the meeting. Please notify the Administrator if you plan to attend the meeting by mail to: virginemployees@deloitte.com.au.

Proxy types

General

By selecting General you empower your proxy to vote on any resolution that arises during the meeting, including verifying the appointment of the Administrator (if necessary)

Special

By selecting Special you are limiting your proxy to vote only on the resolution.

Name of the entity of which you are a creditor:

Virgin Australia Airlines Pty Ltd

Creditor details

I / We

Insert your full name

(please enter your full name)

Being a creditor of the above listed company, appoint:

Michael Kaine from the Transport Workers' Union of Australia

(please enter the full name of one (1) person)

In the event my proxy is unable to attend, I appoint: (optional)

(please enter the full name of one (1) person – optional)

Vote and type of vote

Please make a selection below.

Proxy Type: (please pick general or special)

General

Special

If you have chosen 'Special', please select one response below. **(If you have picked special, we recommend that you vote for a committee of inspection to be formed)**

Resolution 1

That a committee of inspection be formed

For

Against

Abstain

Signature of Creditor

Dated

Please email the completed form to: Administration@virginaustralia.com

Remember to also email the form to the TWU at: twu@twu.com.au