



**PROGRAMMED
MAINTENANCE
SERVICES**

**PEOPLE
TAKING CARE
OF PROPERTY**

52 RICKETTS ROAD
MOUNT WAVERLEY
VICTORIA 3149

PO BOX 331
MOUNT WAVERLEY
VICTORIA 3149

TELEPHONE
(03) 9562 8033
FACSIMILE
(03) 9562 8006

ASX Announcement

5 July 2004

Company Announcements Office
Australian Stock Exchange Limited
Exchange Centre
Level 4
20 Bridge Street
SYDNEY NSW 2000

Dear Sir,

ANNUAL GENERAL MEETING MAILING

Under Listing Rule 3.17, please find attached the following documents relating to the Annual General Meeting of Programmed Maintenance Services Limited to be held on Wednesday 4th August 2004 which have been mailed to shareholders today:-

- (a) Covering letter from the Chairman
- (b) Notice of Meeting
- (c) Explanatory Notes on the Resolutions
- (d) Proxy Form
- (e) Annual Report Request

Yours sincerely,

PROGRAMMED MAINTENANCE SERVICES LIMITED

Ian H. Jones
Secretary

Programmed Maintenance
Services Limited
ABN 61 054 742 264

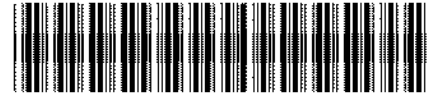
52 Ricketts Road
MOUNT WAVERLEY
VICTORIA, 3149

Telephone: (03) 9562 8033
Facsimile: (03) 9562 8006



MR JOHN SAMPLE
123 SAMPLE STREET
SAMPLETOWN VIC 3000

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Dear Shareholder,

I have pleasure in inviting you to attend our 2004 Annual General Meeting and have enclosed the Notice of Meeting which sets out the items of business. The meeting will be held at the offices of Deloitte Touche Tohmatsu, Level 21, 505 Bourke Street, Melbourne, Victoria, on Wednesday, 4th August 2004 at 11:00am.

If you are attending this meeting, please bring this letter with you to facilitate your registration into the meeting.

If you are unable to attend the meeting, you are encouraged to complete the enclosed proxy form. The proxy form should be returned in the envelope provided or faxed to our share registry on (03) 9473 2555 so that it is received by 11:00am on Monday, 2nd August 2004.

Corporate shareholders will be required to complete a "Certificate of Appointment of Representative" to enable a person to attend on their behalf. A form of this certificate may be obtained from the Company's share registry.

I look forward to your attendance at the meeting.


Yours sincerely,

G. A. Tomlinson
Chairman

Encl.

Notice of Annual General Meeting WEDNESDAY 4TH AUGUST 2004

Programmed Maintenance Services Limited ABN 61 054 742 264
52 Ricketts Road, Mt. Waverley, Victoria, 3149



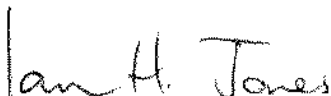
NOTICE IS HEREBY GIVEN that the Annual General Meeting of Shareholders in the Company will be held at the offices of Deloitte Touche Tohmatsu, Level 21, 505 Bourke Street, Melbourne, Victoria on Wednesday, 4th August 2004 at 11:00am.

Ordinary Business and Special Business

1. To receive and consider the financial statements of the Company and its controlled entities for the year ended 31st March 2004 and the related reports of the Directors and Auditors thereon.
2. To re-elect a Director. A present Director, S. M. Oliver, is retiring by rotation in accordance with Rule 69 of the Company's Constitution and being eligible, offers herself for re-election.
3. Other Business. To transact any other business that may be brought forward in accordance with the Company's Constitution and the Corporations Act 2001.

DATED this 29th day of June 2004

BY ORDER OF THE BOARD



I.H. Jones
Secretary

VOTING ENTITLEMENTS

For the purpose of the Corporations Act 2001, the Company has determined that all securities of the Company that are quoted securities at 7:00pm Australian Eastern Standard Time on Monday 2nd August 2004 will be taken, for the purpose of the Meeting, to be held by the persons who held them at the time.

PROXIES

A shareholder has the right to appoint a proxy who need not be a shareholder of the Company. If a shareholder is entitled to cast two or more votes they may appoint two proxies and may specify the percentage of votes each proxy is appointed to exercise. The Proxy Form must be deposited at the share registry of the Company, Computershare Investor Services Pty. Limited, GPO Box 242 Melbourne Victoria 3001 or at the Company's registered office, 52 Ricketts Road Mount Waverley Victoria 3149 or by facsimile to Computershare on (03) 9473 2555 or to the Company on (03) 9562 8006.

EXPLANATORY NOTES ON THE RESOLUTIONS

Resolution 1 – Financial Report

The Financial Report of the Company and the consolidated entity and the reports of Directors and Auditors thereon are set out in the 2004 Annual Report.

Resolution 2 – Election of Directors

A summary of the biographical data on the director offering herself for election is set out below:-

Susan M. Oliver, Director

A non-executive director since August 1999, Ms Oliver also holds non-executive directorships with Transurban Group, The Smith Family Limited, MBF Australia, Methodist Ladies College and The Australian Business Foundation. Ms Oliver has held senior management positions in the Departments of Housing and Construction and Industry, Science and Resources, and in the consulting companies Invetech and Andersen Consulting. She has extensive professional experience in strategy, marketing, technology and scenario planning and currently runs her own consulting and advisory practice in these areas. Ms Oliver began her career in the construction industry and has a Bachelor of Property & Construction from Melbourne University and is a Member of the Australian Institute of Company Directors. Age 53.

All correspondence to:
 Computershare Investor Services Pty Limited
 GPO Box 242 Melbourne
 Victoria 3001 Australia
 Enquiries (within Australia) 1300 850 505
 (outside Australia) 61 3 9415 4000
 Facsimile 61 3 9473 2555
 www.computershare.com

Mark this box with an 'X' if you have made any changes to your address details (see reverse)



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 MR JOHN SAMPLE
 123 SAMPLE STREET
 SAMPLETOWN VIC 3000

Holder Identification Number (HIN)

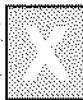


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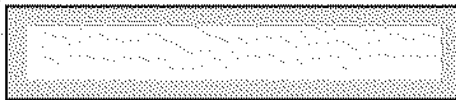
Appointment of Proxy

I/We being a member/s of Programmed Maintenance Services Limited and entitled to attend and vote hereby appoint



the Chairman
 of the Meeting
 (mark with an 'X')

OR



Write here the name of the person you are appointing if
 this person **is someone other than** the Chairman of the
 Meeting.

or failing the person named, or if no person is named, the Chairman of the Meeting, as my/our proxy to act generally at the meeting on my/our behalf and to vote in accordance with the following directions (or if no directions have been given, as the proxy sees fit) at the Annual General Meeting of Programmed Maintenance Services Limited to be held at the offices of Deloitte Touche Tohmatsu, Level 21, 505 Bourke Street, Melbourne, Victoria on Wednesday, 4 August 2004 at 11.00am and at any adjournment of that meeting.

Voting directions to your proxy - please mark  to indicate your directions

Item 1 Adoption of Financial Statements and Reports

Item 2 To re-elect a Director - Ms S.M. Oliver

For Against Abstain*

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your votes will not be counted in computing the required majority on a poll.

PLEASE SIGN HERE

This section *must* be signed in accordance with the instructions overleaf to enable your directions to be implemented.

Individual or Securityholder 1

Sole Director and
 Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director/Company Secretary

Contact Name

Contact Daytime Telephone

Date

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How to complete this Proxy Form

1 Your Address

This is your address as it appears on the company's share register. If this information is incorrect, please mark the box and make the correction on the form. Securityholders sponsored by a broker (in which case your reference number overleaf will commence with an 'x') should advise your broker of any changes. Please note, you cannot change ownership of your securities using this form.

2 Appointment of a Proxy

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box. If the person you wish to appoint as your proxy is someone other than the Chairman of the Meeting please write the name of that person. If you leave this section blank, or your named proxy does not attend the meeting, the Chairman of the Meeting will be your proxy. A proxy need not be a securityholder of the company.

3 Votes on Items of Business

You may direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. All your securities will be voted in accordance with such a direction unless you indicate only a portion of voting rights are to be voted on any item by inserting the percentage or number of securities you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on a given item, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

4 Appointment of a Second Proxy

You are entitled to appoint up to two persons as proxies to attend the meeting and vote on a poll. If you wish to appoint a second proxy, an additional Proxy Form may be obtained by telephoning the company's share registry or you may copy this form.

To appoint a second proxy you must:

- on each of the first Proxy Form and the second Proxy Form state the percentage of your voting rights or number of securities applicable to that form. If the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise half your votes. Fractions of votes will be disregarded.
- return both forms together in the same envelope.

5 Signing Instructions

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

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 securityholders should sign.

Power of Attorney: to sign under Power of Attorney, you must have already lodged this document with the registry. If you have not previously lodged this document for notation, please attach a certified photocopy of the Power of Attorney to this form when you return it.

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.

If a representative of the corporation is to attend the meeting the appropriate "Certificate of Appointment of Corporate Representative" should be produced prior to admission. A form of the certificate may be obtained from the company's share registry.

Lodgement of a Proxy

This Proxy Form (and any Power of Attorney under which it is signed) must be received at an address given below no later than 48 hours before the commencement of the meeting at 11.00am on Wednesday, 4 August 2004. Any Proxy Form received after that time will not be valid for the scheduled meeting.

Documents may be lodged using the reply paid envelope or:

- by posting, delivery or facsimile to Programmed Maintenance Services Limited share registry at the address opposite, or
- by delivery or facsimile to the Registered Office of Programmed Maintenance Services Limited being
52 Ricketts Road
MOUNT WAVERLEY VIC 3149

Programmed Maintenance Services Limited share registry
Computershare Investor Services Pty Limited
GPO Box 242
Melbourne Victoria 3001
Australia
Facsimile (03) 9473 2555



**PROGRAMMED
MAINTENANCE
SERVICES**

Computershare

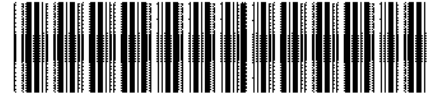
All correspondence to:
Computershare Investor Services Pty Limited
GPO Box 2975 Melbourne
Victoria 3001 Australia
Enquiries (within Australia) 1300 850 505
(outside Australia) 61 3 9415 4000
Facsimile 61 3 9473 2500
web.queries@computershare.com.au
www.computershare.com



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MR JOHN SAMPLE
123 SAMPLE STREET
SAMPLETOWN VIC 3000

Holder Identification Number (HIN)



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X0123456789

I ND

Annual Report

Use a black pen.

Where a choice is required,
mark the box with an 'X'



A

Annual Report Request

The company will automatically mail you an Annual Report each year unless you elect otherwise.



Please mark this box with an 'X' if you **DO NOT** wish to receive the company's Annual Report.
You will, however, receive all other securityholder mailings including notices of meetings and proxy forms.



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How to complete this form

A Annual Report Request

Can you help us reduce costs?

We have many securityholders and it is costly for the company to produce and mail Annual Reports. We are required to automatically mail you a report each year unless you instruct us otherwise.

By marking the box overleaf you can select not to receive a copy of the company's Annual Report. However, you will still receive all other securityholder mailings including notices of meetings and proxy forms.

This instruction only applies to the specific holding identified by the SRN/HIN and the name appearing on the front of this form.

The Annual Report, other releases and general company information are also available on our web site at www.pmsltd.com.au

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Please return the completed form in the envelope provided or to the address opposite:

Computershare Investor Services Pty Limited
GPO Box 2975
Melbourne Victoria 3001
Australia

