



**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

30 June 2005

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 3<sup>rd</sup> August 2005 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

Yours sincerely,  
**PROGRAMMED MAINTENANCE SERVICES LIMITED**

Ian H. Jones  
Secretary



**PROGRAMMED  
MAINTENANCE  
SERVICES**

Programmed Maintenance Services Limited  
ABN 61 054 742 264

**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](http://www.computershare.com)

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MR JOHN SMITH 1

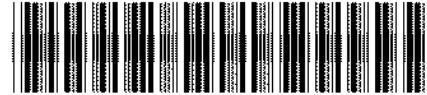
FLAT 123

123 SAMPLE STREET

THE SAMPLE HILL

SAMPLE ESTATE

SAMPLEVILLE VIC 3030



Dear Shareholder,

I have pleasure in inviting you to attend our 2005 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, 180 Lonsdale Street, Melbourne, Victoria, on Wednesday, 3rd August 2005 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, 1st August 2005.

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.




Register your email address for shareholder communications and help Programmed Maintenance Services Limited to save the environment by donating \$2 to Landcare Australia. Go to [www.eTree.com.au/prg](http://www.eTree.com.au/prg) and find out how you can help.



# Notice of Annual General Meeting

## WEDNESDAY 3rd AUGUST 2005

**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, 180 Lonsdale Street, Melbourne, Victoria on Wednesday, 3<sup>rd</sup> August 2005 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 31<sup>st</sup> March 2005 and the related reports of the Directors and Auditors thereon.
2. To re-elect a Director. A present Director, Mr. B. J. Pollock, is retiring by rotation in accordance with Rule 69 of the Company's Constitution and being eligible, offers himself 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 28<sup>th</sup> day of June 2005

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 1<sup>st</sup> August 2005 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 by 11am Monday 1 August 2005.

## **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 2005 Annual Report.

### **Resolution 2 – Election of Directors**

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

#### **Brian J. Pollock, Director**

A non-executive director since August 1999, Mr Pollock has over 30 years experience in the finance and property industry with the AMP Society and National Mutual. He is chairman of Members Equity Portfolio Management Limited and Becton Developments Limited, and a director of Macquarie Real Estate Equity Fund No. 1 Pty Ltd, Macquarie Real Estate Equity Fund No. 2 Pty Ltd, Macquarie Real Estate Equity Fund No 3 Pty Ltd and Macquarie Real Estate Equity Fund No. 4 Pty Ltd. He is a Fellow of the Australian Property Institute and a Senior Associate of the Australian and New Zealand Institute of Insurance and Finance. He was National President of the Property Council of Australia in 1993 and 1994. Age 59.

Programmed Maintenance Services Limited  
ABN 61 054 742 264

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



**All correspondence to:**  
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GPO Box 242 Melbourne  
Victoria 3001 Australia  
Enquiries (within Australia) 1300 850 505  
(outside Australia) 61 3 9415 4000  
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000001 000 PRG  
MR JOHN SMITH 1  
FLAT 123  
123 SAMPLE STREET  
THE SAMPLE HILL  
SAMPLE ESTATE  
SAMPLEVILLE VIC 3030

Securityholder Reference Number (SRN)



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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



If you are not appointing the Chairman of the Meeting as your proxy please write here the full name of the individual or body corporate (excluding the registered Securityholder) you are appointing as your proxy.

or failing the individual or body corporate named, or if no individual or body corporate 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, 180 Lonsdale Street, Melbourne, Victoria on Wednesday, 3 August 2005 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 - Mr B. J. Pollock

	For	Against	Abstain*
Item 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Chairman of the Meeting intends to vote undirected proxies in favour of each item of business.

\* 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.

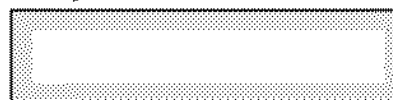
## PLEASE SIGN HERE This section *must* be signed in accordance with the instructions overleaf to enable your directions to be implemented.

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 the 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 individual or body corporate you wish to appoint as your proxy is someone other than the Chairman of the Meeting please write the full name of that individual or body corporate in the space provided. 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. Do not write the name of the issuer company or the registered securityholder in the space.

## 3 Votes on Items of Business

You may direct your proxy how to vote by placing a mark in one of the three 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 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:

- (a) 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.
- (b) 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 a corporate Securityholder or proxy 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, 3 August 2005. 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:

- IN PERSON Registered Office - 52 Ricketts Road, MOUNT WAVERLEY VIC 3149, Telephone: (03) 9562 8033, Facsimile: (03) 9562 8006
- BY MAIL Share Registry - Computershare Investor Services Pty Limited, Yarra Falls, 452 Johnston Street, Abbotsford VIC 3067 Australia  
Registered Office - 52 Ricketts Road, MOUNT WAVERLEY VIC 3149, Telephone: (03) 9562 8033, Facsimile: (03) 9562 8006
- BY FAX Share Registry - Computershare Investor Services Pty Limited, GPO Box 242, Melbourne VIC 3001 Australia  
61 3 9473 2555