

COMPANY NAME



Chartered Accountants

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Dividend/Return of Capital Notification

- ✓ Please use a black pen and print in CAPITAL letters.
- ✓ Please refer to instructions on the back of this form.

A Dividend Return of Capital

The Board has resolved to pay a dividend/ROC of: Cents Per Share

B Relevant Dates

	Day	Month	Year
Announcement Date	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Ex-dividend Date (at least 10 business days after the announcement date)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Record Date (at least 5 business days after the ex-dividend date)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Payment Date (any time after the record date but no less than 5 business days)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

C Franked Amount – Dividend payment only

Franked Dividend

OR

Partially Franked Dividend Franked Amount cents

Are there sufficient franking credits? Yes/No Unfranked Amount cents

Unfranked Dividend

Return of Capital

Member/ shareholder approval obtained for ROC

Ratified at meeting on

D Payment Method

EFT Only EFT and Cheque

E Mailing Inclusions Please provide a quotation to include:

Cover letter Shareholder Details Form (inc Direct Credit & TFN details) Other _____

F Authorisation

Name _____ Signed _____

Phone Number () _____ Date / / _____

How to complete this form

Please provide AFS Share Registry at least 30 days notice prior to payment of a dividend.

This ensures enough time to open any bank accounts required, order and have cheques printed (if not paying by EFT only) and obtain Board approval of the dividend calculation and distribution statements.

Our normal procedure for dividend payments is as follows:

- The calculation is sent to the Board for approval after the record date together with draft distribution statements. If there are any additional inserts to be included they will be quoted for at this time and will also need Board approval.
- Written approval needs to be provided to AFS Share Registry either via email or post.
- Once approval is received, a digital signature for the distribution statements will need to be sent to us. A deposit of cleared funds to the trust account to cover the dividend/return payment will be necessary.
- The payment will be processed and the statements and cheques (if used) will be sent to shareholders together with any additional inserts as requested by the Board.
- Monthly bank reconciliations will be prepared and sent to the Board.

A Dividend Amount

Record the cents per share dividend the Board has resolved to pay.

B Relevant Dates

Announcement date: The date the Board tells shareholders and the investment community the amount per share of the next dividend, when the dividend will be paid and when an investor must be recorded as an owner in order to receive the payment.

Ex-dividend date: The ex-dividend date is at least 10 business days after the announcement date.

Shareholders are entitled to receive the benefit of any dividend paid on any shares owned before this date. Purchasers of shares on or after this date will not receive the dividend. The share price may fall on the ex-dividend date, with the fall in price being related to the amount of dividend being paid, on the basis that the buyer will not, in the ordinary course of events, receive the dividend because they will not be registered by the record date.

Record date: The record date must be at least 5 business days after the ex-dividend date.

The record date is the date on which the company closes its register to determine which shareholders are registered and therefore entitled to receive the dividend.

Payment date: The date payment is to be made. This may be any time after the record date but no less than 5 business days.

C Franked Amount

Select whether the dividend is to be franked, unfranked or partially franked. If partially franked, record the franked and unfranked components. Where the dividend will be fully or partially franked, advise whether there are sufficient franking credits. Seek advice from your accountant if unsure. There are financial consequences of paying a franked dividend without having sufficient franking credits available.

If ROC option selected the following ASIC requirements need to be met.

Section 256B(1) of the Corporations Act provides that a company may reduce its share capital in a way that is not otherwise authorised by the Corporations Act if the reduction:

- (a) is fair and reasonable to the company's members as a whole; and
- (b) does not materially prejudice the company's ability to pay its creditors; and
- (c) is approved by members under s256C. (shareholder approval)

A cancellation of a share for no consideration is a reduction of share capital, but paragraph (b) does not apply to this kind of reduction.

<https://www.asic.gov.au/for-business/running-a-company/shares/reduction-in-share-capital/>

D Payment Method

Select whether the dividend is to be paid by EFT only or a combination of EFT and cheque.

E Mailing Inclusions

Please select this if you would like to obtain a quotation to include other printed material to shareholders with the dividend.

F Authorisation

Please complete your contact details in this section.

Please sign and date.

G Please return your completed form and documents to: shareregistry@afsbendigo.com.au

Privacy Clause: AFS & Associates Pty Ltd advises that Chapter 2C of the *Corporations Act 2001* requires information about you as a shareholder (including your name, address and details of the shares you hold) to be included in the public register of the entity in which you hold shares. Information is collected to administer your shareholding and if some or all of the information is not collected then it might not be possible to administer your shareholding. Your personal information may be disclosed to the entity which you hold shares. You can obtain access to your personal information by contacting us at the address or telephone number shown on this form. Our privacy policy is available on our website (www.afsbendigo.com.au).