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INSTRUCTION SHEET FOR SHARE BUY BACK

COMPANY DETAILS

Name of Company _____
 ACN of Company _____
 Address of Company _____

Names of Directors of Company _____

Name of Chairman of Directors _____

[Please note the Director chosen as the Chairman will be person nominated as the Company's representative to sign the Share Buy Back Agreement on behalf of the Company]

Name of shareholders attending General Meeting _____

Name of Chairman of shareholders meeting _____

Total number of share on issue in the capital of the company _____

Total number of shares remaining on issue after buy-back _____

Original purchase price of share to be bought back \$_____ per share

Consideration per share being bought back \$_____ per share

Total value of shares being bought back \$ _____ per share

Total number of shareholders participating in buy-back _____

Total number of shareholders in Company _____

SHAREHOLDER DETAILS

1st Shareholder

Name of Shareholder _____

Address of Shareholder _____

No. & class of shares being bought back _____ class

Are the shares fully paid? YES NO If no \$ _____ outstanding

Consideration per share \$ _____ per share

Total consideration for shares being bought back \$ _____

2nd Shareholder

Name of Shareholder _____

Address of Shareholder _____

No. & class of shares being bought back _____ class

Are the shares fully paid? YES NO If no \$ _____ outstanding

Consideration per share \$ _____ per share

Total consideration for shares being bought back \$ _____

3rd Shareholder

Name of Shareholder _____

Address of Shareholder _____

No. & class of shares being bought back _____ class

Are the shares fully paid? YES NO If no \$ _____ outstanding

Consideration per share \$ _____ per share

Total consideration for shares being bought back \$ _____

4th Shareholder

Name of Shareholder _____

Address of Shareholder _____

No. & class of shares being bought back _____ class

Are the shares fully paid? YES NO If no \$ _____ outstanding

Consideration per share \$ _____ per share

Total consideration for shares being bought back \$ _____

5th Shareholder

Name of Shareholder _____

Address of Shareholder _____

No. & class of shares being bought back _____ class

Are the shares fully paid? YES NO If no \$ _____ outstanding

Consideration per share \$ _____ per share

Total consideration for shares being bought back \$ _____

6th Shareholder

Name of Shareholder _____

Address of Shareholder _____

No. & class of shares being bought back _____ class

Are the shares fully paid? YES NO If no \$ _____ outstanding

Consideration per share \$ _____ per share

Total consideration for shares being bought back \$ _____

PLEASE SUPPLY COPIES OF THE FOLLOWING:

1. A COPY OF THE CONSTITUTION OF THE COMPANY; OR
2. A COPY OF THOSE CLAUSES IN THE CONSTITUTION DEALING WITH NOTICES OF GENERAL MEETING, SHARE TRANSFERS & SHARE RIGHTS

Your Details:

By completing this form you agree to the trading terms and conditions of Corporate Express found on www.corporateexpress.com.au and acknowledge that Corporate Express will act as the lodging agent for all ASIC forms relating to this order.

Name _____

Contact _____ Email _____

Address _____

Delivery Address _____

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