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Disclaimer - We do not provide legal, accounting or stamp duty advice and therefore take no responsibility for your taxation, legal or other liabilities which may arise from the work we perform on your instructions. We urge you to first obtain legal and accounting advice in relation to your affairs and in particular this transaction.

INSTRUCTION SHEET FOR SHARE BUY BACK

**COMPANY DETAILS**

Name of Company \_\_\_\_\_  
 ACN of Company \_\_\_\_\_  
 Address of Company \_\_\_\_\_  
 \_\_\_\_\_

Names of Directors of Company \_\_\_\_\_  
 (Full or name appearing on ASIC Register)

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]***

Full 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** (Please provide full name or name appearing on ASIC register)

1<sup>st</sup> 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:

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By completing this form you agree to the trading terms and conditions of Corporate Express found on [www.corporateexpress.com.au](http://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 \_\_\_\_\_

Phone \_\_\_\_\_