

IMPORTANT NOTICE - INTERNATIONAL PAYMENTS

Payments to your nominated account will be made through a licenced provider of international payment services.

For payments to be made by the international payment services provider, you must provide:

1. Your email address - so we can contact you if the payment is rejected or there are any issues with your nominated details or any other information you have provided which is preventing the payment from being made;
2. Your street address (not a PO Box address) – this is needed to meet regulatory requirements for international fund transfers. **Please note** this will not update your registered address for correspondence that we hold on file;
3. Additional information or documents that we request of you from time to time to be able to process your payment.

Should there be a failure to comply with the above requirements the result can be in delays in payment to your nominated account, rejection of the payment or additional fees. Also, should a payment made to your nominated account be rejected for any reason, further attempts to make the payment may result in receipt of a lower amount due to changes in the exchange rate.

Where you choose the payment currency as Australian Dollars (AUD), future payments will be deposited into your nominated account in Australian Dollars (AUD). If your nominated account does not accept deposits in AUD, the payment may be rejected and a fee may be incurred as a result of that rejection. You should also note that some financial institutions, including intermediary banks may charge an extra fee to process AUD compared to other international payment deposits.

BoardRoom does not charge you for the Service. The international payment services provider does not directly charge you fees in connection with the service but generates a return from its spread applied to the exchange rate.

Neither BoardRoom nor the international payment services provider are responsible for any fees charged by your Bank or any third party relating to your use of the service. The ultimate payment amount you receive into your nominated account will depend on a range of factors, including the applicable exchange rate at the time payment is made, fluctuations in the rates, the value of the transaction, the international payment services provider's spread applied to the exchange rate from time to time and any applicable fees including any lifting fees that may be charged by intermediary banks, which will be deducted from your payment. Your own bank may also charge you in connection with the service. Please refer to the Terms and Conditions for more information.

Terms and Conditions

By completing and submitting an Election (as defined below) you acknowledge that you have read and agree to be bound by these terms and conditions.

1. Definitions

In these terms and conditions, unless the context requires otherwise, the following defined terms have the meaning set out below.

- **BoardRoom** means Boardroom Pty Limited (ABN 14 003 209 836).
- **Currency** means one of the currencies in which payments can be made using the Service.

- **Election** means an election to use the Service, made either via InvestorServe or on paper using a Request For Direct Crediting Of Payments Form.
- **International Payment Services Provider** means the third party appointed from time to time to make the payments in the Currency of your choice.
- **Issuer** means the client of BoardRoom in which you hold securities and which has agreed that its security holders may use this Service.
- **InvestorServe** means the web portal which BoardRoom makes available for use by security holders.
- **Payments** means dividends and/or distributions made by an Issuer to its security holders and such other payments as may be nominated by the relevant Issuer (for example, a payment to securityholders arising from a corporate action).
- **Service** means the international payment service which enables you to elect the Currency of your choice for Payments made to you by an Issuer.
- **us/we/our** means BoardRoom.
- **you (or your)** means you, the person (or in the case of joint holdings, the persons) holding securities in the Issuer, or otherwise acting under authority from the securityholder(s), who wish(es) to use the Service.

2. Using the Service

- You can use the Service by completing the necessary steps to make an Election via the Website or, where the Company has authorised the use of this method, by sending a completed Request For Direct Crediting Of Payments Form.
- These terms and conditions are subject to change, so you should regularly review them by visiting InvestorServe. Any change to these terms and conditions will take effect on and from the date that BoardRoom posts an updated version of the terms and conditions on InvestorServe or on a later date as notified.
- If you wish to use this Service it is your responsibility to inform yourself about it and observe any applicable legal requirements. Where these terms and conditions have been received in a country where the provision of such a Service would be contrary to local laws or regulations, they should be treated as being for information purposes only.
- If you are in any doubt as to whether an Election has been received or carried out you should visit the 'contact us' page on the website.
- These terms and conditions relate to an optional Service. These terms and conditions are solely to receive payments using through the International Payment Services Provider should you desire to utilise and (if applicable) pay for these Services.
- You have the right to accept or decline these terms and conditions prior to provision of the Service as outlined in these terms and conditions. If you decline to accept these terms and conditions, you will not be able to use the Service and your Payment will be made in the default paying currency of the Issuer (generally being Australian Dollars).

3. Description of Services

- Service allows you to elect to receive all Payments made to you by the Issuer in the local Currency of your nominated account.
- We will pass your Payment and your instructions to the International Payment Services Provider on the date that the Payment is made by the Issuer. The International Payment Services Provider will convert the Payment to the local Currency of your nominated account and remit it to you in accordance with the details contained in your Election.
- If you instruct us to remit the Payment in a currency other than Australian Dollars, the exchange rate will be set by the International Payments Services Provider on or around the payment date. The currency exchange rate can fluctuate and may impact the final foreign currency proceeds you receive for your Payment. The International Payment Services Provider will set the currency exchange rate based on the current market and by reference to their foreign exchange spread; which may also depend on the value of the transaction. These rates will fluctuate from time to time and from transaction to transaction.
- BoardRoom is not responsible for the time it may take for you to receive your Payment through the Service.
- Use of the Service does NOT override an existing election to participate in the Issuer's reinvestment plan, bonus plan or charity plan. Accordingly, before making any election to use the Service, you must first withdraw your participation from the Issuer's reinvestment plan, bonus plan or charity plan.
- If you wish to use this Service for a particular Payment, then your Election must be received by us on or before the record date for that Payment. An Election will be valid for all future Payments from the Issuer that you have provided an Election for, until amended or revoked by you.
- If your security holding is designated as a lost holding due to previously returned mail, then your Election to use the Service will not apply to any Payments while your holding remains lost, and our standard procedures for lost holdings will apply. You will need to update your details in accordance with our standard procedures before your Election to use the Service can be applied to any Payment.

4. Fees

- The International Payment Services Provider does not directly charge you fees in connection with the Service. The International Payment Services Provider's return is generated from the spread applied to the exchange rate.
- Neither BoardRoom nor the Issuer charge you for the Service; however, BoardRoom may receive referral fees and/or commissions from the International Payment Services Provider.
- Separately, the provider of your nominated account may charge you in connection with your use of the Service. You should check with your bank what this charge will be (if any). In addition, any intermediary bank(s) handling the payment may charge lifting fees. A lifting fee is a transaction fee charged by intermediary banks for handling a transaction. These fees (if any) are not a direct charge by BoardRoom, the Issuer or the International Payment Services Provider. They are payable by you and will be deducted from your Payment.
- The ultimate amount of the Payment you receive in your chosen Currency will depend on a range of factors including the applicable exchange rate at the time that the Payment is made, the value

of the transaction, the Service Provider's foreign exchange spread from time to time and any applicable fees. Please note that as the Service Provider's rate is retail, not wholesale, it will vary from the published Inter Bank rates. Further, the rates will fluctuate from time to time and from transaction to transaction. These fluctuations may have an adverse effect on the value of the Payment you receive. Neither BoardRoom, the Issuer or the International Payment Services Provider accept any liability for any loss which you may suffer as a result of any movement in exchange rates or any other market-related factors.

5. Confirmations and Undertakings

In accepting these terms and conditions, you will be deemed to have given the following confirmations and undertakings:

- You are a holder of securities in an Issuer which has agreed to use the Service or are duly authorised to act on behalf of the securityholder.
- When submitting an Election online and your security holding is a joint holding, you warrant that you are either one of the named joint holders and you have obtained the consent of all other joint holders to act on their behalf; or you are not one of the named joint holders, but you have been authorised by all of the joint holders to act on their behalf. If your security holding is in the name of a company, you warrant that you are duly authorised by the directors of that company to act on its behalf.
- You have read and understood these terms and conditions and you are able to agree to be bound by them in your capacity as a security holder (including a joint security holding or a security holding in the name of a company) or are authorised by the security holder to agree to be bound by them.
- You have complied with all applicable legal requirements in your jurisdiction necessary for you to lawfully make use of the Service.
- You agree to use this Service only for lawful purposes and, to the maximum extent permitted by law, you will be liable to BoardRoom and/or the International Payment Services Provider and/or the Issuer for any loss or damage suffered or incurred by them as a result of you using the Service for unlawful purposes.
- You understand that neither BoardRoom, the Issuer or the International Payment Services Provider are responsible for the exact timing of your receipt of Payments made through the Services.
- You acknowledge that:
 - any documents or Payments sent to you will be sent at your own risk; and
 - your receipt of the correctly rendered Payment via the Service will discharge the Issuer's obligations in connection with the making of the Payment.

6. Liability

To the maximum extent permitted by law, BoardRoom and, to the extent applicable, the International Payments Services Provider, each do not accept liability for any:

- indirect or consequential loss suffered by you, including but not only where an unlawful or unauthorised interception of any Election sent by you to us;

- any delay in us receiving your Election or due to any inability to use, interruption to or non-availability of InvestorServe;
- loss which does not arise as a direct result of BoardRoom's or the International Payment Services Provider's gross negligence, wilful misconduct, or fraud;
- loss you may incur as a result of any movement in the applicable exchange rate or in the processing of your request by your designated banking institution or in connection with any refusal by that institution to process or accept your payment; and
- loss you may incur as a result of delays or failure to perform any of their obligations due to acts beyond their control; including but not limited to, acts of God, strikes, lockouts, riots, acts of war, epidemics, terrorism, governmental regulations superimposed after the fact, communication line failures, power failure, earthquakes or other disasters.

You agree that you are responsible for the accuracy of all information provided by you to BoardRoom and through BoardRoom to the International Payment Services Provider and for all actions carried out by BoardRoom or the International Payment Services Provider in reliance on that information.

If you fail to comply with these terms and conditions and the failure results in loss or damage to BoardRoom and/or the International Payment Services Provider, you will be liable, to the maximum extent permitted by law, to compensate each of them for any such loss or damage.

7. Receipt of Elections

You acknowledge and agree that the internet is not an entirely secure environment. For this reason, despite the security measures we undertake, we cannot guarantee that any message or Election submitted via InvestorServe will not be capable of being intercepted, read or copied by an unauthorised third party.

8. General Provisions

- BoardRoom and the International Payment Services Provider reserve the right to delay taking action on any particular instructions from you if they (either separately or jointly) reasonably believe they need to:
 - obtain further information from you;
 - comply with any legal or regulatory requirement (including obtaining proof of identity to comply with money laundering regulations); or
 - investigate any concerns that may have been raised with BoardRoom about the validity of the instructions received.
 - If you make an Election using a paper form and do not nominate a valid currency offered through the Service, then the form will not be accepted.
- In the event that any part of these terms and conditions is not legally enforceable, the remaining terms and conditions will not be affected and will remain valid and enforceable.

9. Privacy Collection Notice

To utilize the Services, you will be required to provide certain personal and banking account information. This information may include but is not limited to:

- the country in which your nominated account is held;

- the Currency in which payment is to be made; and
- your bank and the SWIFT (Society for Worldwide Interbank Financial Telecommunications) Code or, where applicable, your bank's local code.

We will maintain the confidentiality of the personal information you provide under this Service in accordance with our Privacy Policy which can be found [here](#).

10. Acknowledgement and Consent to Transfer of Personal Financial Information

You understand and agree that in order for the Services to be provided, the expertise and services of one or more outside entities will be used and relied upon, and that your personal information, including financial information, will be transmitted to and used by such entities. Those entities may use this information to fulfil their functions in connection with the Services, and for data processing, statistical and risk analysis purposes. You acknowledge that your information may be processed, used and/or stored outside of Australia, in which case it may be accessible by foreign courts, governments or agencies. You consent to this transmission of your information and acknowledge and agree that neither BoardRoom nor the Issuer is responsible for information that has been transmitted to such outside entities.

11. Entire Agreement

These terms and conditions and your completed Election constitute the entire agreement concerning your use of the Service and may not be amended verbally. Any amendment to these terms and conditions will become effective solely in accordance with the provisions of these terms and conditions.

12. Governing Law

These terms and conditions will be governed by, and construed in accordance with, the laws of the State of New South Wales, Australia. You agree that in the event of a dispute, the courts of the State of New South Wales, Australia will have exclusive jurisdiction.