

Company name

## Order form: Share buy back

### Important information

Please provide us with the most recent annual company statement or an up-to-date ASIC search when submitting this order form. Alternatively, we can provide you with a search for an additional fee.

Please tick which of the following you will provide with this order form:-

- Company search
- ASIC or CAS Company download
- Up-to-date ASIC annual statement
- None of the above: –Castle to complete search on your behalf **(additional fees apply)**
- Company's Constitution or Memorandum.

Note:

1. Information provided should be correct as at date of change.
2. **We cannot proceed without this information.**

### Order placed by

Your name

Telephone

Firm name

Facsimile

Firm address

Email address

### Delivery

Required delivery date

ASAP  Specific date:

Delivery address

Street address preferred

PDF required

Yes  No

### Payment

Cheque

Please make cheques payable to: Castle Corporate Pty Ltd.

Pay now

Credit card

Please complete a [Credit Card Authorisation form](#) and return with this form.

Bank deposit

Account details:  
NAB, BSB: 083-419, Account: 66332-9114

Please provide reference you will use for direct deposit:

Pay in 14 days with our [Enduring Credit Card Authorisation](#)

Pay in 30 days – I, the person named above, agree to pay Castle for this order within 30 days of the invoice date.

### Declaration

By submitting this form to Castle Corporate Pty Ltd in accordance with the *Corporations Act 2001* (C'th), I warrant and declare that all statements made and all details shown in this order form are true and correct and that all persons named in this order form have consented in writing to their appointment as a director, secretary or shareholder (as relevant) and I indemnify Castle Corporate Pty Ltd for any and all loss suffered as a result of my breach of the aforesaid warranty.

### Company details

Company name

Company ACN

ASIC corporate key number  
8 digits found on annual statement

Preferred lodgement date of first form with ASIC

Number of last share certificate issued

Return of capital and/or cancellation of shares will occur approximately:

- 14 days after lodgement of first form for sole member company, or
- 30 days after lodgement of first form for multiple member companies.

### Meeting information

Where will the meeting be held?

- Principal place of business  
 Via teleconference  Other address

Please provide other address

### Board meeting information

Chair of board meetings

Will all directors attend the board meeting?

- Yes  No – please specify which directors will **not** attend:

### General meeting information

Chair of general meeting

Same as chair of board meetings?  Yes  No – please specify:

Do all classes of shares issued have the right to vote at a general meeting?

- Yes  No – please specify which classes do **not** have the right to vote:

General meeting attendance

- All voting members will attend in person  
 Absent voting members will appoint a proxy  
 Yes – provide below  No

### If proxies are to be appointed, please complete table below:

	Name of member	Name of proxy	If member is a company:		
			Multiple director*	Sole director**	If sole director company, provide director's name:
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	

\* Names not required

\*\* Full name of sole director to be provided in last column

**New share capital structure**

Please complete the table below to reflect the new share capital structure **after** the share buyback is completed.

Share class	Number issued	Total issued capital paid on these shares	Total issued capital unpaid on these shares

**Shares to be cancelled and/or capital to be returned**

**Transaction 1**

Shareholder title

Mr    Mrs    Ms    Miss    Dr    Other – please specify:

Shareholder name

Shareholder address

If shareholder is a company, please provide ACN

Shares are held

For the benefit of the holder  
 In trust for another entity. Complete other entity's details below:

Name

Class of shares to be cancelled

Number of shares to be cancelled

Amount to be paid for cancelled shares

 \$

Consideration to be paid for shares is:

In cash/cheque from issued share capital account  
 Repayment of a loan  
 Other – please specify below:

**Transaction 2**Shareholder title  Mr  Mrs  Ms  Miss  Dr  Other – please specify:

Shareholder name

Shareholder address

If shareholder is a company, please provide ACN

Shares are held

- 
- For the benefit of the holder
- 
- 
- In trust for another entity. Complete other entity's details below:

Name

Class of shares to be cancelled

Number of shares to be cancelled

Amount to be paid for cancelled shares

Consideration to be paid for shares is:

- 
- Cash/cheque from issued share capital account
- 
- 
- Repayment of a loan
- 
- 
- Other – please specify below:

**Transaction 3**Shareholder title  Mr  Mrs  Ms  Miss  Dr  Other – please specify:

Shareholder name

Shareholder address

If shareholder is a company, please provide ACN

Shares are held

- 
- For the benefit of the holder
- 
- 
- In trust for another entity. Complete other entity's details below:

Name

Class of shares to be cancelled

Number of shares to be cancelled

Amount to be paid for cancelled shares

Consideration to be Paid for shares is:

- 
- Cash/cheque from issued share capital account
- 
- 
- Repayment of a loan
- 
- 
- Other – please specify below:

**Transaction 4**

Shareholder title  Mr  Mrs  Ms  Miss  Dr  Other – please specify:

Shareholder name

Shareholder address

If shareholder is a company, please provide ACN

Shares are held

- For the benefit of the holder
- In trust for another entity. Complete other entity's details below:

Name

Class of shares to be cancelled

Number of shares to be cancelled

Amount to be paid for cancelled shares

Consideration to be Paid for shares is:

- Cash/cheque from issued share capital account
- Repayment of a loan
- Other – please specify below:

**Additional information** – Use this space to give any other information that may help us to complete your order.