





## Glossary of Terms

ABA:	A 9 digit American Banking Association routing code.
Bank & Branch:	A 6 digit Bank Branch code used in New Zealand (format is xx-xxxx).
BSB:	A 6 digit Bank State Branch code used in Australia (format is xxx-xxx).
CLABE:	Beneficiary Account Number: 18 digits CLABE (only required for Mexican Peso).
CNAP Code:	China National Advanced Payments Code (usually a 12 digit code, only required for Chinese Yuan).
CPF:	Cadastro de Pessoas Fisicas for individual or contractors (only required for Brazilian Real).
CNPJ:	Cadastro Nacional de Pessoas for companies or businesses (only required for Brazilian Real).
FCRA Code:	Foreign Contribution Regulation Act Code (only required for payments to NGOs in India).
IBAN:	International Bank Account Number. (For accounts domiciled within Europe, the United Kingdom and Brazil only)
IFSC Code:	Indian Financial System Code (usually a 11 digit code, only required for Indian Rupee).
RG:	Registro Geral used to identify individual (only required for Brazilian Real).
RUT Number:	Registro Unico Tributario (Beneficiary Tax Id, only required for Chilean Peso).
Sort Code:	A 6 digit identifier issued to banks and other institutions in the United Kingdom used to identify specific branches within a Bank (format is xx-xx-xx).
Suffix No:	A 2 digit identifier used by New Zealand banks to identify specific account types.
SWIFT:	An 8 or 11 character bank routing ID used by SWIFT members to electronically transmit international wires. An 8 character SWIFT code represents the main branch of a bank and the 11 character SWIFT code represents a specific branch.

## Instructions on completing this form

When completing this form, please print details clearly in CAPITAL letters, using a black pen.

**Payments are not able to be made to accounts held outside of Australia where the only address on record is a Post Office Box. Please provide Boardroom with a street address (required under the Anti-Money Laundering and Counter Terrorism Financing Act 2006). If required, the Post Office Box can be retained as the mailing address.**

**Step 1** - Select the type of account for your payments to be credited to (select one option only):

### Domestic Accounts

Select this option if your bank account is domiciled within:

Australia:	Provide your account's BSB, account number and account name.
New Zealand:	Provide your account's Bank & Branch, account number (7 digits), suffix number and account name.
The United Kingdom:	Provide your account's Sort Code, account number and account name.
The United States:	Provide your account's ABA, account number and account name.

### SWIFT Accounts

Select this option if you wish to receive your payments via SWIFT transfer (not available for Australian and Brazilian accounts). Please provide your bank's SWIFT, account number and account name. For New Zealand accounts, please also provide the suffix number.

### IBAN Accounts

Select this option if you are providing your bank account's IBAN (available for accounts domiciled within Europe, the United Kingdom and Brazil). Please provide your bank account's IBAN and account name.

**Step 2** - Provide the name of your bank or financial institution and the country in which your bank or financial institution is located.

**Step 3** - Please Note: if you chose to have future payments deposited into the overseas bank account you have nominated in Australian Dollars (AUD), if the nominated overseas bank account does not accept deposits in AUD, the payment may be rejected. You may incur a fee as a result of that rejection. Some financial institutions may also charge an extra fee to process AUD deposits.

If you are unsure please contact your financial institution before electing this option. For further details please contact Boardroom Pty Limited.

**Step 4** - Provide details of the person who prepared this form so we can contact you if any information needs to be checked.

**Step 5** - For payments to foreign bank accounts it is mandatory to provide your email address so we can contact you instantaneously if payment is rejected or there are any other issues with bank details.

**Step 6** - Provide your Payment Address. This is not applicable if your registered address is a street address. If your registered address is PO BOX address or Non Street Address, please fill section C.

**Step 7** - Section D is only applicable if receiving bank is located in Brazil, Chile, China or India.

**Step 8** - Sign the form (see overleaf for signing instructions).

## Signing Instructions

Individual: This form is to be signed by the Securityholder.  
Joint Holding: Where the holding is in more than one name, all the Securityholders must sign.  
Power of Attorney: To sign as Power of Attorney, you must have already lodged it with Boardroom Pty Limited.  
Alternatively, attach a certified photocopy of the Power of Attorney to this form.  
Companies: Two Directors, Director & Company Secretary, or Sole Director & Sole Company Secretary can sign.

**Please indicate the office held by signing in the appropriate space.**

### Privacy Statement:

The personal information provided in this form is collected by Boardroom Pty Limited, as registrar for the issuer of the securities you hold. Boardroom Pty Limited's privacy policy can be viewed on our website ([www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)).

Your personal information is required for administration of the register of securityholdings. Should some or all of the requested information not be provided correct administration of your security holding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited.

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### Please return the completed form by post, fax or email to:

**Post:** Boardroom Pty Limited  
GPO Box 3993, Sydney NSW 2001, Australia

**Fax:** +61 2 9279 0664

**Email:** [enquiries@boardroomlimited.com.au](mailto:enquiries@boardroomlimited.com.au)

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