

Zespri Group Ltd. Shares A GROWERS GUIDE



THIS GUIDE IS A LIVING DOCUMENT AND WILL BE UPDATED AS REQUIRED



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Table of Contents

1.0	Purpos	e of this Guide	4
2.0	Share	Terms - The Basics	5
2.1	Wha	at is a Share?	5
2.2	Wha	at is a Shareholder?	5
2.3	Wha	at is the Share Market?	5
2.4	Wha	at is a Broker?	5
2.5	Why	/ Invest in Shares?	6
2.6	Wha	at is Imputation?	6
2.7	Wha	at is a share split?	7
2.8	Wha	at is 'USX'?	7
2.9	Who	o are 'Computershare'?	8
3.0	About	Zespri Shares	9
3.1	Buy	ing and Selling Zespri Shares	10
3.	1.1	On-Market	10
3.	1.2	Off-Market	12
3.2	Late	est Share Price and Market Information	13
3.3	Due	Diligence Procedures	14
3.4	Zes	pri's Share Market Maker	16
3.5	Emp	oloyee and Director Share Trading Policy	16
3.6	Oth	er Important Matters	17
3.	6.1	Existing Shareholders	17
3.	6.2	Change of Ownership	17
3.	6.3	Change of Trustees	17
3.	6.4	Estate Documents	18
3.	6.5	Lease Changes	18
3.	6.6	Change of Address	18
3.	6.7	Bank Accounts	18





4.0	Cont	act Information	19
4.1	Ge	eneral Enquiries - Zespri	19
4.2	Ge	eneral Enquiries - Computershare	20
APPEND	DIX 1:	Off-Market Transfer Form	21
APPEND	DIX 2:	Change of Address Form	22
APPEND	DIX 3:	Change of Bank Account Form	24



1.0 Purpose of this Guide

Much information exists on Zespri's Canopy with respect to the trading of Zespri shares. The purpose of 'A Grower's Guide to Zespri Group Limited Shares' is to conveniently bring all of that information together in one place, as well as to provide additional information to assist with understanding the process surrounding the buying and selling of Zespri Group Limited Shares.

Disclaimer:

NZKGI has taken care and prepared this information in good faith. This guide is not intended to be relied on and growers should seek appropriate professional advice for share purchases. NZKGI does not make any representation as to the accuracy of this information and disclaims any liability in respect of loss or damage arising from its use.



2.0 Share Terms - The Basics

Investing in shares can seem daunting at first. However, it doesn't need to be. With a little know-how and the right resources, you can make informed decisions.

Documented below are some definitions of key terms, utilised throughout this Guide, that are associated with the buying and selling of shares.

2.1 What is a Share?

- A share represents a part ownership of a company.
- The more profitable that company is, the more valuable the shares of the company become.
- Shares are a way to trade a stake in that company with other people (known as share trading).
- The more shares you own, the greater the portion of ownership you have.
- Shares can carry voting rights i.e. the right to vote.

2.2 What is a Shareholder?

A shareholder is an owner of shares in a company.

2.3 What is the Share Market?

The share market is just like a fish market, a fruit market or a cattle market. It is a place where buyers and sellers come together to work out a price for something by bidding for it.

The difference with the share market is that there is no physical good that can be seen, touched or smelt and people do not come together under the roof of a share market building to trade. Today's share market is largely an electronic one (refer section 2.8 of this guide) where buyers and sellers in different locations can come together in a virtual market place to buy and sell shares.

2.4 What is a Broker?

A broker is an individual or a company who handle customer orders to buy and sell shares. In the same way that a grocery store acts as a middleman between shoppers and the companies that produce food, a broker acts as a middleman between the shares that trade on



the market and the investors who buy them. Brokers are usually licensed professionals in fields where specialized knowledge is required. Their rate of compensation is often called a brokerage or commission, which is computed when a share trade is made.

2.5 Why Invest in Shares?

Shares are often considered one of the best long-term investments in the financial market place. Share prices can go down as well as up so buying shares is not without risk, but over the long term, they can generate good returns. Shares are designed to provide shareholders with:

1. Capital Growth

Shares are an investment with the goal to gradually build wealth. People invest in shares because they offer the possibility that their price will rise. Shareholders might only intend holding the shares for a relatively short term or they might have a longer-term view, but in either case they hope to make a profit.

2. Dividend Income

Apart from buying and selling shares for profit, shareholders also buy shares to provide an income stream. Dividends are cash distributions from a company to its shareholders i.e. a share of the after-tax profit of a company, distributed to its shareholders according to the number of shares held by them on a particular date (called the 'record date'). Dividend payments are typically paid each six months as 'interim' and 'final' dividends (Zespri dividends are typically paid in August and December). Companies are under no obligation to pay dividends and the amount a company pays in dividends can vary from year to year.

2.6 What is Imputation?

Imputation is a mechanism that a company can use to pass on credits for tax it has paid on its profits, to its shareholders when it pays them dividends. These imputation credits offset the amount of tax that the shareholders would otherwise be liable to pay on those dividends,



so they don't have to pay "double tax" (Zespri may choose to distribute dividends with imputation credits).

2.7 What is a share split?

A share split is a decision by a company's board of directors to increase the number of shares that are outstanding by issuing more shares to current shareholders.

For example, in a 2-for-1 share split, an additional share is given for each share held by a shareholder. So, if a company had 10 million shares outstanding before the split, it will have 20 million shares outstanding after a 2-for-1 split.

A share's price is also affected by a share split. After a split, the share price will be reduced since the number of shares outstanding has increased. In the example of a 2-for-1 split, the share price will be halved. Thus, although the number of outstanding shares and the price change, the market capitalization (i.e. value of the company) remains constant.

The advantage of a share split is that it makes shares seem more affordable to small investors even though the underlying value of the company has not changed.

2.8 What is 'USX'?

USX (Unlisted Securities Exchange) is an electronic NZ share trading platform for small to medium sized companies to keep their shareholders informed. It provides a means for existing and new shareholders to buy and/or sell shares in companies.

Note: USX is not a licensed financial product market. Investors trading in securities quoted on USX trade at their own risk and do not have the protections provided by Part 5 of the Financial Markets Conduct Act 2013 and the monitoring of market obligations by the Financial Markets Authority (FMA).



2.9 Who are 'Computershare'?

Computershare is a share registry organisation who have responsibility for, amongst other things, recording any changes in share ownership, issuing shareholder statements and managing dividend payments.

Computershare's records are the legal statement of ownership of Zespri's shares, and therefore it is important that any changes to shareholder information are notified to Computershare.



3.0 About Zespri Shares

Zespri is grower-owned and grower-controlled by way of growers owning and voting their Zespri shares. For it to stay that way, growers need to own sufficient Zespri shares to maximise the voting entitlement that is based on the production from their orchards. It is not compulsory to own shares.

In March 2018, Zespri shareholders voted on changes to the Zespri constitution including a share cap, dividend cap for non-producer shareholders, and a change to the way voting rights are calculated.

Zespri share ownership rules are as follows:

- Zespri's company constitution provides that only landowners or lessees of land on which kiwifruit is grown for supply to Zespri are entitled to purchase Zespri shares.
- Share Cap Growers are entitled to hold up to 6 shares per tray of production (production is calculated by taking the average of the best 2 of the last 5 seasons). Overshared shareholders will be required to sell their overshared portion after a set amount of time 7 years for those who were overshared at 14 March 2018, and 3 years for those who become overshared after this date.

Lessees are entitled to take up the balance of shares not taken up by the landowner. If the combined shareholding of the landowner and lessee exceeds the 6:1 share cap, the lessee is required to sell their shares (this is known as the Landowner Priority rule).

Refer also to the share split section on page 10.

- Dividend Cap for Non-Producer Shareholders -Shareholders without production (usually retired growers who did not sell their shares when they exited the industry) cannot vote their shares and will also cease receiving dividend payments after a set time. If you are a dry shareholder but you are still in the industry, your shares could be misaligned, i.e. your shares are owned in a different entity to the entity which produces kiwifruit. If this is the case, please contact Zespri to discuss aligning your shares.
- Voting Cap Shareholders are entitled to vote at the Annual Meeting each year. Votes are capped at one vote per share,



or one vote per tray of production, whichever is the lesser. Where both landowner and lessee own shares, the landowner will have priority.

A Zespri trading factsheet has been produced and can be located on Zespri Canopy at

https://canopy.zespri.com/EN/grow/zespri/Shares/Documents/Sha reTradingFactSheet.pdf

Growers buying orchards should therefore consider purchasing some or all of any Zespri shares held by the vendor as part of the orchard purchase. Alternatively, Zespri shares can be purchased on the open market through one of the USX Registered Brokers listed in section 3.1.1 of this guide.

Share split

On 15 March 2019 Zespri completed a 3 for 2 share split, which provided one additional share for every two shares on issue. In effect, the shareholding of each shareholder was increased by 50%, and the shares on issue increased from 122m to 183m.

The shares have the same characteristics as the original shares they were subdivided from, and the split applied across all shares, irrespective of whether they were held by current growers or not, or the shareholder is overshared. The same rules apply to the resulting additional shares, which include the same applicable dates for when dividends will cease for non-producers who hold shares and sanction dates for shares held over the cap.

A key change as part of the share split was the increase in the share cap to 6:1 (six shares per tray of production). This is an automatic result of the share split as prescribed by the constitution. There is, however, no change to the voting cap.

3.1 Buying and Selling Zespri Shares

There are two ways to buy or sell Zespri shares; On-Market and Off-Market.

3.1.1 On-Market

On-market trading occurs when either a buyer or seller have a willingness to transact but are required to enter a share market



situation in order to find a willing counterparty. The services of a share broking firm are required.

The Zespri on-market share trading platform is the USX financial product market operated by Efficient Market Services Limited.

Requirements

Zespri's Constitution provides that shares can only be transferred to an individual or entity that owns or leases a New Zealand kiwifruit orchard (i.e. produces kiwifruit) or entities designated by the Zespri Board to facilitate the tradability of shares (e.g. share market maker per section 3.4 of this guide).

Transacting Zespri Shares On-Market

Zespri shares can be bought or sold on the open market via the USX share trading platform (<u>https://www.usx.co.nz</u>) through approved USX Registered Brokers (refer next section of this guide).

On-market procedures are as follows:

- 1. Register with and be a client of one of the approved USX Registered Brokers.
- 2. To register, you will need to determine which broker you prefer and contact them via their phone or email address.
- 3. The broker will assist you in opening an account and will conduct appropriate due diligence procedures (e.g. identity verification and so on, as listed in section 3.3 of this guide).

Note: To buy shares, you will need a broking account in the same legal entity name your orchard is owned or leased in.

- 4. The broker will request the market price you are willing to pay for the shares.
- 5. The Kiwifruit Property Identification Number (KPIN) is required. It assists with verification that the purchaser is a NZ kiwifruit producer.
- 6. Following confirmation from Zespri that the purchaser is a NZ kiwifruit producer, the broker will place your order on





the USX share trading platform (per the market price in 4. above).

- 7. The seller will be matched with a buyer based on the market price.
- 8. The successful purchase will be notified to the buyer and seller via a contract note. This will include the quantity of the shares purchased and the price paid for the shares (plus brokerage fees).
- 9. The buyer will be given two working days to settle the transaction.
- 10. The broker will notify Computershare to update the share register once the transaction has settled.

Approved USX Registered Brokers for On-Market Trading

The current approved brokers are listed in alphabetical order:

- Craigs Investment Partners
- First NZ Capital Securities
- Forsyth Barr
- Hamilton Hindin Greene
- JB Were (NZ) Pty Ltd
- Hobson Wealth Partners

Zespri or NZKGI does not recommend a preferred broker.

The contact details of all USX Registered Brokers are listed on the USX share trading platform at <u>https://www.usx.co.nz/brokers</u>

3.1.2 Off-Market

Off-market trading normally occurs where the buyer and seller have mutually agreed <u>between themselves</u> to transfer shares i.e. a change of share ownership. Two examples where this may occur are:

- A share transfer as part of an orchard purchase; or
- A share sale or purchase where the two parties have privately reached an agreement without having been introduced to each other in a market situation.



Off-market transfers do not require the use of a broker, therefore have no charge to the parties and are cost effective when the buyer and seller already know each other.

Requirements

Zespri's Constitution provides that shares can only be transferred to an individual or entity that owns or leases a New Zealand kiwifruit orchard (i.e. produces kiwifruit) or entities designated by the Zespri Board to facilitate the tradability of shares (e.g. share market maker per section 3.4 of this guide).

Transacting Zespri Shares Off-Market

When an agreement has been made to transfer shares between two parties, the off-market procedures for <u>both</u> parties are as follows:

- 1. Settlement occurs privately between the buyer and the seller.
- 2. Complete and sign the relevant sections of an "Off-Market Transfer Form".
 - a. This can be located on Zespri Canopy at <u>https://www.zespri.com/Documents/Off-market-</u> <u>trading-form.pdf</u>
 - b. A copy of this form has been included in Appendix 1 of this guide.
- 3. Return the original completed form to either Zespri or to Computershare.
- 4. The share transfer will be processed directly by Computershare following confirmation with Zespri that the buyer is a current NZ kiwifruit producer.
- 5. Both parties will receive written confirmation that the transfer has taken place.

3.2 Latest Share Price and Market Information

Zespri's latest market information is available online at USX. To view, visit the USX website (<u>https://www.usx.co.nz</u>) and search "ZGL" in the 'Enter Symbol' field, located on the right of the screen.



This will present 'Zespri Group Ords (ZGL)' which you need to click on.



You can see current information such as on-market bids and offers, the latest share price, the last 10 trades, news and announcements and stock details. Information on USX does not include any details of off-market trades.

Zespri Group Limited's Annual Report is also a good place to find information about the financial performance of the company. This can be located on Zespri Canopy at

https://canopy.zespri.com/EN/industry/pubs/annual_report/Pages /default.aspx

3.3 Due Diligence Procedures

To comply with legislative obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act), all USX Registered Brokers are required to collect information on the identity and address of their clients, including verification / certification of relevant identification documents by either a Justice of the Peace, a Lawyer, a Notary Public, a NZ Chartered Accountant, a NZ Police Constable or a Member of Parliament.

Each broker will have their own due diligence procedures. The table below sets out examples of certified documents that may be required:

Individual/Joint Account	Trust Account/Companies	Estate Account
Proof of Identity		
 Passport 	Trust deed	 Passport



Individual/Joint	Trust	Estate Account
Account	Account/Companies	
 Bank statement issued by a NZ bank in the last 12 months Credit / debit card containing your name and signature NZ birth certificate SuperGold card Current NZ firearms licence Certificate of NZ or overseas citizenship Current NZ drivers licence 	 Certificate of incorporation Companies office extract confirming details of Directors and Shareholders Note: Individual trustees may be required to provide the proof of identity as outlined in the Individual/Joint Account column of this table 	 Bank statement issued by a NZ bank in the last 12 months Credit / debit card containing your name and signature NZ birth certificate SuperGold card Current NZ firearms licence Certificate of NZ or overseas citizenship Current NZ drivers licence
Proof of Address		
 Utilities bill issued in the last 3 months Rates bill issued in the last 3 months Bank statement issued in the last 3 months Government agency statement (e.g. IRD statement) issued in the last 12 months 	Note: Individual trustees may be required to provide the proof of address as outlined in the Individual/Joint Account column of this table	 Utilities bill issued in the last 3 months Rates bill issued in the last 3 months Bank statement issued in the last 3 months Government agency statement (e.g. IRD statement) issued in the last 12 months
Proof of Bank Account		
 A bank encoded deposit slip with pre-printed details of your bank account name and number A bank statement A verification letter or other document of 	 A bank encoded deposit slip with pre-printed details of your bank account name and number A bank statement A verification letter or other document 	 A bank encoded deposit slip with pre-printed details of your bank account name and number A bank statement A verification letter or other document



Individual/Joint Account	Trust Account/Companies	Estate Account
confirmation provided by your bank	confirming the Trust's bank account • Verification of source of funds	 confirming the estate's / solicitor's bank account Verification of source of funds Certified copy of probate or death certificate accompanied by will or letter of administration

3.4 Zespri's Share Market Maker

A Market Maker is a broker-dealer firm that assumes the risk of holding a certain number of shares in order to facilitate the trading of those shares. Market Makers are tasked with providing sufficient liquidity in order to reduce volatility in prices and maintain a 'fair and orderly market' for shares.

From 1st November 2016, Zespri Group Limited has contracted Craigs Investment Partners (CIP) to provide 'Market Maker' services for Zespri shares.

Under clause 4.6(a) of the Zespri Group Limited Constitution, the Zespri Board in October 2016 designated CIP as a 'Producer' so that CIP can purchase Zespri Group Limited shares on the USX share trading platform, solely for the purpose of performing 'Market Maker' services. CIP are limited under the signed services agreement to holding no more than 0.125% of issued Zespri Group Limited shares, and the voting rights on any shares held by CIP for the purposes of 'Market Making' under the terms of the signed services agreement have been forfeited.

3.5 Employee and Director Share Trading Policy

There is a Zespri Group Limited Employee and Director Share Trading Policy to ensure that directors and employees of Zespri do not profit from confidential information disclosed to them in the course of their employment or involvement with Zespri. This is necessary to maintain high standards of corporate governance and the integrity of the share trading system employed for Zespri shares. The policy



recognizes the desirability of allowing directors and officers who are also growers being able to transact shares to maintain alignment of their production and shareholding over time, but requires that such directors/employees only complete such transactions in a market where counterparties have had a reasonable opportunity to be fairly informed of price sensitive information.

This policy, together with information on Director share transfers and holdings, Director holding and voting cap calculation, and Director's Interest - shareholding, can be located on Zespri Canopy at https://canopy.zespri.com/EN/grow/zespri/Shares/Pages/Director-Share-Trading.aspx

3.6 Other Important Matters

3.6.1 Existing Shareholders

It is important to keep the details of your shareholding up to date and aligned with your orchard(s) production where possible.

3.6.2 Change of Ownership

If the ownership of your orchard has changed, this can misalign your shares. When your shareholding entity does not match the entity that your orchard is owned or leased in, your shareholding will appear to be a dry shareholding. This means that you will lose the ability to vote your shares at the AGM and exercise a degree of control over Zespri to which you should be entitled.

To align your shares, transfer them into the name that your orchard is owned or leased in. This is completed with the standard Off-Market transfer form (refer section 3.1.2. of this guide).

It is important that growers seek appropriate professional advice to understand any legal/tax consequences of this transaction.

3.6.3 Change of Trustees

A change of trustee is a legal change of ownership of shares. As such, any change of trustee requires an Off-Market transfer of shares from the old trustees to the new trustees. This is completed with the standard Off-Market transfer form (refer section 3.1.2. of this guide).



Due to the requirements of Zespri's constitution, Zespri cannot approve an update of trustees when the shareholder is a nonproducer (i.e. dry shareholder). In this case the options of a dry shareholder are to:

- sell your shares On-Market or Off-Market
- retain your shares in the names of the existing trustees. If this option is chosen, and the shares are subsequently sold, all trustees noted on the Zespri share register will be required to sign the Off-Market transfer form.

3.6.4 Estate Documents

If someone has passed away, Zespri will require a death certificate and probate, where applicable, to transfer the share ownership.

3.6.5 Lease Changes

If your lease has changed, you need to notify Zespri. This can affect your voting rights as a shareholder. If you have extended or removed a lease on an orchard, please let Zespri know.

3.6.6 Change of Address

Update your address with Zespri and Computershare to ensure you get all relevant correspondence relating to your shareholding and dividends. A change of address notification form is required and can be located on Zespri Canopy at

https://canopy.zespri.com/EN/grow/zespri/Shares/Documents/Ad dress-Change.pdf

A copy of this form has been included in Appendix 2 of this guide. If you wish, you can elect to receive all shareholder communications electronically.

3.6.7 Bank Accounts

If your bank account changes, you will need to contact Computershare. The details will need to be updated to ensure dividend payments can be made. A direct credit notification form is required and can be located on Zespri Canopy at

https://canopy.zespri.com/EN/grow/zespri/Shares/Documents/Ban k-Account-Change.pdf

A copy of this form has been included in Appendix 3 of this guide.



4.0 Contact Information

4.1 General Enquiries - Zespri

All general shareholder enquiries should be directed to the Zespri Grower Contact Centre.

Phone 0800 155 355

Email

shares@zespri.com

Street Address

Zespri Grower Contact Centre 400 Maunganui Road Mount Maunganui Tauranga 3116

Postal Address

Zespri Grower Contact Centre P O Box 4043 Mount Maunganui South



4.2 General Enquiries - Computershare

All general enquiries should be directed to the Computershare Investor Services Centre.

Phone

+64 9 488 8777

Email

There is a secure email form on the website at https://www.computershare.com/nz

Street Address

Computershare Investor Services Limited Level 2 159 Hurstmere Rd Takapuna Auckland 0622

Postal Address

Computershare Investor Services Limited Private Bag 92119 Auckland 1142



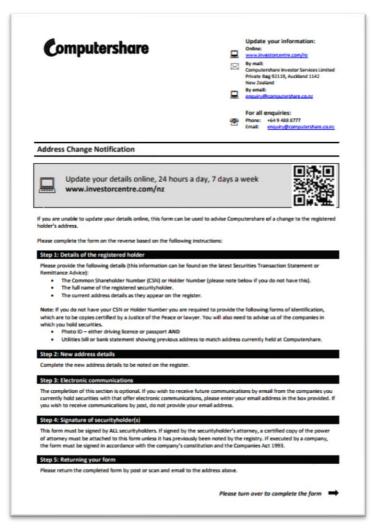
APPENDIX 1: Off-Market Transfer Form

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2. FULL NAME	Ordinary Shares		
DESCRIPTION OF SECURITIES			
3. NUMBER TO BE			
TRANSFERRED			
4. SELLER (TRANSFEROR) FULL NAMES IN CAPITALS			5. HOLDER NUMBER
6. CONSIDERATION (\$)			
7. BUYER (TRANSFEREE)			8. HOLDER NUMBER
FULL NAMES AND			
ADDRESS IN CAPITALS DATE OF EXECUTION	day	of 20	
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		Signature of Transferor (Seller)	lame (please print)
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		Signature of Transferee (Purchaser)	Name (please print)
Address			
New Holders should comple	te the details below to en	able us to direct credit dividends	
NZ Bank Account Number: B	ank Branch	Account Number Suffix	
Account in the name/s of:			





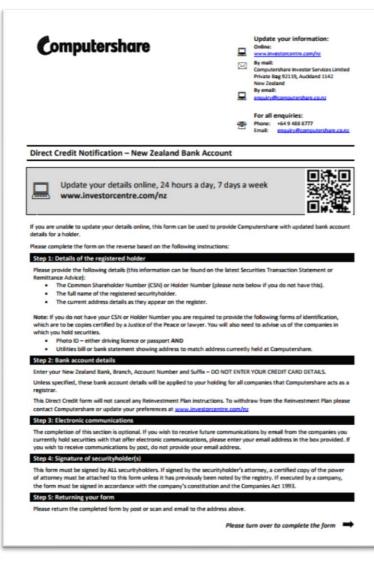
APPENDIX 2: Change of Address Form





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APPENDIX 3: Change of Bank Account Form





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