

#### **INFORMATION SHEET ON PROCEDURES**

Peet will assist buyers to meet sellers by providing the following facility.

It will keep a register of the names offered (with contact details) and pass on the names as requested to facilitate investors' ability to find counter-parties who wish to trade. In doing so, such investors will be assisted in finding a market where securities could be sold inexpensively and quickly.

## The nature of the information to be included in the Register of Names and Contact Details

- Name of Company / Trust
- Potential Buyers or Sellers List
- Name, address and telephone number of party (Buyer or Seller)

### The nature of the information to be contained in the Factual Information

Peet can only provide factual information.

The factual information available would comprise last audited financial statements, the dividend history (for the last 3 years), recent sales prices and any recent continuous disclosure notices lodged with ASIC.

Provision of factual information is done on a request basis.

#### Factual Information Register and Register of Names and Contact Details

The information will be stored in manual/physical form and made available for inspection upon request. It will not be displayed.

## Processes and procedures when a client indicates interest in buy/selling using the facility

A person <u>wishing to buy</u> will be given the names of those wishing to sell and will be advised of the information that is available for inspection.

Likewise a person <u>wishing to sell</u> will be advised of the names and address of those wishing to buy and the factual information available for inspection.

If requested by either party a blank transfer form will be sent to the requesting party. When an executed transfer form is received by the syndicate company/trust with the share certificate, a new share certificate will be issued in the name of the purchaser and the transfer registered.

#### Fees

There is no profit motive for this service. The only charge that may be made by Peet will be for re-imbursement of actual out-of-pocket expenses in the discharge of the process outlined above and where such has been authorised by the client.

#### Disclosure of trades that are entered into using the facility

The sale prices and the number of shares / units sold, as a result of trades that are entered into using the facility will be recorded in the Factual Information Register by the Registrar and this will be available for inspection.



#### Valuation

Buyers and sellers will need to determine the price and in this regard, you may wish to consider a range of factual information. This normally includes the recent financial statements, dividend history, the recent project report on the present state of the development and future plans, as well as the most recent asset valuation.

Some investors tend to use Net Tangible Assets (NTA) as one appropriate guide to share value. The financial statements provided by Peet will enable calculation of the NTA, but it should be borne in mind that this will provide figures on an historical cost basis.

Peet can also provide separately the value of the underlying assets as determined by an independent valuer on an annual basis. In the event that you use these figures, it will be appropriate to allow for any capital already returned and your own taxation circumstances.

# It is strongly recommended that you seek your own independent professional advice, especially with respect to any legal, accounting, taxation or valuation aspects of the transaction before you buy or sell any shares / units.

It is a requirement that your attention is drawn to the following Disclaimer notice.

#### **NOTICE OF LEGAL MATTERS and DISCLAIMER**

Peet Funds Management Limited is the holder of an Australian Financial Services Licence (No. 415753) and is authorised to deal with securities in the name of certain related companies and registered Managed Investment Schemes.

Peet Funds Management Limited is a wholly-own subsidiary of Peet Limited

Peet will provide factual information, but it is not offering advice and does not carry out any "investment advisory services".

Peet is not permitted to conduct a stock market and it is our belief that the operations described above do not constitute a "Stock Market".

Agreements for the sale and purchase of securities are to be reached by private negotiation between buyer and seller. Peet will not be a party to transactions entered into by means of the facility, nor would it hold funds or securities relating to transactions arising from the facility.

Peet will not be involved in the settlement process (other than to record the transfers as a duty of the Registrar) in conjunction with the above service and it is made clear that the risk of a failure to settle rests with the parties to a particular transaction.

Peet Limited, its subsidiaries, various syndicates and their respective directors and employees disclaim all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient through relying on anything contained in or omitted from this document or other information provided.