



Notification of reduction in share capital details

Attach this form to the reduction in share capital documents required to be lodged

If there is insufficient space in any section of the form, you may attach an annexure and submit as part of this lodgement

Lodgement details

Who should ASIC contact if there is a query about this form?

Name

ASIC registered agent number (if applicable)

Company/entity name

ACN/ABN/ARBN/ARSN

Telephone number

Postal address

Email address (optional)

Company details

Corporation name

ACN

Documents lodged

Tick box

Subsection 256C(1) - Shareholder approval for reduction in share capital for **equal** reduction

Subsection 256C(2) - Shareholder approval for reduction in share capital for **selective** reduction

Documents which must accompany this form:

- i. notice of the meeting; and
- ii. any documents relating to the reduction that will accompany the notice of the meeting sent to shareholders

Shareholders meeting

Section 256(C) requires that the above information is lodged with ASIC before the notice of the meeting is sent to members

Members of companies listed on the Exchange must be given at least 28 days notice of the meeting [s.249HA]

Date of proposed meeting

/ /
[D] [D] [M] [M] [Y] [Y]

Members of companies (other than public listed) must be given at least 21 days notice of the meeting [ss.249H(1)]. The 21 days notice may be shorter, if members with at least 95% of the votes that may be cast at the meeting agree beforehand [ss.249H(2)].

Date of proposed meeting

/ /
[D] [D] [M] [M] [Y] [Y]

Tick box if ss.249H(2) applies

Note: If a resolution is to be passed by way of a circular to all members which complies with S.249A, an estimated last date for signing the circular can be inserted.

Signature

I verify that the information in this form is true and correct and the attached documents marked () are true copies.

Name of person signing

Capacity

Signature

Date signed

/ /
[D] [D] [M] [M] [Y] [Y]

Lodgement

Send completed and signed forms to:
Australian Securities and Investments Commission,
PO Box 4000, Gippsland Mail Centre VIC 3841.

For more information

Web www.asic.gov.au
Need help? www.asic.gov.au/question
Telephone 1300 300 630

Guide: Notification of reduction in share capital details

This guide does not form part of the form. It is included by ASIC to assist you in completing and lodging the Form 2560.

Signature	This form must be signed by a director or secretary of the company.
Lodgement period	Before the notice is sent to members <ul style="list-style-type: none">At least 29 days before members' meeting of a public listed companyAt least 22 days before members' meeting of a company other than a public listed company
Lodgement fee	Nil. A receipt will not be issued unless requested
Other forms to be completed	As per form instructions
Additional information	Refer Chapter 2J - Transactions affecting share capital (s.256B - 256F). Shareholders are also referred to as members. The resolution for equal reduction passed under S256C(1) is not required to be lodged. The resolution passed under S256C(2) must be lodged on a Form 2205 within 14 days after it is passed. If the reduction involves the cancellation of shares this must be notified on Form 484.
How to provide additional information	Annexures If there is insufficient space in any section of the form, you may submit annexures as part of this lodgement. To make any annexure conform to the regulations, you must <ol style="list-style-type: none">use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sidesshow the company name and ACNnumber the pages consecutivelyprint or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopiedmark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)sign and date the annexure The annexure must be signed by the same person(s) who signed the form.
Privacy	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy (www.asic.gov.au/privacy) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.
Lodgement	Send completed and signed forms to: Australian Securities and Investments Commission, PO Box 4000, Gippsland Mail Centre VIC 3841. For more information Web www.asic.gov.au Need help? www.asic.gov.au/question Telephone 1300 300 630