



# Notification of share buy-back details

**Related forms:**

281 Notice of intention to carry out a share buy-back

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

<b>Company details</b>	Company name <input type="text"/>
	ACN / ABN <input type="text"/>

<b>Lodgement details</b>	<b>Who should ASIC contact if there is a query about this form?</b>
	Name <input type="text"/>
	ASIC registered agent number (if applicable) <input type="text"/>
	Telephone number <input type="text"/>
	Postal address <input type="text"/> <input type="text"/>

## 1 Type of share buy-back

The 10/12 limit is 10% of the smallest number, at any time during the last 12 months, of votes attaching to voting shares of the company.

Tick one box.

Use separate form for each share buy-back lodgement requirement

- Employee share scheme buy-back** (over 10/12 limit)
- On-market buy-back** (over 10/12 limit)
- Equal access scheme buy-back** (within 10/12 limit)
- Equal access scheme buy-back** (over 10/12 limit)
- Selective buy-back**

## 2 Relevant date

Relevant date  
  /   /    
[D] [D] [M] [M] [Y] [Y]

- If the buy-back agreement is conditional on the passing of a resolution — the relevant date is date the resolution is passed.
- If the buy-back is not conditional on the passing of a resolution — the relevant date is the date the agreement is entered into (s257F).
- If a resolution is to be passed by way of a circular to all members that complies with s249A, an estimated last date for signing the circular should be used.

### 3 Documents attached to this form

Tick one box.

- Shareholder approval if the 10/12 limit exceeded** (s257C(3))  
Attach notice of meeting and any document relating to the buy-back that will accompany the notice of the meeting sent to shareholders
- Selective buy-back** (s257D(3))  
Attach notice of meeting and any document relating to the buy-back that will accompany the notice of the meeting sent to shareholders
- Equal access scheme buy-back and selective buy-back** (s257E)  
Attach documents setting out the terms of the offer and any document that is to accompany the offer.

### Signature

This form must be signed by a director or secretary.

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

Name

Capacity

Director

Secretary

Signature

Date signed

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

### Lodgement

If lodging with ASIC, 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](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

### BUY-BACK PROCEDURE

The following table specifies the steps required for, and the sections (and forms) that apply to, the different types of buy-back.

Procedures (and sections applied)	Minimum holding	Employee share scheme buy-back		On-market buy-back		Equal access scheme buy-back		Selective buy-back
		within 10/12 limit	over 10/12 limit	within 10/12 limit	over 10/12 limit	within 10/12 limit	over 10/12 limit	
Ordinary resolutions (s257C)			YES		YES		YES	
Special/unanimous resolutions (s257D)								YES
Lodge offer documents with ASIC (s257E)						YES	YES	YES
14 days notice (s257F)		YES	YES	YES	YES	YES	YES	YES
Disclose relevant information when offer made (s257G)						YES	YES	YES
Cancel shares (S257H)	YES	YES	YES	YES	YES	YES	YES	YES
Notify cancellation to ASIC on Form 484 (s254Y)	YES	YES	YES	YES	YES	YES	YES	YES
Lodge Form 280 with ASIC	NO	NO	YES	NO	YES	YES	YES	YES
Lodge Form 281 with ASIC	NO	YES	See Note 1	YES	See Note 1	See Note 1 & 2	See Note 1 & 2	See Note 1 & 2

**NOTE 1** The company should lodge a Form 281 if it intends to give short (less than 14 days) notice of a meeting to approve the buy-back and lodge the notice of meeting (with a Form 280) less than 14 days before the relevant date.

**NOTE 2** The company should lodge a Form 281 if it lodges the documents referred to in s257E less than 14 days before the relevant date.

### Relevant dates and lodgement periods

- If the buy-back agreement is conditional on the passing of a resolution — the relevant date is date the resolution is passed.
- If the buy-back is not conditional on the passing of a resolution — the relevant date is the date the agreement is entered into (s257F).
- If a resolution is to be passed by way of a circular to all members that complies with s249A, an estimated last date for signing the circular should be used.

The Form 281 must be lodged at least 14 days before the relevant date.

# Guide: Notification of share buy-back details

This guide is not part of the form. It is included by ASIC to assist you in completing and lodging the form 280.

<b>Signature</b>	This form should be signed by a director or secretary of the company.												
<b>Lodging fee</b>	<p>Nil</p> <p>A form is not considered lodged until it is received and accepted by ASIC as being in compliance with s1274(8) of the <b>Corporations Act 2001</b>. A receipt will not be issued unless requested.</p>												
<b>Other forms</b>	<p>If a Form 280 is lodged at least 14 days before:</p> <p>(a) the resolution is passed — if the buy-back is conditional on the passing of a resolution, or</p> <p>(b) the agreement is entered — if the buy-back is not conditional on the passing of a resolution</p> <p>the company will not be required to lodge a Form 281.</p>												
<b>Additional information</b>	<p>Policy Statement 110 <b>Share buy-backs</b> - <a href="http://www.asic.gov.au/ps">www.asic.gov.au/ps</a></p> <p>Information sheet <b>Share buy-backs</b> - <a href="http://www.asic.gov.au/infosheets">www.asic.gov.au/infosheets</a></p> <table border="0"> <thead> <tr> <th><b>Definitions of terms</b></th> <th><b>Corporations Act 2011</b></th> </tr> </thead> <tbody> <tr> <td>Equal access scheme</td> <td>See s257B(2) &amp; (3)</td> </tr> <tr> <td>On market buy-back</td> <td>See s257B(6) &amp; (7)</td> </tr> <tr> <td>Minimum holding buy-back</td> <td>See s9</td> </tr> <tr> <td>Employee share scheme buy-back</td> <td>See s9</td> </tr> <tr> <td>Selective buy-back</td> <td>See s9</td> </tr> </tbody> </table>	<b>Definitions of terms</b>	<b>Corporations Act 2011</b>	Equal access scheme	See s257B(2) & (3)	On market buy-back	See s257B(6) & (7)	Minimum holding buy-back	See s9	Employee share scheme buy-back	See s9	Selective buy-back	See s9
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<b>How to provide additional information</b>	<p><b>Photocopied Form 280 pages</b></p> <p>If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.</p> <p><b>Annexures</b></p> <p>If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.</p> <p>To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"> <li>1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li> <li>2. show the company name and ACN or ARBN</li> <li>3. number the pages consecutively</li> <li>4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li> <li>5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li> <li>6. endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)</li> <li>7. sign and date the annexure</li> </ol> <p>The annexure must be signed by the same person(s) who signed the form.</p>												
<b>Privacy</b>	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ( <a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a> ) 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.												
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