



## MEMO

To: Board of Directors  
From: Company Secretary  
Subject: **NEW SHAREHOLDER WELCOME LETTER**

---

When issuing new shares, or following transfer of shares, it is appropriate to send out a covering letter with the Share Certificate [or Holding Statement] covering generic topics, such as follows:

*Dear Shareholder,*

*On behalf of the Board of Directors I welcome you as a new shareholder in ABC Group Limited (“ABC”).*

*Your new Share Certificate [or holding Statement] is attached. Please check to ensure that all details are correct and, if not, you should contact the Company immediately. Also, you should retain this documentation for your records.*

Note, for a stock exchange listed company the above paragraph could read: If you have elected to be an issuer sponsored shareholder your holding statement will be mailed to you by our Share Registry. If you have elected to be a broker sponsored shareholder, your CHESSE statement will be forwarded to you by the ASX. When received, please check to ensure that all details are correct and if not you should contact the Share Registry immediately. Also, you should retain the statements for your records.

*Enclosed are 3 forms which I ask you to complete and return to the Company as soon as possible:*

### **1. Annual Report & Electronic Communications**

*ABC offers a number of options in relation to electronic communications. Please select your options for future communications and the annual report using the enclosed form.*

*You may choose to receive notification by email when dividend statements, annual reports and notices of meetings / proxy forms are available on-line. You may also choose to receive email notification of important announcements. If you do not make an election you will receive correspondence by post.*

*In accordance with legislation governing annual reports, ABC will make the annual report available on its web site and provide a printed hard copy annual report only to those shareholders who elect to receive it in that form. If you take no action you will*



not receive a printed annual report, but in that case I encourage you to access the report and other information about the Company on-line at its web site [www.abcgroupp.com.au](http://www.abcgroupp.com.au)

## **2. Direct Credit of Dividends**

The Company pays dividends by direct credit. So, to enable your dividends to be credited directly to a bank, building society or credit union account in Australia, please complete and return the enclosed direct credit form.

## **3. Tax File Number or Australian Business Number Notification**

If you have provided the Company with an Australian residential / postal address, it may be in your best interests to complete and return the enclosed TFN / ABN form to avoid having tax deducted from any unfranked dividend payments. This form need not be completed if your TFN was provided at the time of your purchase of ABC shares.

All completed forms should be returned to ABC as soon as possible.

If you have any queries in relation to the Company or your shareholding, or you would like more information, please contact the Company Secretary by telephone on 1300 000 000 or by email at [companysecretary@abcgroupp.com.au](mailto:companysecretary@abcgroupp.com.au)

Yours sincerely,

Chairman

---

### **DISCLAIMER**

The comments in this memo reflect some commercial aspects and observations on the matter experienced or observed by the writer in practice as he understands them. The information is given as a guide only and does not represent a definitive or legal view of any of the issues raised, covered or referred to and the reader is urged to seek his own professional advice on all aspects of, or pertaining to, this and any related matter.