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**Constitution  
for OtherPay  
Pty Ltd  
A.C.N. 675 233 940**

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## 1. PREAMBLE

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The purpose of this Constitution is to:

- Provide a point of reference for the due administration of the affairs of the Company;
- Regulate the dealings between the Company and its Members; and
- Regulate the dealings between the Members themselves with respect to their participation in the Company.

THIS CONSTITUTION provides as follows:

## 2. NAME AND LIMITATION OF LIABILITY

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The name of the Company is:

OTHERPAY PTY LTD

The liability of its members is limited to any amount owing on their Shares.

## 3. REPLACEABLE RULES

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The Replaceable Rules of the Law do not apply to the Company.

This Constitution sets out the basis for the administration and management of the Company.

Nothing in this Constitution is intended to derogate from the Law, and the mandatory provisions of the Law prevail over anything in this Constitution to the extent they are inconsistent.

Unless otherwise specifically stated, words used in this Constitution have the same meaning as those terms have under the Law.

## 4. PROPRIETARY COMPANY

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The Company is registered as a proprietary company limited by shares under the Law. As such, the Company must **not**:

- Have a membership in excess of 50 persons (counting joint holders of Shares as one person, and not counting any person in the employment of the Company or of its subsidiary who was and has continued to be a Member of the Company);
- Members who acquired their shares through a crowd-sourced funding offer that complied with the requirements of Part 6D.3A of the Act (CSF Offer) shall not be included in the 50-shareholder limit.
- Members who later acquired shares initially issued under a CSF Offer shall also not be included in the 50-shareholder limit, provided that the Company's shares have not commenced trading on any financial market in Australia or overseas.
- Engage in any activity that would require the lodgment of a regulated product disclosure statement or prospectus under the capital raising provision of the Law.



The Company has all the powers of a natural person. Without limiting this authority, the Company may:

- Issue and cancel shares, including bonus shares, redeemable or non-redeemable preference shares, and partly paid shares;
- Issue debentures of the Company;
- Grant options over unissued shares;
- Distribute Company property among members, whether in kind or otherwise;
- Borrow money;
- Give security by charging uncalled capital of the Company; Grant a fixed or floating charge over Company property; Open and operate a bank account; and
- Obtain the registration or recognition of the Company as a body corporate in any jurisdiction.

The Company may in the capacity as a trustee carry on any business if (and only if) the effect of doing so would not infringe any provision of the Law.

## **5. SHARE CAPITAL**

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### **5.1 Member Consents**

- Each Member consents to their name being entered in the Company's register of members for the Shares held, acquired, or subscribed by the Member, and agrees to take such Shares with the benefit of the rights and subject to the restrictions contained in this Constitution from time to time.
- Each Member consents to the subscriptions for and transfers of the Shares that have taken place prior to the Effective Date. Each Member irrevocably waives (and agrees to procure the waiver of) any rights or restrictions which may exist in this Constitution or otherwise which might prevent or invalidate any such subscriptions or transfers.
- The Company acknowledges that each Member has consented to the subscriptions for and transfers of the Shares that have taken place prior to the Effective Date.
- Members who acquired their shares through a crowd-sourced funding offer that complied with the requirements of Part 6D.3A of the Act (CSF Offer) shall not be included in the 50-shareholder limit.
- Members who later acquired shares initially issued under a CSF Offer shall also not be included in the 50-shareholder limit, provided that the Company's shares have not commenced trading on any financial market in Australia or overseas.

### **5.2 Issue of Shares**

The Directors may issue Shares to whom and as they think fit, subject only to this Constitution, the Law, and the limitations set out in this Constitution. This includes the ability to issue Shares under a CSF Offer, in compliance with the requirements of Part 6D.3A of the Act.

### **5.3 Unissued Shares**

Subject to this Constitution and to the Law, and to any special rights attached to any Shares for the time being on issue:

- (a) All unissued Shares are under the absolute control of the Directors;

- (b) The Directors may determine the price of any Shares they issue;
- (c) The Directors must preserve any special rights conferred on the holders of existing Shares;
- (d) The Directors may classify, allot, grant options over, or otherwise dispose of or deal with unissued Shares:
  - to the persons;
  - on the terms and conditions;
  - for the consideration, and subject or not to the payment of any part of the amount thereof in cash; and
  - with full power to give to any person the call of any Shares as the Directors may determine in their absolute discretion; and
- (e) Any Shares may be issued as a class with:
  - preferential, deferred, qualified or special rights, privileges or conditions; or
  - restrictions including (but not limited to) regarding Dividends, voting or the return of capital as the Directors may from time to time determine.

## **6. Specified Share Rights and Classes**

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Without limiting the above clause, Shares issued by the Directors may be of a class described or as otherwise authorised by this Constitution including in any Schedule.

The rights attaching to each class of Shares are subject to the rights, privileges, and conditions attached to each other class of Shares provided for in, or that may be validly issued pursuant to this Constitution.

Without limiting the authority conferred on the Directors to issue Shares of different classes, and subject to the Law, the Directors may issue preference shares that are:

- redeemable or non-redeemable; and
- liable to be redeemed, or preference shares that are liable to be redeemed at the option of the Company.

### **6.1 Brokerage and Commissions**

The Company may, subject to the Law, pay brokerage or commissions to a person for that person or another person agreeing to take up Shares in the Company.

### **6.2 Re-Designation Of Shares**

At any time, and with:

the consent in writing of the holders of no less than 75% of the issued Shares of that class (unless a different percentage is specified for that class); or

the sanction of a Special Majority Vote passed at a separate meeting of the holders of the Shares of that class

the Directors may re-classify or re-designate all or some of the Shares of that class to be:

- a new class of Shares; or
- part of an existing class of Shares.

Shares subject to a re-classification or re-designation under Clause may (if re-classified or re-designated to be a new class of Shares) be issued with:

- preferential, deferred, qualified or special rights, privileges or conditions; or
- restrictions including (but not limited to) regarding Dividends, voting or the return of capital
- as the Directors may from time to time determine.

### **6.3 Variation Of Class Rights**

If at any time the Share capital is divided into different classes of Shares, the rights attached to any class may, whether or not the Company is being wound up, be varied with:

the consent in writing of the holders of no less than 75% of the issued Shares of that class (unless a different percentage is specified for that class); or  
the sanction of a Special Majority Vote passed at a separate meeting of the holders of the Shares of that class.

### **6.4 Share Certificates**

A person whose name is entered as a Member in the register of Members is entitled to receive an electronic certificate for the Share according to the Law, without payment. The Company shall issue and deliver share certificates electronically.

For jointly held Shares:

- the Company is not bound to issue more than one electronic certificate, and this is to the joint holder first named in the register of Members; and
- delivery of an electronic certificate for a Share to one of the joint holders is sufficient delivery to all joint holders.

### **6.5 Shares Held on Trust**

Shares held by a Member as trustee of a trust estate may be marked in the register of Members of the Company in such a way as to identify them as being held for that trust, but:

- no liability is created by that marking; and
- the Company is not affected with notice of any trust so recorded.

Notwithstanding the provisions of the Constitution, the Company is not bound

by or compelled in any way to recognise or to investigate:

- any equitable, contingent, future or partial interest in any Share;
- the holding of any Share on trust;
- any dealing by a trustee for Shares; or
- (except as expressly provided by the Law or this Constitution), any other right for a Share
- except an absolute right of ownership in the registered holder.

## **6.6 Infants**

Where any Shares are held in the name of an infant:

- any acts done regarding those Shares by any parent or legally constituted or appointed guardian (guardian) of that infant acting or purporting to act or claiming to act for or on behalf of the infant, and accepted by the Company:
- is valid against the Company; and
- the Company is not bound or concerned to inquire as to:
- the authority of the parent or guardian to act on behalf of the infant; or
- the validity or propriety of the proposed transaction;
- the parent or guardian of the infant Member may:
- claim and receive from the Company any Dividend, bonus return of capital or other moneys payable in the name of the infant, and give valid and binding receipts and discharge;
- sign and execute transfer notices and transfers for any Shares standing in the name of the infant;
- consent to any variation of the rights attached to the Shares or any of them standing in the name of the infant; and
- attend meetings of the Company (or of any class of members) in the place of the infant and vote thereat for the Shares standing in the name of the infant in the same manner as the infant himself could do if of full age; and
- an application for the allotment of Shares or the acceptance of a transfer of Shares to an infant may be signed by any parent or guardian of the infant acting or purporting to or claiming to act on behalf of the infant, and that signature is valid and sufficient

BUT the above does not apply in the case where a parent or guardian of an infant or proposed member has served upon the Company written notice stating that the parent or guardian objects to the application of this clause, unless the person giving the notice withdraws that notice or dies or (if a guardian of the infant) ceases to act as that guardian.

## **6.7 Options**

Subject to this Constitution and the Law, the Directors may grant to any person an option to acquire or subscribe for Shares during such time and for such consideration as they think fit. An Option must be granted on terms such that the issue of a Share for the exercise of the Option complies with this Constitution and the Law.

## **7. EMPLOYEE SHARE OPTION PLAN**

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### **7.1 Establishment of ESOP**

The Company may establish and implement an Employee Share Option Plan (ESOP) for the benefit of employees, officers, and Directors of the Company and its subsidiaries.

### **7.2 Administration of ESOP**

The ESOP shall be administered by the Board or a committee appointed by the Board (the ESOP Committee), which shall have the power to determine the terms and conditions of the ESOP, including the eligibility criteria for participants, the number of options to be granted, the exercise price, and the vesting schedule.

### **7.3 Grant of Options**

The Board or the ESOP Committee may grant options to acquire shares in the Company to eligible employees, officers, and Directors in accordance with the terms of the ESOP. Each option granted under the ESOP shall entitle the holder to subscribe for and be issued one share in the Company upon payment of the exercise price and compliance with the terms and conditions of the ESOP.

### **7.4 Terms and Conditions**

The terms and conditions of the options granted under the ESOP, including the exercise price, vesting schedule, and any other relevant terms, shall be determined by the Board or the ESOP Committee and set out in the option agreement provided to each participant.

### **7.5 Shares Issued Under ESOP**

Shares issued upon the exercise of options granted under the ESOP shall rank equally with all other shares of the same class in the Company.

### **7.6 Amendment and Termination**

The Board may at any time amend or terminate the ESOP, provided that no such amendment or termination shall adversely affect the rights of participants with respect to options previously granted under the ESOP without the consent of the affected participants.

## **8. TRANSFER OF SHARES**

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### **8.1 Transfers and Encumbrances**

No transfer of the beneficial interest in any Share may be made if this Constitution would not permit a transfer of the legal ownership of such Share.

Any dealing with any Share in violation of any of the provisions of this Constitution is void.

Each Member agrees with the Company and the other Members that, in addition to the requirements of this Constitution, he or she will not create or allow to be created any claim, charge, lien, encumbrance or equity on or over or affecting any of his Shares unless:

- the Board gives its written consent; and
- the proposed holder of the encumbrance expressly agrees in writing that its security is subject to the rights of the other Members under this Constitution.

### **8.2 Permitted Transfers**

The restriction on transfers of Shares provided for in this Constitution does not apply to a bona fide transfer of Shares:

- to the Spouse of a Member;
- to the Personal Representative of a Member for this clause;
- to any nominee who, immediately after the transfer, will hold the Shares only as a bare nominee for the Member;
- merely for the purpose of effectuating the appointment or retirement of a trustee of an existing trust on which the Shares are held;
- if the Member is a company, to any Related Body Corporate of the Member, or to the shareholders of the Member in proportion to their shareholdings in the Member;
- to a beneficiary (or beneficiaries) of a superannuation fund (for which the beneficiary is a trustee or a director of the trustee company);
- next of kin of a deceased Member; or
- where the transfer is approved by a Special Majority Vote of the Board.

For the purposes of this Constitution:

- the recipient of the Shares for a transfer under this clause is a Permitted Transferee; and
- subject to clause 7.4 (Compliance), the Company is obliged to register any transfer made for a Permitted Transfer described in this clause.

### **8.3 Pre-emptive Rights on Transfer**

#### **8.3.1 Right of First Refusal**

If a Substantial Shareholder, holding 5% or more of the voting shares in the company, (the "Selling Shareholder") proposes to sell or otherwise transfer any shares in the Company (the "Offered Shares"), the Selling Shareholder must first offer the Offered Shares to the other shareholders (the "Non-Selling Shareholders") on the same terms and conditions as

those offered to the proposed purchaser or transferee.

### **8.3.2 Notice of Transfer**

The Selling Shareholder must give written notice (the "Transfer Notice") to the Company and the Non-Selling Shareholders specifying the number of Offered Shares, the proposed price, and the terms and conditions of the proposed sale or transfer.

### **8.3.3 Acceptance of Offer**

Each Non-Selling Shareholder has [30] days from the date of the Transfer Notice to notify the Selling Shareholder and the Company in writing of their intention to purchase all or a portion of the Offered Shares on the terms specified in the Transfer Notice. If multiple Non-Selling Shareholders wish to purchase the Offered Shares, the shares will be allocated among them in proportion to their existing shareholdings.

### **8.3.4 Completion of Sale**

If the Non-Selling Shareholders do not exercise their right of first refusal within the [30] day period, the Selling Shareholder is free to sell or transfer the Offered Shares to the proposed purchaser or transferee on terms no more favorable than those specified in the Transfer Notice, within [90] days following the expiry of the [30] day period.

### **8.3.5 Exceptions**

The pre-emptive rights on transfer do not apply to:

- Transfers to an affiliate or related party of the Selling Shareholder;
- Transfers to a spouse, child, or other immediate family member of the Selling Shareholder;
- Transfers approved by a Special Majority Vote of the Board;
- Transfers pursuant to a public offering of the Company's shares.

### **8.3.6 Waiver of Pre-Emptive Rights**

The pre-emptive rights provided in this clause may be waived with the written consent of shareholders holding at least 75% of the voting rights.

## **8.4 Drag Rights and Tag Rights**

### **8.4.1 Right to Give Drag Notice**

If one or more Shareholders intend to sell Equity Securities equal to or greater than 60% of the Ordinary Shares on a Fully Diluted Basis ("Drag Seller") to an Unrelated Buyer or to a Shareholder (or Affiliate of it) that is not an Affiliate of the Drag Seller ("Drag Buyer") then the Drag Seller may give a notice ("Drag Notice") to each Shareholder ("Dragged Shareholder") with a copy to the Company.

### **8.4.2 Contents of Drag Notice**

A Drag Notice must state:

- (a) (Drag Seller) the identity of the Drag Seller;
- (b) (Drag Buyer) the identity of the Drag Buyer;
- (c) (Equity Securities being sold) the number and class of Equity Securities proposed to be sold by the Drag Seller;
- (d) (Drag Proportion) the percentage of the total number of Equity Securities held by the

Drag Seller proposed to be sold ("Drag Proportion");

- (e) (Sale Price) the cash sale price for each Equity Security which must be the same price for the Equity Securities sold by the Drag Seller ("Drag Sale Price") and any other terms of the proposed sale by the Drag Seller to the Drag Buyer;
- (f) (Sale Required) that the Drag Seller requires each Dragged Shareholder to sell the Drag Proportion of the Dragged Shareholder's Equity Securities ("Dragged Securities") to the Drag Buyer at the Drag Sale Price and on the other terms set out in the Drag Notice, which terms must be no less favorable to the Dragged Shareholder than the terms on which the Drag Seller is proposing to sell its Equity Securities to the Drag Buyer; and
- (g) (Completion Date) the Drag Seller's reasonable best estimate of the date for completion of the sale to the Drag Buyer, which unless otherwise agreed between the Drag Seller, the Drag Buyer and the Company, must be not less than 10 Business Days after the date of the Drag Notice.

#### **8.4.3 Effect of Drag Notice**

If a Drag Notice is given, then:

- (a) each Dragged Shareholder must sell its Dragged Securities to the Drag Buyer on the terms stated in the Drag Notice; and
- (b) the Drag Seller must not complete the proposed sale to the Drag Buyer unless, at the same time, the Drag Buyer buys all the Dragged Securities of each Dragged Shareholder at the Drag Sale Price and on the other terms stated in the Drag Notice.

#### **8.4.4 Withdrawal of Drag Notice**

A Drag Notice may be revoked by the Drag Seller at any time by written notice to the Company. The Company must notify each Shareholder promptly if any Drag Notice is validly withdrawn.

### **8.5 Tag Rights**

#### **8.5.1 When Tag Rights Apply**

If one or more holders of Equity Securities intends to sell Equity Securities which represent 50% or more of the Equity Securities on a Fully Diluted Basis ("Tag Sellers") to a person ("Tag Buyer") then, subject to clause 7.4.2 ("Exceptions"), the Tag Seller must give a notice ("Invitation to Tag") to each Ordinary Shareholder ("Tag Shareholder") with a copy to the Company.

#### **8.5.2 Exceptions**

An Invitation to Tag is not required where the proposed sale by the Tag Seller is a Permitted Transfer.

#### **8.5.3 Contents of Invitation to Tag**

An Invitation to Tag must state:

- (a) (Tag Seller) the identity of the Tag Seller;
- (b) (Tag Buyer) the identity of the Tag Buyer;



- (c) (Equity Securities being sold) the number and class of Equity Securities proposed to be sold by the Tag Seller;
- (d) (Tag Proportion) the percentage of the total number of Equity Securities held by the Tag Seller proposed to be sold ("Tag Proportion");
- (e) (Sale Price) for each class of Equity Securities proposed to be sold, the cash sale price for each Equity Security ("Tag Sale Price") and any other terms of the proposed sale by the Tag Seller to the Tag Buyer;
- (f) (Tag Option) that each Tag Shareholder has an option ("Tag Option") to direct the Tag Seller to include in the sale to the Tag Buyer, the Tag Proportion of each class of the Tag Shareholder's Equity Securities ("Tag Securities"), at the Tag Sale Price and on the other terms set out in the Invitation to Tag, which terms must be no less favorable to the Tag Shareholder than the terms on which the Tag Seller is proposing to sell its Equity Securities to the Tag Buyer;
- (g) (Exercise Period) the period during which the Tag Option may be exercised which, unless otherwise agreed in writing between the Tag Seller and the Company (with Investor Director Approval), must not be less than 10 Business Days from the date of the Invitation to Tag; and
- (h) (Completion Date) the Tag Seller's reasonable best estimate of the date for completion of the sale to the Tag Buyer if the Tag Option is exercised, which unless otherwise agreed in writing between the Tag Seller, the Tag Buyer and the Company (with Investor Director Approval), must not be less than 10 Business Days after the last date for exercise of the Tag Option.

## **8.6 Transmission of Shares**

In the case of the death of a Member, the survivor (where he was a joint holder), or the Personal Representative (where he was a sole holder) is the only persons recognised by the Company as having any title or interest in the Share.

Notwithstanding this clause, the estate of a deceased joint holder is not released from any liability for a Share that had been jointly held by them.

Subject to this Constitution (and in particular the provisions of this clause) and to the Bankruptcy Act 1966 (Cth), a person becoming entitled to a Share in consequence of the death or bankruptcy or mental incapacity of a Member may upon giving evidence of this to the Directors' reasonable satisfaction, elect to register the Share in his own name or that of a nominee. This election must be in writing and executed by the person taking transfer of the Share.

## **8.7 Compliance**

For the purpose of ensuring compliance with the transfer provisions in this clause, the Company may require any Member to procure that:

- he or she; or
- any Proposed Transferee; or
- such other person as is reasonably believed to have information and/or evidence relevant to such purpose provides to the Company any information

and/or evidence relevant to such purpose and until such information and/or evidence is provided:

- the Company must refuse to register any relevant transfer; and/or
- the Company must refuse to recognise the bearer of any Shares, or permit such person to exercise any right as a member of the Company; and/or
- if such Member is not a Defaulting Member, such Member must forthwith be treated as being a Defaulting Member under this Constitution.

## **8.8 Procedures**

Subject to the provisions of this Constitution:

- a Member may transfer all or any of his Shares by instrument in writing in any usual or common form, or in any other form that the Directors may from time to time approve;
- an instrument of transfer referred to in this clause must be executed by both the transferor and the transferee;
- a transferor of a Share remains the holder thereof until the transfer is registered and the name of the transferee is entered in the Register of Members for that Share;
- the instrument of transfer must be left for registration at the registered office of the Company, accompanied by the certificate (if any) of the Shares to which it relates, and such other information as the Directors reasonably require to show the right of the transferor to make the transfer;
- following satisfaction of the matters set out in this clause, the Directors must, subject in each case to the powers and discretions vested in the Directors under this Constitution, register the transferee as a Member; and
- the registration of transfers may be suspended at such times and for such periods as the Directors from time to time determine, but not exceeding in whole 60 Business Days in any calendar year.

The same terms and conditions as are set out in this clause apply in relation to the transfer of options to take up Shares.

## **8.9 General Discretion Not to Register a Share Transfer**

Subject only to this clause, the Directors may refuse to register a transfer of Shares for any reason they think fit.

The Company must give written notice to the person who lodged the transfer within 5 Business Days after a refusal to register a transfer.

Except in the case of suspected fraud, they must return the transfer to that person.

## **8.10 Suspension of Share Transfers**

The Directors may suspend registration of transfers for a specified period at any time, provided the total period of suspension in a calendar year is no more than 20 Business Days.

## **9. MEMBER WARRANTIES**

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### **9.1 General Member Warranties**

Each Member warrants and represents for itself to each of the other Members and the Company, as a condition of holding Shares in the Company that:

- the Company's register, which may be maintained electronically, contains a complete list of the amounts paid (directly or indirectly in the form of an initial subscription of cash in a company that is now a subsidiary company) by that Member on the acquisition of the Shares held by that Member as at the Effective Date;
- the acquisition and holding of Shares is properly authorised by all necessary corporate action by it;
- it has full corporate power and lawful authority to acquire and hold Shares and to perform or cause to be performed all its obligations under this Constitution;
- the terms of this Constitution do not conflict with or result in the breach of or default under the provision of its constitution or any material term or provision of any agreement or any writ, order or injunction, judgment, law, rule or regulation to which it is a party or is subject or by which it is bound; and
- it will comply with all applicable laws, including those relating to crowd-sourced funding (CSF) offers under Part 6D.3A of the Act.

### **9.2 Corporate Member Warranties**

Each Member that is a body corporate warrants and represents for itself to each of the other Members and the Company, as a condition of holding Shares in the Company that:

- it is a body corporate duly incorporated under the law of the place of its incorporation;
- it has power and authority to comply with the terms and conditions set out in this Constitution;
- all necessary meetings have been held and all necessary resolutions passed and all consents obtained to authorise it to be bound by this Constitution and to perform in accordance with its terms; and
- performance in accordance with the terms of this Constitution will not violate:
  - the Member's constitution or any other constituent documents; or
  - any other agreement or document which is binding on it or its assets.

### **9.3 Trustee Member Warranties**

If any Member (Trustee Member) acquires Shares in the capacity as trustee for a trust (Trust), whether or not the other parties have notice of this fact, the Trustee Member agrees with the Company and each other Member that:

- the Trustee Member is liable both personally and in their capacity as trustee of the Trust;
- the Trustee Member will not retire or resign as trustee or appoint a new or additional trustee for the Trust without the written consent of the Company. Such consent must not be unreasonably withheld, provided that the Trustee Member ensures that any new or additional trustee executes a document (in a form reasonably satisfactory to the Board) agreeing to be bound by the terms of this Constitution as though it were the original Trustee Member;
- the Trustee Member has become bound by this Constitution as part of the due and proper administration of the Trust and for the benefit of the beneficiaries or unit holders (as the case may be) of the Trust;
- the Trustee Member has power under the document establishing the Trust to execute and perform the Trustee Member's obligations under this Constitution, and all necessary action has been taken to authorise performance in accordance with this Constitution under that document;
- the Trustee Member has an unrestricted and unlimited right to be fully indemnified out of the assets of the Trust; and
- the Trustee Member will not in any way vary the terms of the Trust without the written consent of the Company.

### **9.4 Electronic Share Certificates**

The Company may issue share certificates electronically, and Members consent to receiving electronic share certificates as permissible under applicable laws and regulations.

## **10. MEMBERS' REPRESENTATIVES**

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A corporation that is a Member (whether as a trustee or otherwise) may appoint in writing to the Company a Member's Representative to attend Meetings and perform other tasks and obligations on behalf of the Member.

An appointment under this clause is valid until such appointment is duly revoked and notice of its revocation is served upon the Company.

Each Member's Representative must:

- be appointed as the agent and representative of their respective Member; and
- perform the tasks and obligations of their respective Member (as agent) that must be performed by a natural person, including but not limited to attendance at Meetings.

## **11. DUTY OF GOOD FAITH & DISCLOSURE OF CONFLICT OF INTEREST**

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Each Member agrees to at all times:

- act in good faith towards each other Member and the Company, and provide each other with full information and truthful explanation of all matters relating to the affairs of the Company;
- act in the best interests of the Company;
- allow the Company to conduct the Business as a commercial venture;
- deal with the Company on open market and arm's length terms; and
- otherwise perform and observe all of the obligations of the Member to be performed or observed under this Constitution.

### **11.1 Disclosure of Conflict of Interest**

Each Member must make a full and complete disclosure in writing to the other Members of the existence, nature, and extent of any conflict of interest or any fact or circumstance likely to result in a conflict of interest that it may have with its duties and obligations under this Constitution or with the affairs and aspirations of the Company forthwith upon becoming aware of such conflict, fact, or circumstance.

In the context of a CSF raise, each Member must also:

- comply with all disclosure requirements under Part 6D.3A of the Act;
- ensure that all disclosures are made electronically if required, in line with the Company's practices for maintaining electronic records and documentation. Each Member must make a full and complete disclosure in writing to the other Members of the existence, nature and extent of any conflict of interest or any fact or circumstance likely to result in a conflict of interest that it may have with its duties and obligations under this Constitution or with the affairs and aspirations of the Company forthwith upon becoming aware of such conflict, fact or circumstance.

## **12. CALLS ON SHARES AND FORFEITURE**

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### **12.1 Calls on Shares**

Subject to the terms on which a Share is issued to a Member:

- The Directors may from time to time make calls on the Members for any money that remains unpaid for the issue of any one or more Shares; and
- Each Member must, within 10 Business Days of the issue of a notice specifying the place and maximum time for payment, pay to the Company the amount called on that Member's Share or Shares under this clause.

The Directors may at any time:

- extend the time allowed to pay; or
- revoke a call

by issue of a notice in writing to the relevant Members.

No call is payable within 20 Business Days after the date fixed for payment under any preceding call in relation to the same Share.

Unless otherwise resolved by the Board, any return of capital made to a Member for a partly-paid Share must first be applied (by way of setoff) in paying up any money that remains unpaid for the issue of that Share.

Notices under this clause may be issued electronically in accordance with the Company's practices for maintaining electronic records and documentation.

## **12.2 Forfeiture of Shares**

In the event that a Member fails to pay any call within the time allowed under this clause, or fails to pay any instalment towards the subscription price of any Share as agreed at the time of application and subscription:

- The Directors may (until the call or instalment is paid in full) serve a notice on that Member requiring the Member to pay the call or instalment together with:
  - any interest accrued thereon at the rate per annum (if any) agreed at the time of application and subscription (Call Rate) (unless waived); and
  - all reasonable expenses of the Company arising from the failure to pay and the process of extracting payment
  - (collectively, Call Default Fees);

The notice must set out:

- a time and place (at least 10 Business Days after the date of that notice) for payment;
- the amount of the call or instalment; and
- the amount of interest and expenses (if any) to be paid
- and state that a failure to pay that amount renders the Share subject to the unpaid call or instalment liable to be forfeited;

For non-compliance by the Member with the terms of the notice:

- the relevant Share may be forfeited by a Simple Majority Vote of the Directors;
- the forfeiture includes any Dividends declared but remaining unpaid for that Share at the time of the forfeiture; and
- an entry of the forfeiture and the date thereof must thereafter be entered into the register of Members;

A forfeited Share is deemed to be the property of the Company, and the Directors may deal with that Share as they think fit;

Any Member whose Share has been forfeited remains liable for the payment of all calls and instalments, interest and expenses owing for that Share, and the outstanding amount accrues interest at a rate per annum agreed at the time of application and subscription (if any), and in the absence of such agreement, at the

Standard Rate (Call Default Rate) until payment in full of those amounts. The Directors may enforce the payment of this amount but are not under any obligation so to do; and

Subject to the Law, the forfeiture of a Share results in the complete extinction of all interests and claims and demands against the Company for that Share, and all other rights provided for herein for that Share.

### **12.3 LIEN OVER SHARES**

Subject to this clause and the Law, the Company has a first lien on:

- Every Share of a Member (not being a fully paid Share) for all money called or payable for that Share, and any Dividends declared hereon; and
- All Shares (other than a fully paid Share) registered in the name of a single person for all money presently payable by that person or that person's estate to the Company.

The Directors may at any time and from time to time declare any Share to be wholly or in part exempt from the provisions of this clause.

## **13. GENERAL MEETINGS**

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### **13.1 Convening Of General Meeting**

The Directors:

- May, whenever they think fit, convene a general meeting of the Members of the Company; and
- Must, on the requisition of Members representing not less than 5% of the total voting rights in the Company at the date of that requisition, forthwith proceed to convene a general meeting of the Members of the Company.

The following provisions have effect in relation to each requisition made under this clause:

- The requisition must:
  - State the objects of the meeting and must be signed by the persons calling the meeting and be deposited at the registered office of the Company; and
  - May consist of several documents in like form, each signed by one or more of the persons calling the meeting;
  - If the Directors do not within 15 Business Days after receipt of the requisition proceed to convene the meeting, the persons calling the meeting may convene the meeting. However, the meeting must be held not later than 65 Business Days from the date of the requisition;
  - If a resolution is to be proposed as a Special Majority Vote, the Directors are deemed not to have duly convened the meeting if they do not give the notice required by the Law; and
  - So far as possible, every meeting convened under this clause by the persons calling the meeting must be convened in the same manner as general meetings are convened by the Directors.

### **13.2 Cancellation of General Meetings**

The Directors may cancel a general meeting convened by them.

The Directors may cancel a general meeting convened by a Member or Members in accordance with the Law if they have received from that Member or Members a signed notice withdrawing their request for the meeting.

### **13.3 Notice of General Meetings**

In every notice calling a general meeting of the Company there must appear, with reasonable prominence, a statement that a Member entitled to attend and vote is entitled to:

- Appoint one or more proxies to attend and vote instead of that person and that a proxy need not also be a Member; or
- Submit a Direct Vote.

All notices and other communications relating to a general meeting that any Member is entitled to receive must also be sent to the auditors of the Company for the time being (if there is one).

Notices under this clause may be issued electronically in accordance with the Company's practices for maintaining electronic records and documentation.

### **13.4 Proceedings at General Meetings**

No business may be transacted at any meeting unless a quorum is present.

A quorum is constituted by Members holding not less than 5% of the total voting rights in the Company that may be cast at that meeting (whether in person, by proxy, by Direct Vote or by a duly authorised representative of a corporation).

### **13.5 Right of Non-Members to Attend General Meeting**

The Chair may invite any person who is not a Member to attend and address a general meeting, including a Director, auditor or Secretary.

### **13.6 Technology**

The Company may hold a meeting of members at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate in the meeting.

### **13.7 Chair of General Meetings**

The Chair of meetings of Directors is also the Chair of a general meeting.  
If:

- there is no Chair;
- the Chair is unwilling to act as chair; or
- the Chair is not present within 30 minutes after the time appointed for the general meeting to be held,
- the Directors may choose another Director to be chair of the meeting. If the



Directors fail to do so, or all Directors present decline to be Chair, the Members who are present may choose one of them to be Chair of the Meeting.

The Chair's rulings on any matter relating to the order of business, procedure and conduct of the general meeting are, if made in good faith, final. No motion of dissent from a ruling by the Chair will be accepted.

### **13.8 Business at General Meetings**

All business must be considered and resolved by way of an Ordinary Resolution, unless required to be considered and resolved by way of either a Special Majority Vote or a Unanimous Decision under a term of this Constitution or by the Law.

Subject to this Constitution and the requirements of the Law, a resolution is taken to be carried if the requisite number of qualifying votes is passed in favour of it.

### **13.9 Voting at General Meetings**

Subject to the rights attaching to any particular class of Shares, the voting rights attached to each Share are as set out in this clause:

- On a show of hands, every Member holding one or more Shares, who (being an individual) is present in person, by proxy or by Direct Vote, or (being a corporation) is present by a duly authorised representative, by proxy or by Direct Vote, has 1 vote; and
- On a poll, every Member holding one or more Shares or who (being an individual) is present in person, by proxy or by Direct Vote or (being a corporation) is present by a duly authorised representative, by proxy or by Direct Vote, has 1 vote for each such Share of which he is the holder.

Unless a poll is demanded by the Chair, or by a Member entitled to vote at the meeting (before or on the declaration of the result of a show of hands):

- A resolution put to vote is decided on a show of hands;
- The Chair must make a declaration that a resolution has been carried or carried by a particular majority or lost or not carried by a particular majority; and
- An entry to that effect in the record of proceedings of the Company is conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of or against the resolution.

In the case of joint holders:

- The vote of the senior holder who tenders a vote, whether in person, by Direct Vote or by proxy, must be accepted to the exclusion of the votes of the other joint holders. For this purpose, seniority is to be determined by the order in which the names stand in the register of Members; and
- Several executors or administrators of a deceased member in whose name any Share stands are, for the purpose of this clause, deemed joint holders thereof.

Before taking a vote on a resolution at a general meeting, the Chair must inform the meeting whether any proxy votes or Direct Votes have been received and how any proxy votes or Direct Votes are to be cast.

A Member who is of unsound mind or whose person or estate is dealt with under any law relating to mental health or insolvency may vote whether on a show of hands or on a poll by his committee or by the Public Trustee or by the person (if any) who properly has the management of his affairs or estate. Any committee trustee or other person may vote by proxy or attorney.

A Member is not entitled to be present or to vote at a general meeting unless all calls and other amounts payable at the time of the meeting for Shares held by the Member have been paid in full.

A challenge to a person's entitlement to vote at a general meeting or to the validity of a vote made at that meeting may only be raised at that meeting. The Chair must determine any dispute as to the admission or rejection of a vote and if made in good faith that determination is final and conclusive.

### **13.10 Taking of Polls**

A demand of a poll:

- Does not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded;
- May be withdrawn before the poll is taken; and
- On a question of adjournment must be taken at the meeting without adjournment. A poll properly demanded must be taken:
- In the manner and at the time and place that the Chair of the meeting directs; and
- Either at once or after an interval or adjournment.

The result of the poll is deemed to be the resolution of the meeting at which the poll was demanded.

### **13.11 Adjournment of Meetings**

If a quorum is not present within 30 minutes after the time appointed for the meeting:

- If the meeting has been called upon a requisition of Members – the meeting must be dissolved; or
- In any other case – the meeting must stand adjourned to:
  - The same day in the next week at the same time and place; or
  - The other day and time and place (if any) that the Directors decide and notify the Members of at that adjourned meeting

(as the case may be) and a quorum of any two Members present at the adjourned meeting (in person or by proxy) constitutes a quorum and may transact the business for which the meeting was called.

The Chair of a general meeting may, with the sanction of the meeting, adjourn the meeting

from time to time and from place to place. However, no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

### **13.12 Failure to Send Notice of Meeting**

An accidental omission to send a notice of a general meeting (including a proxy appointment form) or the postponement of a general meeting to any Member, or the non-receipt of a notice (or form) by any Member, does not invalidate the proceedings at or any resolution passed at the general meeting.

### **13.13 Chair may Refuse Admission**

The Chair of a general meeting may refuse admission to a person, or require a person to leave and not return to, a meeting if the person causes, or is likely to cause (in the reasonable opinion of the Chair) any disruption to the meeting.

### **13.14 Written Resolutions**

The Company may pass a resolution without a general meeting being called or held if the resolution is set out in a document if the Company has:

- only 1 member, signed in the manner set out in section 249B of the Law; or
- more than 1 member, signed in the manner set out in section 249A of the Law.

The Company may treat a document on which a facsimile or electronic signature appears or which is otherwise acknowledged by a member in a manner satisfactory to the Board as being signed by that member.

## **14. MEMBER PROXIES**

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### **14.1 Appointment of Proxy**

A Member may appoint a proxy or attorney.

The Member, the Member's attorney or the corporation Member's representative must sign the appointment of a proxy.

The appointment of a proxy is valid if it is in the form of the Pro-forma Proxy Form contained in the Schedule or it contains the information which the Law requires it to contain. This may include:

- the name and address of the Member;
- the name of the Company;
- the proxy's name or the name of the proxy's office; and
- the meetings (or meetings) at which the proxy is to be used.

A Member who is entitled to cast 2 or more votes may appoint no more than 2 proxies. A proxy does not have to be a Member of the Company. If a Member appoints 2 proxies, neither can vote on a show of hands. If the appointment does not specify what proportion of votes each is to be proxy for, each may exercise one half of the Member's voting rights. A fraction of a vote is to be disregarded.

An appointment is not invalid merely because it does not specify all this

information. An appointment may be a standing appointment.

An appointment for a meeting is valid for an adjournment of that meeting.

#### **14.2 Revocation of Appointment**

A Member who has appointed a proxy may revoke the appointment at any time by giving the Company written notice.

An appointment is not revoked by the Member attending and taking part in a general meeting. However, if the Member votes on a resolution, the proxy or other person appointed to exercise a Member's voting rights is unable to vote.

#### **14.3 Form of Proxy**

**Schedule B** contains a valid form of proxy as at the Effective Date.

#### **14.4 Lodgement of Proxies**

Unless otherwise approved by the Chair of Directors, a proxy, power of attorney or other authority to exercise a Member's voting rights at a general meeting is not to be treated as valid unless notice of it is received by the Company at its registered office (or another place specified in the notice of meeting) at least 24 hours before the time the meeting (or adjourned meeting) at which it is to be exercised is due to commence.

The proxy or power of attorney must be accompanied by the authority under which the proxy was signed or a certified copy of the power of attorney. Faxed documents are acceptable.

#### **14.5 Rights of Proxies**

A proxy or other person appointed to exercise a Member's voting rights has the same rights as the Member to speak and vote at a general meeting. Those rights are suspended while the Member is personally present at the meeting.

The proxy or other person must vote on a resolution in accordance with any direction in the appointment.

If there is no direction, and the person is separately entitled to vote on the resolution, the person may vote on it for the Member as he or she thinks fit.

If there is no direction, and the person is *not* separately entitled to vote on the resolution, he or she must abstain from voting on it.

A proxy or other person appointed to exercise a Member's voting rights may demand or join in a demand for a poll.

#### **14.6 Votes by Proxy Remain Valid**

A vote by proxy, power of attorney or other authority is valid despite any of the following:

- the death of the Member or the Member ceasing to have mental capacity;
- the bankruptcy or liquidation of the Member;
- the revocation of the proxy, power of attorney or other authority;

- the transfer of the Share for which the vote was cast.

This does not apply if the Company receives notice of the relevant fact at its registered office at least 24 hours before the commencement of the meeting (or adjourned meeting) at which the vote is to be cast.

#### **14.7 Proxy of Joint Holders**

The vote of a proxy appointed by all the joint holders of a Share is to be counted to the exclusion of a vote by any other proxy of any of the joint holders.

#### **14.8 Chair may require Evidence**

The Chair of a general meeting may require a person acting as a proxy for a Member to establish that he or she is the person named in the lodged proxy. If the person cannot do so, he or she may be excluded from voting as proxy for the Member.

### **15. MEMBER DIRECT VOTING**

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#### **15.1 One Vote**

If a Member casts a Direct Vote on a particular resolution they are taken to have revoked the authority of a previously authorised proxy to vote on their behalf on that resolution.

#### **15.2 Priority of Votes**

If a Member attempts to cast more than one vote on a particular resolution for the same share, only the last vote received by the Company is to be taken to have been cast, irrespective of whether the vote is by way of Direct Vote or proxy.

#### **15.3 Direct Votes**

For the above a Member is entitled to cast a Direct Vote prior to a general meeting.

Every Member who is entitled to attend a general meeting is entitled to cast a Direct Vote.

#### **15.4 Direct Voting Instrument**

The Member, the Member's attorney or the corporation Member's representative must sign the Direct Vote.

A Direct Vote includes any form of vote that the Directors may prescribe or accept including by any electronic means.

#### **15.5 Lodgement of Direct Vote**

Unless otherwise approved by the Chair of Directors, a Direct Vote is not treated as valid unless the following is received by the Company at its registered office (or another place specified in the notice of meeting) at least **24 hours** before the time of the meeting (or adjourned meeting) at which it is to be utilised:

- notice of the Member's voting intention, and
- any authority or power under which the Direct Vote was signed or a certified copy of that power or authority.

## **15.6 Form of the Direct Vote**

A notice of a voting intention is valid if it contains the following information:

- the Member's name and address or any applicable identifying notations such as the holder identification number or similar approved by the Directors or specified in the notice of meeting; and
- the Member's voting intention on any or all of the resolutions to be put before the meeting.

## **15.7 Validity**

A vote cast by Direct Vote is valid despite any of the following:

- the death of the Member or the Member ceasing to have mental capacity;
- the bankruptcy or liquidation of the Member;
- the revocation of the Direct Vote; or
- the transfer of the Share for which the Direct Vote was cast.

This does not apply if the Company receives notice of the relevant fact at its registered office at least 24 hours before the commencement of the meeting (or adjourned meeting) at which the Direct Vote was to have been cast.

## **15.8 Chairman's Decision**

The Chair's decision as to whether a Direct Vote is valid is conclusive.

## **15.9 Attendance by Member who has Cast Direct Vote**

A person who has cast a Direct Vote is entitled to attend the meeting. The Member's attendance cancels the Direct Vote. This is unless the Member instructs the Company or at its instruction the Company's share registry otherwise.

## **15.10 Count**

If a vote is taken at a meeting on a resolution on which a Direct Vote is cast, the Chair of the meeting must:

- on a vote by show of hands, count each Member who has submitted a Direct Vote for or against the resolution in accordance with their Direct Vote, and
- on a poll, count the votes cast by each Member who has submitted a Direct Vote directly for or against the resolution, by the number of shares held by each Member.

## **15.11 Certificate of Direct Votes Cast**

The Chair of a meeting must ensure that a certificate signed by the Company Secretary of Direct Votes received is available at the meeting ahead of any vote being taken.

## **16. MEETINGS OF A CLASS OF SHARES**

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The provisions of this Constitution relating to general meetings shall apply mutatis mutandis to a meeting of a distinct class of shareholders. Notices for such meetings may be issued electronically in accordance with the Company's practices for maintaining electronic records and documentation.

## **17. APPOINTMENT AND REMOVAL OF DIRECTORS**

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### **17.1 Board of Directors**

The Board consists of:

- A minimum of 1 Director; and
- A maximum of 5 Directors

unless otherwise varied by a Special Majority Vote of Members.

The Directors may act, notwithstanding any vacancy in their body. However, if and so long as their number of Directors is reduced below the number fixed by or for this Constitution as the necessary quorum of Directors, the continuing Directors or Director may act for no other purposes other than to:

- Increase the number of Directors to the minimum following this Constitution and the Law; or
- Call a general meeting of the Company's Members.

### **17.2 Appointment and Removal of Directors**

Subject to this Constitution and the Law, the Company in general meeting may by a Simple Majority Vote:

- Appoint any person to be a Director of the Company;
- Fix his qualifications and remuneration;
- Fix the maximum and minimum number of Directors that must retire by rotation and (if retirement by rotation is required) the order of that rotation;
- Provide for the filling up of casual vacancies and fix the quorum of Directors; and
- Remove any person as a Director of the Company.

### **17.3 Casual Vacancies**

Subject to the other provisions of this Constitution, the Directors holding office from time to time for another provision of this Constitution may appoint a Director to fill a casual vacancy (**Interim Director**).

An Interim Director ceases to be a director 12 calendar months after the date of Interim Director's appointment, unless the appointment is confirmed by the Members following the other provisions of this Constitution.

### **17.4 Board Appointed Directors**

The Directors holding office from time to time may, by way of a Unanimous Decision, appoint any one or more other persons to be a Director of the Company (**Board Appointed Director**).

A Board Appointed Director (duly appointed for this clause) holds office only until the earlier of:

- the date set in the resolution of the Nominated Directors; and
- the expiry of 18 calendar months of the date of appointment

at which time the Directors may, at their election, reappoint the Board Appointed Director.

### **17.5 Director Qualifications**

Each Director is not:

- required to hold any Share qualification;
  - subject to retirement by rotation; or
  - subject to removal
- other than by following the provisions of this Constitution.

### **17.6 Directors' Undertakings**

Each Director must, and each Member must procure that each Director:

- conduct the Business with sound and good management practice and the highest ethical standards;
- not use any Confidential Information in any way that is reasonably likely to damage the Company, its Business or the Members; and
- take all reasonable precautions to protect the Confidential Information.

### **17.7 Directors' Fees and Expenses**

The Company must pay for the services of the Directors:

- to each of the Directors a Director's fee as determined by a Simple Majority Vote of the Members in each year. If any Director does not occupy his position as a director for a full year, he may only receive that proportion of his annual fee which corresponds with the proportion of the year for which he actually occupied his position; and
- to each Director, monthly in arrears, all out-of-pocket expenses properly incurred by that Director in the performance of his duties as a director (together with GST where applicable).

If a Director at the request of the Directors performs special duties for the Company which in the opinion of the Directors are outside the scope of the ordinary duties of a Director, the Company may remunerate that Director as determined by the Directors in addition to that Director's remuneration under this clause.

### **17.8 Director's Interests and Conflicts**

A Director must give the Board notice of any material personal interest in a matter that relates to the affairs of the Company (Conflict Notice). A Director may give a general Conflict Notice to the Company that he or she is an officer or member of a specified corporation or firm, or has an interest in it in some other form or way, and:

- The Conflict Notice must set out the nature and extent of the Director's interest; and



- The Conflict Notice is effective on all subsequent occasions as a disclosure of the Director's interest in a matter involving the Company and that corporation or firm, but only if the Director's interest at the time of first consideration of the matter is no greater than as stated in the general Conflict Notice.

Subject to a contrary Simple Majority Vote of the Members of the Company or any provision of the Law or this Constitution, a Director may:

- hold any office or place of profit in the Company, except that of auditor;
- hold any office or place of profit in any other company, body corporate, trust or entity promoted by the Company or in which it has an interest of any kind;
- enter into any contract or arrangement with the Company;
- participate in any association, institution, fund, trust or scheme for past or present employees of the Company or Directors or persons dependent on or connected with them;
- act in a professional capacity (or be a member of a firm which acts in a professional capacity) for the Company, except as auditor;
- participate in, vote on and be counted in a quorum for any meeting, resolution or decision of the Directors and may be present at any meeting where any matter is being considered by the Directors;
- sign or participate in the execution of a document by or on behalf of the Company; and
- do any of the above despite the fiduciary relationship of the Director's office:
  - without any liability to account to the Company for any direct or indirect benefit accruing to the Director; and
  - without affecting the validity of any contract or arrangement.

A reference to the Company in this this clause is also a reference to each Related Body Corporate of the Company. If a Director complies with the Law and this Constitution in relation to disclosing an interest:

- the Director may vote on whether the Company enters into the contract or arrangement;
- the contract or arrangement may be entered into by the Company;
- the Director may participate in the execution of the contract; and
- the Director may vote on matters involving the contract.

## **17.9 Retirement and Vacancy of Office**

A Director may retire from office by giving written notice to the Company at its

registered office. The resignation is effective at the time stated in the notice, provided it is after the time the notice was given. If not, the notice is effective immediately it is given.

The office of a Director is automatically vacated if the Director:

- ceases to be a Director by virtue of the provision of this Constitution or the Law;
- becomes bankrupt or makes any arrangement or composition with his creditors generally;
- becomes prohibited from being a Director by reason of any order made under the Law;
- becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- is absent from meetings of the Directors for more than 6 calendar months without the permission of the Directors; or
- is directly or indirectly interested in any contract or proposed contract with the Company and fails to declare the nature of his interest in the manner required by this Constitution or the Law.

## **18. POWERS AND DUTIES OF DIRECTORS**

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### **18.1 Directors to Manage Company**

The Business of the Company is to be managed by the Directors acting as a Board, who may exercise all powers of the Company that are not, by the Law or by this Constitution, required to be exercised by the Company in general meeting.

### **18.2 Management Principles**

The business of the Company is to be managed by the Directors following the management principles adopted by the Directors and applying from time to time.

### **18.3 Specific Powers of Directors**

Without limiting the generality of the above subclause 17.1, but subject to subclause 17.2, the Directors may exercise all the powers of the Company to:

- Borrow or raise money;
- Charge any property or business of the Company or all or any of its uncalled capital; and
- Issue debentures or give any other security for any debt, liability or obligation of the Company, or of any other person.

### **18.4 Appointment of Attorney**

The Directors may, by power of attorney, appoint any person or persons to be the attorney or attorneys of the Company for the purposes and with the powers, authorities and discretions vested in or exercisable by the Directors for such period and subject to such conditions as they think fit.

The entrusting of a power to a person does not exclude the exercise of that power

by the Directors themselves.

### **18.5 Provisions in Power of Attorney**

A power of attorney granted under this clause may contain such provisions for the protection and convenience of persons dealing with the attorney as the Directors think fit and may also authorise the attorney to delegate (including by way of appointment of a substitute attorney) all or any of the powers, authorities and discretions vested in the attorney.

### **18.6 Appointment of Managing Director (or Chief Executive Office) and Other Officers**

The Directors may appoint one or more of themselves to the office of managing director or chief executive officer (**Managing Director**) or to any other office (except auditor), or any position of employment with the Company for the period and on the terms they think fit.

If more than one Managing Director has been appointed at a particular time, they hold office jointly.

The clauses in this Constitution that apply in relation to the resignation, disqualification and removal of a Director apply to the Managing Director with any necessary qualifications.

The Directors may remove the Managing Director from office, but only following the Company's contract of employment with that person.

### **18.7 Conferral of Powers on Managing Director and Executive Directors**

The Directors may:

- Confer on a Managing Director or an Executive Director such of the powers exercisable by them, on such terms and conditions and with such restrictions, as they think fit; and
- Withdraw or vary any of the powers conferred on a Managing Director or an Executive Director.

### **18.8 Powers of Delegation**

The powers of delegation expressly or impliedly conferred by this Constitution on the Directors are conferred in substitution for, and to the exclusion of, the power conferred by section 198D of the Law.

## **19. POWERS AND DUTIES OF MANAGING DIRECTOR**

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### **19.1 Overriding Responsibility of Managing Director**

Subject to the other provisions of this Constitution, the Managing Director appointed from time to time is responsible for the day-to-day management of the Business following and subject to any contract entered into between the Managing Director and the Company in connection with the Business.

## **19.2 Specific Responsibilities of Managing Directors**

Subject to, and without limiting the terms on which the Managing Director is appointed from time to time, the Managing Director must:

- see to the proper execution and administration of the day-to-day management of the Business following the directions of the Board;
- provide the Board with reports and results of operations for the Business with such frequency as the Board shall determine from time to time;
- keep true and correct books and records for the Company and its dealings;
- only incur expenditures and obligations for the programs, guidelines and budgets approved by the Board from time to time;
- maintain possession and control of all property, assets and rights of the Company;
- maintain appropriate insurances for the property, assets and rights of the Company and the activities conducted or carried out by the Company;
- promptly carry out instructions and directions given by the Board from time to time; and
- otherwise do all such things as may from time to time be necessary or advisable for the orderly and efficient conduct of the Business of the Company.

## **20. PROCEEDINGS OF DIRECTORS**

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### **20.1 Directors' Meetings**

The Directors may meet together for the dispatch of business and adjourn and otherwise regulate their meetings as they think fit.

### **20.2 Director may Convene a Meeting**

A Director may at any time, and the Secretary must on the written request of a Director, convene a meeting of the Directors.

### **20.3 Quorum for Directors' Meeting**

A quorum of the Board is no less than 50% of the Directors appointed at any time and from time to time present in person or by their alternates.

### **20.4 Remaining Directors may Act**

The continuing Directors may act despite a vacancy in their number. If their number is reduced below the minimum fixed by this clause, the continuing Directors may, except in an emergency, act only for the purpose of:

- filling vacancies to the extent necessary to bring their number up to that minimum; or
- to convene a general meeting.

### **20.5 Questions at Board Meetings**

All questions arising at a meeting of Directors must be considered and resolved by way of a , unless required to be considered and resolved by way of either a Special Majority Vote or a Unanimous Decision under a term of this Constitution or by the Law.

Subject to this Constitution and the requirements of the Law, a resolution is

taken to be carried if the requisite number of qualifying votes is passed in favour of it.

## **20.6 Alternate Director or Proxy and Voting**

A person who is present at a meeting of Directors as an Alternate Director or as a proxy for another Director has one vote for each absent Director who would be entitled to vote if present at the meeting and for whom that person is an Alternate Director or proxy and, if that person is also a Director, has one vote as a Director in that capacity.

## **20.7 Chair of Directors**

The Directors may elect one of their number as Chair of their meetings and may also determine the period for which the person elected as Chair is to hold office.

The Chair may invite any person who is not a Director to attend and address a meeting of Directors, including the auditor.

## **20.8 Absence of Chair at Directors' Meeting**

If a Directors' meeting is held and:

- a Chair has not been elected under this clause; or
  - the Chair is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,
- the Directors present must elect one of their number to be a Chair of the meeting.

## **20.9 Director Attending and Voting By Proxy**

A Director may participate in and vote by proxy at a meeting of the Directors if the proxy:

- is another Director; and
- has been appointed in writing signed by the appointor.

The appointment may be general or for one or more particular meetings. A Director present as a proxy for another Director who would be entitled to vote if present at the meeting has one vote for the appointor and one vote in their own capacity as a Director.

## **20.10 Circulating Resolutions**

The Directors may pass a resolution without a Directors' meeting being held if all of the Directors entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy. The resolution is passed when the last Director signs.

## **20.11 Validity of Acts of Directors**

All acts done at a meeting of the Directors or of a Committee, or by a person acting as a Director are, even if it is afterwards discovered that:

- there was a defect in the appointment or continuance in office of a person as a

Director or of the person so acting; or

- a person acting as a Director was disqualified or was not entitled to vote, as valid as if the relevant person had been duly appointed or had duly continued in office and was qualified and entitled to vote.

The resolutions passed at a meeting of Directors for which notice was not given to all Directors, and actions taken to implement those resolutions, are nonetheless valid if each Director who was not given notice later agrees to waive the receipt of that notice.

## **20.12 Minutes of Meetings**

The Directors must keep minutes of any meetings following the Law. They must record each of the following:

- the names of Directors and Alternate Directors present at each meeting of Directors;
- all orders, resolutions and proceedings of meetings of Directors; and any matter that the Law requires to be recorded in the books of the Company. This includes declarations and notices of interest made and given by a Director.

The Chair of the meeting, or of the next meeting, must sign the minutes as a true and correct record of the meeting. The Chair's signing of the minutes is sufficient evidence of anything recorded and of the regularity of what was done at the meeting.

If there is only one director of the Company, he or she must record:

- all orders and resolutions made; and
- any matter that the Law requires to be recorded in the books of the Company. This includes declarations and notices of interest made and given by the Director.

## **21. COMMITTEES OF THE BOARD**

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### **21.1 Delegation to Committees**

The Directors may delegate any of their powers, other than powers required by law to be dealt with by Directors as a board, to a Committee or Committees consisting of one or more of their number as they think fit.

### **21.2 Powers Delegated to Committees**

A Committee to which any powers have been delegated under subclause 1 must exercise those powers following any directions of the Directors.

### **21.3 Audit and Remuneration Committees**

Without limiting subclause 1, the Board may constitute:

- an Audit Committee to:
- appoint and administer an independent auditor and
- to review reports from management and the auditors on accounting and internal control matters; and
- a Remuneration Committee to determine the emoluments from time to time

of the Company's employees.

#### **21.4 Chair of Committee**

The members of a Committee may elect one of their number as Chair of their meetings. If a meeting of a Committee is held and:

- a Chair has not been elected; or
  - the Chair is not present within 10 minutes after the time appointed for the holding of the meeting or is unable or unwilling to act,
- the members involved may elect one of their number to be Chair of the meeting.

#### **21.5 Meetings of Committee**

A Committee may meet and adjourn as it thinks proper.

Questions arising at a meeting of a Committee are to be determined by a majority of votes of the members of the Committee present and voting.

If an equality of votes the Chair of the meeting has a casting vote, unless only two members of the Committee are present and entitled to vote at the meeting on the question.

The rules applying to the minutes of meetings of Directors and their signing apply, with any necessary changes, to the minutes of meetings of a Committee. If a Committee consists of only one Director, a minute signed by that Director recording a decision by that one Director as that Committee is a minute of that Committee.

## **22. ALTERNATE DIRECTORS**

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### **22.1 Appointment of Alternate Director**

Subject to the Law, a Director may appoint a person approved by a majority of the other Directors to be an Alternate Director in the Director's place during such period as the Director thinks fit. The appointment must be in writing and delivered to the Company.

### **22.2 Alternate Director and Meetings**

An Alternate Director is entitled to notice of all meetings of the Directors and, if the appointor does not participate in a meeting, the Alternate Director is entitled to participate and vote in the appointor's place.

### **22.3 Alternate Director's Powers**

An Alternate Director may exercise all the powers of the appointor except the power to appoint an Alternate Director and, subject to the Law, may perform all the duties of the appointor except to the extent that the appointor has exercised or performed them.

### **22.4 Alternate Director Responsible for Own Acts and Defaults**

Whilst acting as a Director, an Alternate Director:

- is an officer of the Company and not the agent of the appointor; and
- is responsible to the exclusion of the appointor for the Alternate Director's own acts and defaults.

## **22.5 Alternate Director and Remuneration**

An Alternate Director is not entitled to receive from the Company any remuneration or benefit.

## **22.6 Termination of Appointment of Alternate Director**

The appointment of an Alternate Director may be terminated at any time by the appointor even if the period of the appointment of the Alternate Director has not expired, and terminates in any event if the appointor ceases to be a Director.

The other Directors may immediately terminate the appointment of an Alternate Director, or suspend their appointment, by a Simple Majority Vote of Directors, after giving the appointor reasonable written notice.

An Alternate Director may resign by giving the Company written notice at its registered office. The resignation takes effect immediately the notice is given.

## **22.7 Appointment or Termination in Writing**

An appointment, or the termination of an appointment, of an Alternate Director must be effected by a notice in writing signed by the Director who makes or made the appointment and delivered to the Company.

## **22.8 Alternate Director and Number of Directors**

An Alternate Director is not to be taken into account separately from the appointor in determining the number of Directors.

# **23. ASSOCIATE DIRECTORS**

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## **23.1 Appointment**

The Board may from time to time appoint any person to be an Associate Director and may from time to time terminate such appointment.

## **23.2 Powers and Duties**

The Board may from time to time determine the powers, duties, responsibilities and remuneration (if any) of any person appointed to the role of Associate Director.

## **23.3 Qualifications and Rights**

A person appointed as an Associate Director is not required to hold any shares to qualify that person for the appointment, but except by the invitation and with the consent of the Board, does not have any right to attend or vote at any meeting of Directors.



## **24. SECRETARY**

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### **24.1 Appointment of Secretary**

The Company may have at least one Secretary who is to be appointed by the Board.

### **24.2 Suspension and Removal of Secretary**

The Directors may suspend or remove a Secretary from that office.

### **24.3 Powers, Duties and Authorities of Secretary**

A Secretary holds office on the terms and conditions (including as to remuneration) and with the powers, duties and authorities, as determined by the Directors. The exercise of those powers and authorities and the performance of those duties by a Secretary is subject at all times to the control of the Directors.

Unless the Directors decide otherwise, the Secretary is also to act as the Company's Public Officer.

## **25. DEALINGS BETWEEN COMPANY AND OFFICERS**

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### **25.1 Indemnity**

The Company may indemnify any current or former Director, Secretary, or executive officer of the Company or of a subsidiary of the Company out of the property of the Company against:

- every liability incurred by the person in that capacity (except a liability for legal costs); and
- all legal costs incurred in defending or resisting (or otherwise in connection with) proceedings, whether civil or criminal or of an administrative or investigatory nature, in which the person becomes involved because of that capacity,

except to the extent that:

- the Company is forbidden by statute to indemnify the person against the liability or legal costs; or
- an indemnity by the Company of the person against the liability or legal costs would, if given, be made void by statute.

### **25.2 Insurance**

The Company may pay or agree to pay, whether directly or through an interposed entity, a premium for a contract insuring a person who is or has been a Director, Secretary, or executive officer of the Company or of a subsidiary of the Company against liability incurred by the person in that capacity, including a liability for legal costs, unless:

- the Company is forbidden by statute to pay or agree to pay the premium; or

- the contract would, if the Company paid the premium, be made void by statute.

### **25.3 Agreements**

The Company may enter into an agreement with a person referred to in this clause with respect to the matters covered by those clauses. An agreement entered into for this clause may include provisions relating to rights of access to the books of the Company conferred by the Law or otherwise by law.

## **26. BUSINESS PLAN**

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### **26.1 Adoption Of Business Plan**

Unless otherwise resolved by the Board, as soon as is practical after the date hereof, the Board must consider and adopt a business plan setting out how the Company is to conduct the Business with a view to achieving the short, medium, and longer-term objectives of the Company and its Members (Business Plan).

### **26.2 Preparation of Business Plan**

Unless otherwise resolved by the Board, at least 3 calendar months prior to the beginning of each financial year, the Managing Director must prepare and distribute to the Board for its approval an update to the Business Plan.

### **26.3 Conduct of Business under the Business Plan**

The Board (and the Managing Director) must, so far as is practical, conduct the Business in accordance with the Business Plan (as adopted or approved by the Board from time to time).

## **27. ANNUAL BUDGET**

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### **27.1 Adoption of Budget**

Unless otherwise resolved by the Board, at least one calendar month prior to the beginning of each financial year, the Managing Director must prepare and distribute to the Board for its approval an annual budget setting out, for the coming financial year, all matters necessary or appropriate to give the Members and Board a true and fair view of the current and anticipated future financial position of the Company.

### **27.2 Position Pending Approval of Annual Budget**

If the Board does not approve the annual budget prepared in accordance with subclause 26.1 at least 5 Business Days prior to the commencement of the financial year to which the annual budget relates, the annual budget for the previous financial year (excluding any extraordinary and non-recurring items) will be the annual budget for the forthcoming financial year until an annual budget for the forthcoming financial year is approved by the Board.

## **28. OPERATION OF COMPANY BANK ACCOUNTS**

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### **28.1 Bank Account**

The bank account or accounts of the Company must be those established by the Managing Director (or their nominee) and nominated and approved by resolution of the Directors (Bank Account).

### **28.2 Receipt of Company Monies**

All monies of the Company:

- Received by a Director or member of staff must be paid forthwith into the Bank Account; and
- Must be receipted in the Company name and on the Company form of receipt bearing the Company's name

unless the Directors resolve otherwise at a Board meeting.

### **28.3 Signing of Cheques**

The Directors may determine the manner in which and persons by whom cheques, promissory notes, bankers' drafts, bills of exchange and other negotiable instruments, and receipts for money paid to the Company, may be signed, drawn, accepted, endorsed or otherwise executed.

### **28.4 Operation of Bank Account**

Unless otherwise resolved by the Board in a meeting of the Board, the Bank Account of the Company must be operated jointly by the Board.

## **29. DIVIDENDS**

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### **29.1 Payment of Dividend**

Subject to the Law and any special rights or restrictions applicable to any Shares, the Directors may declare and pay Dividends on:

- Shares; or
- any individual class of Shares

that appear to them to be justified.

Without limiting the above, the Directors may declare and pay Dividends if:

- the Company's assets exceed its liabilities immediately before the Dividend is declared, and the excess is sufficient to pay the Dividend;
- the payment of the Dividend is fair and reasonable to the Company's shareholders as a whole; and
- the payment of the Dividend does not materially prejudice the Company's

ability to pay its creditors.

If there is more than one class of Shares on issue, the Directors may, subject to the rights of any particular class of Shares on issue:

- declare and pay a Dividend on one class of Shares to the exclusion of another class of Shares; or
- declare and pay a Dividend on one class of Shares at a different rate from that on another class of Shares.

## **29.2 Apportioning Dividends**

Subject to any special rights or restrictions applicable to any Shares, Dividends are to be credited or paid for particular Shares according to the amounts paid or credited on the Shares.

Amounts paid before a call has been made are to be ignored.

If the amount paid or credited on a Share changed during the relevant period, the Dividend on that Share will be credited or paid proportionally to the amounts paid or credited on the Share for the relevant portions of that period.

If a Share is issued on the basis that it will rank for Dividends as from a particular date, it will rank from that date.

## **29.3 Reserves and Profits Carried Forward**

The Directors may:

- set aside out of the profits of the Company such sums as they think proper as a reserve, to be applied, at the discretion of the Directors, for any purpose for which the profits of the Company may be properly applied; and
- carry forward so much of the profits remaining as they consider ought not to be distributed without transferring those profits to a reserve.

Pending application, any sum set aside as a reserve may, at the discretion of the Directors, be used in the business of the Company or be invested as the Directors think fit.

## **29.4 Deductions from Dividends**

The Directors may deduct from any Dividend payable to, or at the direction of, a Member all sums of money (if any) presently payable by that Member to the Company on account of calls or otherwise in relation to Shares in the Company.

## **29.5 Distribution of Specific Assets**

When resolving to pay a Dividend, the Directors may:

- resolve that the Dividend be satisfied either wholly or partly by the distribution of specific assets to some or all of the persons entitled to the Dividend, (including fully paid Shares in or debentures of the Company, or fully paid Shares in or debentures

of any other body corporate); and

- direct that the Dividend payable for any particular Shares be satisfied wholly or partly by such a distribution and that the Dividend payable for other Shares be paid in cash.

#### **29.6 Resolution of Distribution Difficulties**

If a difficulty arises for a distribution under this clause, the Directors may:

- settle the matter as they consider expedient;
- fix the value for distribution of the specific assets or any part of those assets;
- determine that cash payments will be made to, or at the direction of, any Members on the basis of the value so fixed in order to adjust the rights of all parties; and
- vest any such specific assets in trustees as the Directors consider expedient.

If a distribution of specific assets to, or at the direction of, a particular Member or Members is illegal or, in the Directors' opinion, impracticable the Directors may make a cash payment to the Member or Members on the basis of the cash amount of the Dividend instead of the distribution of specific assets.

#### **29.7 Payments for Shares**

A Dividend, interest or other money payable in cash for Shares may be paid using any payment method chosen by the Company, including:

- by cheque sent through the post directed to the address in the Register of the holder or, in the case of joint holders, to the address of the joint holder first named in the Register;
- by cheque sent through the post directed to such other address as the holder or joint holder in writing directs; or
- by some other method of direct credit determined by the Directors to the holder or holders shown on the Register or to such person or place directed by them.

#### **29.8 Effectual Receipt from One Joint Holder**

Any one of two or more joint holders may give an effectual receipt for any Dividend, interest or other money payable for the Shares held by them as joint holders.

#### **29.9 Election to Reinvest Dividend**

The Directors may grant to Members or any class of Members the right to elect to reinvest cash Dividends paid by the Company by subscribing for Shares in the Company on such terms and conditions as the Directors think fit.

#### **29.10 Election to Accept Shares in Lieu of Dividend**

The Directors may determine for any Dividend which it is proposed to pay on any Shares of the Company that holders of the Shares may elect:

to forego the right to share in the proposed Dividend or part of such proposed Dividend; and to receive instead an issue of Shares credited as fully paid on such terms as the Directors think fit.

#### **29.11 No Interest on Dividends**

Interest is not payable by the Company on any unpaid Dividend.

#### **29.12 Unclaimed Dividends**

Unclaimed Dividends may be invested by the Directors as they think fit for the benefit of the Company until claimed or until required to be dealt with following any law relating to unclaimed moneys.

### **30. CAPITALISATION OF PROFITS**

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#### **30.1 Capitalisation of Reserves and Profits**

The Directors may:

- resolve to capitalise any sum, being the whole or a part of the amount for the time being standing to the credit of any reserve account or the profit and loss account or otherwise available for distribution to Members; and
- but need not, resolve to apply the sum in any of the ways mentioned in the subclause below, for the benefit of Members in the proportions to which those Members would have been entitled in a distribution of that sum by way of Dividend.

#### **30.2 Applying a Sum for the Benefit of Members**

The ways in which a sum may be applied for the benefit of Members under the above subclause are:

- in paying up any amounts unpaid on Shares held by Members;
- in paying up in full unissued Shares or debentures to be issued to Members as fully paid; or
- partly for the Constitution.

#### **30.3 Implementing the Resolution**

The Directors may do all things necessary to give effect to the resolution under subclause 1, and in particular, to the extent necessary to adjust the rights of the Members among themselves, may:

- make cash payments in cases where Shares or debentures become issuable in fractions;
- authorise any person to make, on behalf of all or any of the Members entitled to any further Shares or debentures on the capitalisation, an agreement with the Company providing for:
  - the issue to them, credited as fully paid up, of any further Shares or debentures; or
  - the payment by the Company on their behalf of the amounts or any part of the amounts remaining unpaid on their existing Shares by the application of their respective proportions of the sum resolved to be

capitalised,

- and any agreement so made is effective and binding on all the Members concerned;
- fix the value of specified assets; or
- vest property in trustees.

## **31. ALTERATIONS TO CAPITAL**

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### **31.1 Alteration of Share Structure**

Subject to this Constitution and the Law, the Company may alter its capital by passing a resolution to that effect in general meeting.

Without limiting the generality of the authority conferred by this clause, the Company may alter its capital in any of the following ways:

- by converting any of its Shares into larger or smaller numbers, in which case, any amount unpaid on them is to be divided equally among the replacement Shares;
- by cancelling any Shares which have been forfeited; and
- by converting a class of Shares into another class.

### **31.2 Power to Reduce Capital**

The Company may reduce its Share capital following the Law.

### **31.3 Power to Buy Back Shares**

The Company may buy-back or purchase Shares at any time following the Law.

### **31.4 Distribution of Capital**

If there is more than one class of Shares on issue, the Directors may distribute capital to one class of Shares to the exclusion of another class, or to one class of Shares at a different rate from that to another class of Shares.

## **32. EXIT PROVISIONS**

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### **32.1 General Exit Mechanisms**

The Company may provide exit opportunities for shareholders through the following mechanisms:

- An Initial Public Offering (IPO)
- A trade sale
- Share buybacks, subject to compliance with the Law
- Any other mechanism as approved by a Special Majority Vote of the Board and shareholders

### **32.2 Initial Public Offering (IPO)**

If the Company undertakes an IPO:

- The terms and conditions of the IPO must be approved by a Special Majority Vote of the Board.
- Existing shareholders may be subject to a lock-up period, as determined by the Board, during which they cannot sell their shares.

### **32.3 Trade Sale**

In the event of a trade sale:

- Majority shareholders who together hold more than 75% of the shares can compel minority shareholders to sell their shares under the same terms and conditions (Drag-Along Rights).
- Minority shareholders have the right to join in the sale under the same terms and conditions as majority shareholders (Tag-Along Rights).

### **32.4 Share Buybacks**

The Company may buy back shares from shareholders:

- Subject to compliance with the Law and the terms of this Constitution.
- The terms of any share buyback must be approved by a Special Majority Vote of the Board.

### **32.5 Other Exit Mechanisms**

Any other exit mechanism must be:

- Proposed by the Board and approved by a Special Majority Vote of shareholders.
- Conducted in a manner that ensures fairness and transparency for all shareholders.

## **33. CONTROL OVER SUBSIDIARIES**

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The Company must take such action as may be necessary to ensure that each subsidiary or other Related Body Corporate of the Company acts by the terms, conditions and restrictions set out in this Constitution.

## **34. INSPECTION OF RECORDS**

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Subject to this Constitution and the Law:

- a Member (other than a Director) does not have the right to inspect any document of the Company except as provided by law or authorised by the Directors or by the Company in general meeting; and
- the Directors may determine whether and to what extent, and at what time and places and under what conditions, the accounting records and other documents of the Company or any of them will be open to the inspection of Members (other than Directors).

## **35. CONFIDENTIALITY**

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Neither a Director nor Member may disclose the provisions of this Constitution or



any other Confidential Information about the Company, its business or another Member, except:

- with the written consent of the Board;
- on a confidential basis to an officer, employee or professional adviser for the purposes of obtaining professional advice in relation to the Company; or
- as required by an applicable law after first consulting with the Company about the form and content of the disclosure

and must use its best endeavours to ensure all permitted disclosures are kept confidential by the party to whom the disclosure was made.

### **36. COMMON SEAL**

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Documents may, but need not, be executed by the Company under Seal.

- If the Company has a Seal:
- It must be kept by the person and in the place and the manner that the Directors think fit; and
- It must not be used except with the authority of the Directors or a Directors' committee authorised to permit use of the Seal who have power to use the seal in the execution of all or any of the powers hereby vested in them or otherwise in relation to the affairs or business of the Company; and
- The Directors may determine by resolution either generally or in any particular case that the signature of any Director or the Secretary to a document to which the Seal or a duplicate seal or certificate seal is affixed may be a facsimile applied to the document by specified mechanical means.

### **37. WINDING UP**

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If the Company is wound up, the liquidator may, with the sanction of a Special Majority Vote of Members, divide among the Members in kind the whole or part of the property of the Company, and may for that purpose set such value as he considers fair on any property to be so divided and may determine how the division is to be carried out as between the Members or different classes of the Members subject to the rights and restrictions attached to those classes of Shares.

The liquidator may, with the sanction of a Special Majority Vote, vest the whole or any part of such property in trustees upon the trusts and for the benefit of the contributories as the liquidator thinks fit, but so that no Member is compelled to accept any Shares or other securities for which there is any liability.

### **38. COMPLIANCE WITH CROWD-SOURCED FUNDING REQUIREMENTS**

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#### **38.1 General Compliance**

The Company shall comply with all applicable requirements for crowd-sourced funding (CSF) offers under Part 6D.3A of the Corporations Act 2001 (Cth), including but not limited to disclosure obligations, cooling-off periods, and investor caps. The Company shall ensure that all potential investors are provided with necessary risk warnings and disclosure documents as mandated by the CSF regulations.

## 39. GENERAL OPERATIVE PROVISIONS

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### 39.1 Notices

A notice is properly given by the Company to a person if it is:

- in writing signed on behalf of the Company (by original or printed signature);
- addressed to the person to whom it is to be given; and
- either:
  - delivered personally;
  - sent by pre-paid mail (by airmail, if the addressee is overseas) to that person's address; or
  - sent by fax to the fax number (if any) nominated by that person;
  - sent by electronic message to the electronic address (if any) nominated by that person. A Member whose registered address is not in Australia must notify the Company in writing of an address in Australia to which notices may be sent.

A notice to a person by the Company is regarded as given and received:

- if it is delivered personally or sent by fax or electronic message:
  - by 5.00 pm (local time in the place of receipt) on a Business Day - on that day; or
  - after 5.00 pm (local time in the place of receipt) on a Business Day, or on a day that is not a Business Day - on the next Business Day; and
- if it is sent by mail:
  - within Australia: 3 Business Days after posting; or
  - to a place outside Australia: 7 Business Days after posting.

A certificate in writing signed by a Director or Secretary of the Company stating that a notice was sent is conclusive evidence of service.

A day that is not a Saturday, Sunday or public holiday in the place to which the notice is sent, is a Business Day.

Notice to joint holders of Shares must be given to the joint member named first in the register. Every person who becomes entitled to a Share is bound by every notice for that Share which was properly given to the person from whom title derived before the transfer or transmission of the Share was entered in the register.

If a specified period must pass after a notice is given before an action may be taken, neither the day on which the notice is given nor the day on which the action is to be taken may be counted in reckoning the period.

A notice may be given by the Company to the persons entitled to a share in consequence of the death or bankruptcy of a member by sending it through the post in a prepaid letter addressed to them by name or by the title of the representatives of the deceased or assignee of the bankrupt or by any like description at the address (if any) supplied for the purpose by the person claiming to be so entitled or (until an address has been supplied) by giving the

notice in any manner in which the same would have been given if the death or bankruptcy had not occurred.

Subject to the Law the signature to a written notice given by the Company may be written or printed.

Notice of every general meeting shall be given in any manner hereinbefore authorised to:

- Every member, except a member who has not supplied to the Company an address within Australia for the giving of notices;
- Every Director and Alternate Director;
- Every person entitled to a Share in consequence of the death or bankruptcy of a member who (but for his death or bankruptcy) would be entitled to receive notice of the meeting;
- The Auditor for the time being of the Company; and
- Any other person required by law.

### **39.2 Exclusion of Partnership**

Nothing in this Constitution is to be treated as creating a partnership between the Members and/or the Company under the laws of any applicable jurisdiction and, except as specifically provided for in this Constitution, no party may act or has any authority to act as agent of or in any way bind or commit any other party to any obligation.

### **39.3 Compliance**

Each Member covenants that it has read and has made itself fully aware of the content and legal effect of this Constitution.

Each Member hereby irrevocably appoints the Company as his attorney (with the power to appoint any Director as a substitute and to delegate to that substitute all or any powers hereby conferred, other than this power of substitution, as if he had been originally appointed by this power of attorney) to give effect to the provisions of these clauses.

Each Member hereby acknowledges and agrees that:

- The solicitor who prepared this Constitution (Solicitor) acted as legal counsel to the Company and not to any of the parties;
- The parties have each been advised by the Solicitor that the interests of the parties are opposed to each other and are opposed to the interests of the Company and, accordingly, the Solicitor's representation of the Company may not be in the best interests of the parties; and

Notwithstanding the above, the parties:

- desire the Solicitor to represent the Company for the purposes of preparing this Constitution; and
- jointly and severally forever waive any claim that the Solicitor's representation of the Company for the purposes of preparing this Constitution constitutes a conflict of interest.

### **39.4 Goods and Services Tax**

If a goods and services tax or any similar tax (**GST**) imposed in Australia or elsewhere has application to any supply made under or in connection with this Constitution, the supplier may, in addition to any moneys payable under this Constitution, recover from the recipient of

the supply an additional amount on account of GST, such amount to be calculated by multiplying the amount or consideration payable by the recipient for the relevant supply by the prevailing GST rate.

Any additional amount on account of GST recoverable from the recipient under this clause are calculated without any deduction or set-off of any other amount and is payable by the recipient upon demand by the supplier whether such demand is by means of invoice or otherwise.

### **39.5 Dispute Resolution**

All disputes or differences which at any time arise between one or more Members and/or the Company (**Disputants**) for the construction or effect of this Constitution or the rights, duties and liabilities of the Disputants hereunder or any matter or event connected with or arising out of this Constitution must be initially referred on notice to each other party.

Each Disputant may give notice to the other that the provisions of this clause are to apply to any dispute arising between the Disputants as to any matter arising out of or in connection with this Constitution.

The notice referred to in the Constitution must include a summary of the issues in dispute and notification of a time within a period of 10 Business Days beginning four Business Days after the service of the notice, and a place in the Capital of the State at which the representatives of the Disputants (which may include a Disputant) are to meet to try to resolve the dispute.

The representatives of the Disputants must meet at the time and place specified in the notice to try to resolve the dispute and must, if necessary, continue to negotiate for 2 consecutive Business Days unless they otherwise agree to reconvene.

If the dispute has not been resolved by the representatives of the Disputants representatives by the end of the meeting then either party may within 10 Business Days thereafter apply to the President of the Law Society or the Law Institute (as the case maybe) of the State to appoint a neutral adviser to assist in a further attempt by the parties in good faith to resolve the dispute by structured negotiations. Such person acts as an expert. Not as an arbitrator. And is entitled to appoint such technical expert or experts as such person considers necessary to assist them in seeking to resolve the matter so referred.

If the Parties fail to appoint a neutral adviser within the 10 Business Day period referred to above or the parties fail to reach agreement in the structured negotiations within 20 Business Days of the neutral adviser being appointed, then any dispute may be referred to a court of competent jurisdiction. Neither party is precluded from taking

such interim formal steps as may be considered necessary to protect such party's position while the mediation or other procedure is pending or continuing.

The costs of the neutral adviser must be borne equally by the parties in dispute.

### **39.6 Waiver**

Any waiver or forbearance in regard to the performance of this Constitution operates only if in writing and applies only to the specified instance, and does not affect the existence and continued applicability of the terms of it thereunder.

No failure or delay by any party in exercising any right, power or privilege hereunder (and no course of dealing between or among any of the parties) operates as a waiver of any such right, power or privilege.

No waiver of any default on any one occasion constitutes a waiver of any subsequent or other default. No single or partial exercise or any such right, power or privilege precludes the further or full exercise thereof.

### **39.7 Severance**

If any provision of this Constitution should be held to be invalid in any way or unenforceable it is severed and the remaining provisions are not in any way affected or impaired.

### **39.8 Parties**

If a party consists of more than 1 person, this Constitution binds each of them separately and any 2 or more of them jointly.

An obligation, representation or warranty in favour of more than 1 person is for the benefit of them separately and jointly.

A party which is a trustee is bound both personally and in its capacity as a trustee.

## **40. DEFINITIONS AND INTERPRETATION**

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### **40.1 Interpretation**

In this Constitution, unless the context otherwise requires or permits:

- (gender) words importing any gender include all other genders;
- (person) a reference to a person includes a reference to:
  - an individual;
  - a body corporate (wherever incorporated);
  - a body politic;
  - an association of persons (whether incorporated or unincorporated);
  - a partnership;
  - a trust;
  - a person in the capacity as a trustee;
  - a person in the capacity as the Personal Representative of a deceased estate;
  - and
  - a superannuation fund;

- (singular includes plural) the singular includes the plural and vice versa;
- (regulations) a reference to a law includes regulations and instruments made under the law;
- (amendments to statutes) reference to any statute, or any subordinate legislation or instrument includes all statutes, subordinate legislation or instruments amending, modifying, consolidating, re-writing, re-enacting or replacing them and a reference to a statute includes all subordinate legislation and instruments made under that statute;
- (conduct) a reference to conduct includes an omission, statement or undertaking, whether or not in writing;
- (from time to time) a power, an authority or a discretion reposed in a Director, the Directors, the Company in general meeting or a Member may be exercised at any time and from time to time;
- (amount paid) a reference to an amount paid on a Share includes an amount credited as paid on that Share;
- (currency) a reference to dollars and \$ is to Australian currency;
- (signed) where, by a provision of this Constitution, a document including a notice is required to be signed, that requirement may be satisfied in relation to an electronic communication of the document in any manner permitted by law or by any State or Commonwealth law relating to electronic transmissions or in any other manner approved by the Directors;
- (writing) "writing" and "written" includes printing, typing and other modes of reproducing words in a visible form including, without limitation, any representation of words in a physical document or in an electronic communication or form or otherwise;

an expression has, in a provision of this Constitution that deals with a matter dealt with by a particular provision of the Law, the same meaning as in that provision of the Law;

headings are inserted for convenience and are not to affect the interpretation of this Constitution; and

the Directors may:

differentiate between Members as to the currency in which any amount payable to a Member is paid (whether by way of or on account of Dividends, repayment of capital, participation in surplus property of the Company or otherwise);

determine to pay a distribution in a currency other than Australian and the amount payable will be converted from Australian currency in any manner, at any time and at any exchange rate as the Directors think fit; and

in deciding the currency in which a payment is to be made to a Member, have regard to the registered address of the Member, the register on which a Member's Shares are registered and any other matters as the Directors consider appropriate.

## 40.2 Definitions

In this Constitution, unless the context otherwise requires or admits:

**Alternate Director** means a person appointed as an alternate director under this clause;

**Annual Budget** means the budget prepared and adopted in accordance with the Constitution;

**Assessment Act** means:

- the Income Tax Assessment Act 1936 (Cth) (Assessment Act 1936); and
- the Income Tax Assessment Act 1997 (Cth) (Assessment Act 1997);

**Associate** in relation to a person means a person who is an Associate of that person within the meaning of either:

- the Law; or
- section 318 of the Assessment Act 1936;

**Associate Director** means a person appointed as an Associate Director under the Constitution;

**Auditor** means the duly appointed auditor of the Company (if any);

**Board** means the Directors acting collectively in accordance with this Constitution;

**Board Appointed Director** means a Director appointed under the Constitution;

**Business** means the activities carried on by the Company from time to time;

**Business Day** means any day that banks are open for business in the capital of the State excluding weekends and public holidays;

**Company** means the company governed by the terms of this Constitution the name of which is set out above;

**Confidential Information** means all information relating to the Company, that:

- is by its nature confidential;
- is designated by the Company as confidential; and
- a person knows or ought to know is confidential;

**CSF** means crowd-sourced funding as defined under Part 6D.3A of the Corporations Act 2001 (Cth);

**Direct Vote** includes a vote delivered to the Company by post, fax, or other electronic means approved by the Directors and the Directors may specify the form, method, and timing of giving a direct vote at a meeting in order for the vote to be valid;

**Director** means a person holding office as a director of the Company, and where appropriate includes an Alternate Director;

**Directors** means all or some of the Directors acting as the Board;

**Dividend** includes interim Dividends and bonus issues;

**Effective Date** means the date on which the Constitution is duly adopted by the Company;

**Encumbrance** means any mortgage, lien, charge, pledge, assignment by way of security, security interest, title retention, preferential right or trust arrangement, claim, covenant, profit a prendre, easement or any other security arrangement or any other arrangement having the same effect;

**ESOP** means the Employee Share Option Plan established by the Company, under which options to acquire shares in the Company may be granted to employees, officers, and Directors of the Company and its subsidiaries;

**Goods and Services Tax (and GST)** has the same definition as in the GST Act;

**GST Act** means the A New Tax System (Goods and Services Tax) Act 1999 (Cth);

**Insolvent** for a Member means if:

- the Member assigns any of the Member's property for the benefit of creditors or any class of them;
- a mortgagee or person with a similar legal interest in any of the Member's assets takes possession of them or takes a step in that direction, or exercises a power of sale over them;
- the Member, being a company, disposes of its assets, or threatens to do so, except for the purpose of a solvent reconstruction or amalgamation that has been approved by the Company;
- a security interest becomes enforceable or is enforced against the Member;
- a distress, attachment, or other form of execution is levied or enforced against the Member for more than \$5,000;
- the Member takes any step to obtain protection under legislation against the Member's creditors, or is granted that protection;
- the Member commits an act of bankruptcy or becomes insolvent;
- the Member passes a resolution to appoint an administrator or an administrator of the Member is appointed;
- an order is made that the Member be wound-up;
- an order is made appointing a liquidator or a provisional liquidator of the Member;
- an order is made or a resolution is passed for the Member to enter into any arrangement, compromise, or composition with or assignment for the benefit of its creditors or any class of them, except for the purposes of a solvent reconstruction or amalgamation previously approved by the Company;
- the Member is, or states that it is, or under applicable legislation is taken to be, unable to pay its debts (except as a result of a failure to pay a debt or claim that is the subject of a dispute in good faith) or stops or suspends or threatens to stop or suspend payment of all or a class of its debts;
- a receiver, receiver and manager, administrator, controller, or similar officer of any of the assets or the whole or any part of the undertaking of the Member is appointed; or
- the Member is or makes a statement from which it may be reasonably deduced by the Company that the party is the subject of an event described in section 459C(2) of the Law;



**Law** means the Corporations Act 2001 (Cth);

**Market Value** means the reasonable arm's length open market value of the Company on the basis of a going concern and following the definition of market value adopted by member organisations of the International Asset Valuation Standards;

**Member** means a person who holds Shares;

**Member's Representative** means for a Member the person nominated by the Member as their Member's Representative in accordance with the terms of this Constitution;

**Minimum Parcel** means the lower of:

- a parcel of Shares with a Market Value of no less than \$10,000 (or such other minimum Market Value as may be adopted by the Board from time to time); and
- 100% of a Member's Shares in the Company;

**Officer** means what it means in the Law;

**Personal Representative** for a person means:

- in the case of a deceased person the executor or administrator to whom probate or letters of administration has been granted or any other person duly authorised to administer the estate of such deceased person; and
- in other cases any person who is duly authorised for any statutory enactment to administer or manage the affairs of any other person where such other person is incapable of managing his own affairs by reason of his age, mental or physical illness, disability or incapacity or for any other reason whatsoever;

**Property** includes any estate and any interest in any real, personal, movable or immovable property of any description and in any location, whether in possession or not, including (without limiting the generality hereof) policies of assurance or endowment, cash, and choses in action;

**Register** means the register of Members of the Company under the Law and if appropriate includes a branch register;

**Related Body Corporate** has the same meaning as related body corporate has in the Law;

**Seal** means the common seal (if any) of the Company and includes any official seal of the Company;

**Secretary** means the secretary (if any) from time to time of the Company;

**Share** means a share in the Company and includes stock;

**Simple Majority Vote** means a resolution passed at a properly constituted meeting by persons who together hold more than 50% of the total voting rights that may be exercised for that resolution;

**Special Majority Vote** means a vote passed at a properly constituted meeting by persons who together hold 75% or more of the total voting rights that may be exercised for that resolution;

**Spouse** includes:

- a legal spouse;

- a putative spouse;
- a widow or widower; and
- a person who is living with another person on a bona fide domestic basis in a marriage-like relationship, including a marriage-like relationship between persons of the same gender;

**Standard Rate** from time to time means the rate of 4% per annum above the Reserve Bank of Australia's indicated cash target rate at that time;

**State** means Victoria; and

**Unanimous Decision** means a vote passed at a properly constituted meeting by persons who together hold 100% of the total voting rights that may be exercised for that resolution.

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## **Schedule A**

### **Share Classes**

<p>Ordinary Shares</p>	<p>Right to receive notice of any general meeting of the Company.</p> <p>Right to attend and vote at all general meetings of the Company.</p> <p>Right to receive Dividends, distributions, bonuses and other profits declared on or accrued for Ordinary Shares (in common with the holders of other Shares so entitled).</p> <p>On a winding-up, and on a return of capital, the right to a return of capital <i>pari passu</i> with the holders of Ordinary Shares in the capital of the Company (in common with the holders of other Shares so entitled).</p> <p>Right to participate in the distribution of surplus assets on a winding up of the Company (in common with the holders of other Shares so entitled).</p>
<p>A, B, C &amp; D Class Shares</p>	<p>Right to receive notice of any general meeting of the Company.</p> <p>Right to attend and vote at all general meetings of the Company.</p> <p>Right to receive Dividends, distributions, bonuses and other profits declared on or accrued for the particular class of Shares (in common with the holders of that same class of Shares so entitled).</p> <p>On a winding-up, and on a return of capital, the right to a return of capital <i>pari passu</i> with the holders of Ordinary Shares in the capital of the Company (in common with the holders of other Shares so entitled).</p> <p>Right to participate in the distribution of surplus assets on a winding up of the Company (in common with the holders of other Shares so entitled).</p>
<p>E, F &amp; G Class Shares</p>	<p>No right to receive notice of any general meeting of the Company.</p> <p>No right to attend and vote at all general meetings of the Company.</p> <p>Right to receive Dividends, distributions, bonuses and other profits declared on or accrued for the particular class of Shares (in common with the holders of that same class of Shares so entitled).</p> <p>On a winding-up, and on a return of capital, the right to a return of capital <i>pari passu</i> with the holders of Ordinary Shares in the capital of the Company (in common with the holders of other Shares so entitled).</p> <p>No right to participate in the distribution of surplus assets on a winding up of the Company.</p>

H Shares	Class	<p>No right to receive notice of any general meeting of the Company.</p> <p>No right to vote at any general meeting of the Company.</p> <p>No right to receive Dividends.</p> <p>No right to participate in a distribution of surplus assets on the winding up of the Company.</p> <p>The issue of Shares of any class does not constitute a variation of the rights of the holders of H Class Shares.</p> <p>The Company is authorised at any time to do all or any of the following:</p> <p>To appoint a person to execute on behalf of any holder of the H Class Shares a transfer of all or any thereof and/or an agreement to transfer the same (without making any payment therefore) to such person as the directors of the Company may from time to time determine as the custodian thereof. Save as aforesaid, the H Class Shares shall not be transferable.</p> <p>To cancel all or any of the H Class Shares following the Act without making any payment therefor or obtaining the consent of the holder thereof.</p> <p>To purchase all or any of the H Class Shares following the Act without obtaining the sanction of the holders thereof and in consideration of the payment to each of the holders whose Shares are purchased at the sum of 1c for all the H Class Shares then being purchased from such holder.</p> <p>For the purposes of any such purchase to appoint a person to execute on behalf of any holder of H Class Shares a contract for the sale to the Company of any such Shares held by such holder.</p> <p>Pending any such transfer, cancellation or purchase, to retain the certificates for all or any of the H Class Shares.</p>
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Non Cumulative Redeemable Preference Shares	<p>To receive notices and to vote at general meetings of the Company as if they were holders of Ordinary Shares, but only in one or more of the following circumstances:</p> <p>During a period in which a Dividend or part of a Dividend for the Shares is in arrears;</p> <ul style="list-style-type: none"> <li>• On a proposal for a reduction in capital;</li> <li>• On a proposal that affects rights attached to the Shares;</li> <li>• On a proposal to wind up the Company; and</li> <li>• On a proposal for the disposal of all the Company's business, property and undertaking.</li> </ul> <p>Right to a fixed non-cumulative Dividend at a rate per annum determined</p>
	<p>by the Directors at the date of issue, the non-cumulative Dividend to rank in priority to Dividends to be paid on all other Shares of the Company on issue.</p> <p>On a winding up, and on a return of capital, right to a return of capital, but not to participate in any distribution of surplus assets, in priority to all other Shares of the Company on issue.</p> <p>Subject to section 254J and 254K of the Law, the Company has the right to redeem preference Shares by paying the holders their aggregate issue price on or before 40 years from the date of incorporation of the Company. The right is to be exercised by notice in writing to holders at their addresses in the Share Register, accompanied by the Company's cheque for the amount payable.</p>
Cumulative Redeemable Preference Shares	<p>To receive notices and to vote at general meetings of the Company as if they were holders of Ordinary Shares, but only in one or more of the following circumstances:</p> <p>During a period in which a Dividend or part of a Dividend for the Shares is in arrears;</p> <p>On a proposal for a reduction in capital;</p> <p>On a proposal that affects rights attached to the Shares;</p> <p>On a proposal to wind up the Company; and</p> <p>On a proposal for the disposal of all the Company's business, property and undertaking.</p>

	<p>Right to a fixed cumulative Dividend at a rate per annum determined by the Directors at the date of issue, the cumulative Dividend (plus arrears and interest) to rank in priority to Dividends to be paid on all other Shares of the Company on issue.</p> <p>On a winding up, and on a return of capital, right to a return of capital (plus Dividends which have not been paid) but not to participate in any distribution of surplus assets, in priority to all other Shares of the Company on issue.</p> <p>Subject to section 254J and 254K of the Law, the Company has the right to redeem preference Shares by paying the holders their aggregate issue price plus any accrued unpaid Dividends on or before 40 years from the date of incorporation of the Company. The right is to be exercised by notice in writing to holders at their addresses in the Share Register, accompanied by the Company's cheque for the amount payable.</p>
All other classes	With the rights and obligations as adopted by the Board at the time of issue.

- END OF SCHEDULE -

**Schedule B**

**Pro-forma Proxy  
Form**

Details of the Meeting

Place	
Date	
Time	

I/We, [insert name and address of Member/Members], am/are a Member/Members of OTHERPAY PTY LTD (A.C.N. 675 233 940).

I appoint the following person/persons as my proxy/proxies to vote on my/our behalf at the specified meeting and any adjournment.

Name or office of proxy	Address of proxy

I/We appoint the following alternate person/persons to vote on my/our behalf at that meeting and any adjournment if a person I/we have appointed proxy is/are unable to act.

Name of proxy	Name of alternate	Address of alternate

[Include any instructions concerning voting in favour of or against particular resolutions]

Signature/signatures of Member/Members

[Insert name of Member/Members appointing proxy]

- END OF SCHEDULE -