

Document printing and mailing services

Document design, imaging, print and mail - all from within the share registry.

Computershare Document Services makes securityholder mailings easy.

Using a suite of standardised mail products, Computershare Document Services seamlessly integrates with Computershare Investor Services to create and implement mail outs.

All mail products are:

- personalised to include key securityholder details
- prepared with client company branding, if required, and
- fully scannable, enabling rapid and accurate processing and archiving with the registry.

Envelopes contain an Australia Post barcode to maximise postage discounts. The range of mail products currently available is as follows.

New securityholders

Brand new securityholders receive a welcome pack containing, as relevant, a Chairman's or welcome letter, Issuer Sponsored Statement, Tax File Number & Annual Report election forms, payment forms including Direct Credit Advice and/or Dividend Reinvestment Plan form as applicable.

Issuer sponsored statements

Securityholders who enact trades during a particular month will receive a statement detailing the buy and sell position of the securityholder as per movements on the register. These are sent five days after the end of each month.

Changing securityholder details

Securityholders wishing to advise us of routine changes to holder details (e.g. change of address, change of name, deceased estate notifications and security transfer forms) are supplied with a personalised form to complete and return to the registry.

Securityholder meeting mailings

In the lead-up to your securityholder meetings, we prepare and despatch special packages with key meeting documents including the Chairman's letter, notice of meeting, and proxy forms.

Payments

To enable the smooth and accurate payment of dividends and other distribution payments, we use specially prepared cheques, direct credit advices, and dividend reinvestment forms as required.

These are created and despatched from a secure environment.

Other services

In addition to securityholder mailings, Computershare Document Services provides print and mail of bills, notices, statements and payments for companies in a range of industry sectors.

For more information about our document printing and mailing services, please contact your Relationship Manager or any of the offices listed overleaf.