
SHOOTERS UNION QUEENSLAND PTY LTD
CONSTITUTION

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Company constitution of

This is the constitution of Shooters Union Queensland Pty Ltd

BACKGROUND

- A. The company is a proprietary company and must comply with section 113 of the Act.
- B. The replaceable rules referred to in section 141 of the Act do not apply to the company and are replaced by the rules set out in this constitution.
- C. The company exists to foster participation in and deliver the ability to engage in sporting, recreational, and occupational uses of firearms in the state of Queensland through the provision of membership services to members.
- D. The company will maintain affiliation with Shooters Union Australia Ltd and other companies in the Shooters Union group of companies.

OPERATIVE PROVISIONS

1. Definitions and interpretation

Definitions

The following definitions apply in this constitution.

Act means the Corporations Act 2001 (Cth).

Approved fees for a director (other than an executive director) means fees, salary, bonuses, fringe benefits and superannuation contributions provided by the company, but does not include:

- (a) a payment as compensation for loss of office or in connection with retirement from office (which includes resignation from office and death while in office);
- (b) an insurance premium paid by the company or indemnity of the director; or
- (c) any issue or acquisition of securities.

Board means:

- (a) if the company is a single director company, the sole director exercising powers under the Act and this constitution; or
- (b) in any other case, the directors acting collectively under this constitution.

Called amount in relation to a share means:

- (a) the amount of a call on that share that is due and unpaid; and

(b) any amount the board requires a shareholder to pay.

CCA means the Competition and Consumer Act 2010 (Cth).

Company means the company named at the beginning of this constitution, as amended from time to time.

Director means a person who is at any time, a director of the company.

Dividend includes bonus.

Executive director means a director who is an employee of the company or acts in an executive capacity for the company under a contract for services and includes a managing director.

Interest rate means, in relation to each rule in which that term is used:

- (a) the rate for the time being prescribed by the board in respect of that rule; or
- (b) if no rate is prescribed, the target cash rate published by the Reserve Bank of Australia from time to time plus 4%.

Listed corporation means a corporation that is admitted to the official list of ASX Limited.

Listing rules means the official listing rules of ASX Limited.

Managing director means a managing director appointed under this constitution.

Member means a person who has entered into a membership services agreement with the company.

Membership services means the services provided by the company as set out in the membership services agreement from time to time.

Officer has the meaning given by section 9 of the Act.

Ordinary resolution means a resolution passed at a meeting of shareholders by a majority of the votes cast by shareholders entitled to vote on the resolution.

Register means the register of shareholders kept as required by sections 168 and 169 of the Act.

Secretary means, during the term of that appointment, a person appointed as a secretary of the company in accordance with this constitution.

Shareholder means a person whose name is entered in the Register as the holder of a share. This does not include a member.

Single director company has the meaning given in this constitution.

SUA means Shooters Union Australia Ltd.

Special resolution has the meaning given by section 9 of the Act.

Voting shareholders in relation to a general meeting, or meeting of a class of shareholders, means a shareholder who has the right to be present and to vote on at least one item of business which is to be considered at that meeting.

Interpretation of this document

- (a) Headings are for convenience only and do not affect interpretation. The following rules also apply in interpreting this constitution, except where the context makes it clear that a rule is not intended to apply.
- (b) A reference to:
 - (i) legislation (including subordinate legislation) is to that legislation as amended, modified in relation to the company, re-enacted or replaced, and includes any subordinate legislation issued under it;
 - (ii) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;
 - (iii) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person; and
 - (iv) anything (including a right, obligation or concept) includes each part of it.
- (c) A singular word includes the plural and vice versa.
- (d) A word that suggests one gender includes the other genders.
- (e) If a word is defined, another part of speech has a corresponding meaning.
- (f) If an example is given of anything (including a right, obligation or concept) e.g., by use of the word 'including' the example does not limit the scope of that thing.
- (g) The word 'agreement' includes an undertaking or other binding arrangement or understanding whether or not in writing.
- (h) A reference to something being written or in writing includes that thing being represented or reproduced in any mode in a visible form.
- (i) A word (other than a word defined in this rule) that is defined by the Act has the same meaning in this constitution where it relates to the same matters as the matters for which it is defined in the Act.
- (j) A reference to a Chapter, Part, Division, or section is a reference to a Chapter, Part, Division or section of the Act.
- (k) A reference to a rule is to a rule of this constitution.

Single Director Company

The company is a single director company if:

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- (a) at the time of its registration as a company under the Act, only one person had consented to be a director; or
 - (b) the company has passed an ordinary resolution that it be a single director company,

and the company has not, since registration or the passing of that resolution (as the case requires), passed a resolution that it cease to be a single director company and, at the relevant time, there is only one director.

2. Directors

Number of Directors

The company must have at least:

- (a) if the company is a single director company, one; or
- (b) otherwise, at least six,

directors unless the company resolves otherwise by ordinary resolution at a general meeting.

Appointment of Directors

A person may be appointed as a director, either to fill a casual vacancy or as an addition to the board by:

- (a) the company by ordinary resolution; or
- (b) shareholders holding a majority of the issued shares of the company conferring the appointment, by writing delivered to the company

No share qualification

A director is entitled to attend and speak at general meetings, and at meetings of the holders of a class of shares, even if that director is not a shareholder or holder of shares in the relevant class.

Cessation of Director's appointment

A person automatically ceases to be a director if the person:

- (a) is not permitted by the Act (or by an order made under the Act) to be a director;
- (b) becomes disqualified from managing corporations under Part 2D.6 of the Act and is not given permission or leave to manage the company under section 206F or 206G of the Act;
- (c) is, or becomes, of unsound mind, or whose estate is liable to be dealt with in any way under the law relating to mental health, or who is or becomes physically or mentally incapable of performing the functions of that office;

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- (d) fails to attend three consecutive board meetings (not including meetings of a committee of the board) without leave of absence from the board;
 - (e) resigns by notice in writing to the company;
 - (f) is removed from office under this rule;
 - (g) is a managing director and ceases to hold that office; or
 - (h) was appointed to the office for a specified period and that period expires.

Removal from office

Whether or not a director's appointment was expressed to be for a specified period,

- (a) the company by ordinary resolution; or
- (b) shareholders holding a majority of the issued shares of the company conferring the right to vote, by writing delivered to the company,

may remove a director from office.

Too few directors

If the number of directors is reduced below the minimum required by this rule, the continuing directors may act as the board only:

- (a) to appoint directors up to that minimum number;
- (b) to convene a meeting of shareholders; and
- (c) in emergencies.

Vacation of office by sole director

Sections 201F (2) to (5) of the Act apply if a person who is the only director and only shareholder dies, or ceases to be a director as a result of mental incapacity or bankruptcy.

3. Powers of the board

Powers generally

Except as otherwise required by the Act, any other applicable law, or this constitution, the board:

- (a) has power to manage the business of the company; and
- (b) may exercise every right, power or capacity of the company to the exclusion of the shareholders and the company in general meeting.

Exercise of powers

A power of the board can be exercised only:

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- (a) by resolution passed at a meeting of the board or otherwise in accordance with this constitution; or
 - (b) in accordance with a delegation of the power under this constitution.

Power to enter into Company Services Agreement with SUA

Notwithstanding anything in clause 3 of this constitution, the board shall cause the company to enter into an agreement with SUA (Company Services Agreement) whereby SUA will provide all management and administration services in relation to the membership services agreements entered into with members for on such terms as SUA may specify from time to time.

4. Executing negotiable instruments

- (a) The board must decide the manner (including the use of copies of signatures if thought appropriate) in which negotiable instruments can be executed, accepted or endorsed for and on behalf of the company.
- (b) The company may execute, accept, or endorse negotiable instruments only in the manner decided by the board under this rule.

5. Managing director

Appointment and power of managing director

- (a) The board may appoint one or more persons to be a managing director, either for a specified term or without specifying a term. Subject to this constitution, a managing director has all the duties and can exercise all the powers and rights of a director.
- (b) The board may delegate any of the powers of the board to a managing director:
 - (i) on the terms and subject to any restrictions the board decides; so as to be concurrent with, or to the exclusion of, the powers of the board; and
 - (ii) may revoke the delegation at any time.

Termination of appointment of managing director

The appointment of a managing director terminates if:

- (a) the managing director ceases for any reason to be a director; or
- (b) the board removes the managing director from the office of managing director (which, without affecting the rights of the managing director under any contract between the company and the managing director, the board has power to do),

whether or not the appointment was expressed to be for a specified term.

6. Delegation of board

Power to delegate

The Board may delegate any of its powers as permitted by section 198D of the Act.

Power to revoke delegation

The Board may revoke a delegation previously made, whether or not the delegation is expressed to be for a specified period.

Terms of delegation

- (a) A delegation of powers under this rule may be made:
 - (i) for a specified period or without specifying a period; and
 - (ii) on the terms (including power to further delegate) and subject to any restrictions the Board decides.
- (b) A document of delegation may contain the provisions for the protection and convenience of those who deal with the delegate that the Board thinks appropriate.

Proceedings of committees

Subject to the terms on which a power of the board is delegated to a committee, the meetings and proceedings of committees are, to the greatest extent practical, governed by the rules of this constitution that regulate the meetings and proceedings of the board.

7. Directors' duties and interests

Compliance with duties under the Act

Each director must comply with sections 180 to 183 of the Act.

Director can hold other offices etc.

A Director may:

- (a) hold any office or place of profit or employment other than that of the company's auditor or any director or employee of the auditor;
- (b) be a shareholder of any corporation (including the company) or partnership other than the company's auditor;
- (c) be a creditor of any corporation (including the company) or partnership; and
- (d) enter into any agreement with the company.

Disclosure of interests

If the company is not a single director company, each director must comply with section 191 of the Act.

Director interested in a matter

- (a) If a director has an interest in a matter that relates to the affairs of the company, and either the director discloses the interest under section 191 of the Act, or it is not required to be disclosed under section 191:
 - (i) the director may be counted in a quorum at a board meeting that considers, and may vote on, any matter that relates to the interest;
 - (ii) the company may proceed with any transaction that relates to the interest and the director may participate in the execution of any relevant document by or on behalf of the company;
 - (iii) the director may retain benefits under the transaction even though the director has the interest; and
 - (iv) the company cannot avoid the transaction merely because of the existence of the interest.
- (b) If the interest is required to be disclosed under section 191, the director may retain benefits under the transaction only if the interest is disclosed before the transaction is entered into.

Agreements with third parties

The company cannot avoid an agreement with a third party merely because a director:

- (a) fails to make a disclosure of an interest; or
- (b) is present at, or counted in the quorum for, a board meeting that considers, votes on, or participates in the execution of, that agreement.

Directors acting in the best interests of the holding company

If the company is a wholly-owned subsidiary of a body corporate, a director is authorised to act in the best interests of that body corporate if:

- (a) the director acts in good faith in the best interests of the body corporate; and
- (b) the company is not insolvent at the time the director acts and does not become insolvent because of the director's act.

8. Directors' remuneration

Remuneration of executive directors

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- (a) Subject to any contract with the company (and if the company is a subsidiary of a listed corporation, to the listing rules), the board may fix the remuneration of each executive director.
 - (b) Subject to this rule, the remuneration may consist of any, or any combination of, salary, bonuses, commission on profits or dividends, participation in profits or any other elements.

Remuneration of non-executive directors

- (a) The directors (other than the executive directors) are entitled to be paid out of the funds of the company an amount of approved fees that:
 - (i) does not in any year exceed in aggregate the amount last fixed by ordinary resolution;
 - (ii) is allocated among them:
 - (A) on an equal basis having regard to the proportion of the relevant year for which each director held office; or
 - (B) as otherwise decided by the board; and
 - (iii) is provided in the manner the board decides, which may include provision of non-cash benefits.
- (b) If the board decides to include non-cash benefits in the approved fees of a director, the board must also decide the manner in which the value of those benefits is to be calculated for the purposes of this rule.

Additional remuneration for extra services

- (a) If a director, at the request of the board and for the purposes of the company, performs extra services or makes special exertions (including going or living away from the director's usual residential address), the company may remunerate that director for doing so.
- (b) Remuneration under this rule may be either in addition to or in substitution for any remuneration to which that director is entitled under this rule.

Expenses of directors

The company may pay a director (in addition to any remuneration) all reasonable expenses (including travelling and accommodation expenses) incurred by the director:

- (a) in attending meetings of the company, the board, or a committee of the board;
- (b) on the business of the company; or
- (c) in carrying out duties as a director.

Subsidiaries of listed corporations

If the company is a subsidiary of a listed corporation, it must not pay directors' remuneration that is calculated as a commission on or percentage of operating revenue.

9. Officers' indemnity and insurance

Indemnity

- (a) Subject to, and so far as permitted by the Act, the CCA and any other applicable law:
- (i) the company must, to the extent the person is not otherwise indemnified, indemnify every officer of the company and of any related body corporate and may indemnify its auditor against a liability incurred as such an officer or auditor to a person (other than the company or a related body corporate) including a liability incurred as a result of appointment or nomination by the company or related body corporate as a trustee or as an officer of another corporation, unless the liability arises out of conduct involving a lack of good faith; and
 - (ii) the company may make a payment (whether by way of advance, loan or otherwise) in respect of legal costs incurred by an officer or employee or auditor in defending an action for a liability incurred as such an officer, employee or auditor or in resisting or responding to actions taken by the Australian Securities and Investments Commission or a liquidator.
- (b) In this rule, liability means a liability or loss of any kind (whether actual or contingent and whether fixed or unascertained) and includes costs, damages, charges and expenses, including costs and expenses incurred in connection with any investigation or inquiry by the Australian Securities and Investments Commission or a liquidator.

Insurance

Subject to the Act and any other applicable law, the company may purchase and maintain pay or agree to pay a premium on a contract of insurance for any person.

Former officers

The indemnity in favour of officers under this rule is a continuing indemnity. It applies to all acts done by a person while an officer of the company or a related body corporate, even though the person is not an officer at the time the claim is made.

Deed

- (a) The company may, without limiting a person's rights under this rule, enter into an agreement with a person who is, or has been, an officer of the company or any related body corporate, to give effect to the rights of the person under this rule on any terms and conditions that the board thinks fit.
- (b) This rule is subject to the Act, the CCA and any other applicable law,

10. Board meetings

Convening board meetings

A director may at any time, and a secretary must on request from a director, convene a board meeting.

Notice of board meeting

The convener of each board meeting:

- (a) must give reasonable notice of the meeting (and, if it is adjourned, of its resumption) individually to each director; and
- (b) may give that notice orally (including by telephone) or in writing,

but failure to give notice to, or non-receipt of notice by, a director does not result in a board meeting being invalid.

Use of technology

- (a) A board meeting may be held using any means of audio or audio-visual communication by which each director participating can hear and be heard by each other director participating or in any other way permitted by section 248D of the Act.
- (b) A board meeting held solely or partly by technology is treated as being held:
 - (i) at the place at which the greatest number of the directors present at the meeting is located; or
 - (ii) if an equal number of directors is located in each of two or more places, at the place where the chairman of the meeting is located.

Chairing board meetings

- (a) The board may elect a director to chair its meetings and decide the period for which that director holds that office.
- (b) If there is no chairman of directors or the chairman is not present at the time for which a board meeting is called or is unwilling to act, the directors present must elect a director present to chair the meeting.

Quorum

- (a) Unless the board decides otherwise, the quorum for a board meeting is three directors and a quorum must be present for the whole meeting.
- (b) A director is treated as present at a meeting held by audio or audio-visual communication if the director is able to hear and be heard by all others attending.

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- (c) If a meeting is held in another way permitted by section 248D of the Act, the board must resolve the basis on which directors are treated as present.

Majority decisions

- (a) A resolution of the board must be passed by a majority of the votes cast by directors entitled to vote on the resolution.
- (b) The chairman of a board meeting does not have a second or casting vote.
- (c) If an equal number of votes are cast for and against a resolution, the matter is decided in the negative.

Procedural rules

The board may adjourn and, subject to this constitution, otherwise regulate its meetings as it decides.

Written resolution

If all the directors entitled to receive notice of a board meeting and to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document, a board resolution in those terms is passed at the time when the last director signs.

Additional provisions concerning written resolutions

For the purpose of this rule:

- (a) two or more separate documents in identical terms, each of which is signed by one or more directors, are treated as one document; and
- (b) a fax or email containing the text of the document expressed to have been signed by a director that is sent to the company is a document signed by that director at the time of its receipt by the company.

Valid proceedings

Each resolution passed or thing done by, or with the participation of, a person acting as a director or member of a committee is valid, even if it is later discovered that:

- (a) there was a defect in the appointment of the person; or
- (b) the person was disqualified from continuing in office, voting on the resolution or doing the thing.

Single director company

If the company is a single director company:

- (a) a written record of a decision made by the sole director counts as the passing by the director of a resolution, the written record is treated as the minutes of that resolution, and the earlier provisions of this rule do not apply; and

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- (b) the sole director is competent to exercise all the powers and discretions vested in or exercisable by the board.

11. Meetings of shareholder

Calling meetings of shareholders

A meeting of shareholders:

- (a) may be convened at any time by the board or a director; and
- (b) must be convened by the board when required by section 249D of the Act, or by order made under section 249G of the Act.

Notice of meeting

- (a) Subject to this rule, at least 21 days' written notice of a meeting of shareholders must be given individually to each shareholder entitled to vote at the meeting, to each director and to the auditor (if any).
- (b) Subject to any regulation made under section 249LA of the Act, the notice of meeting must comply with section 249L and may be given in any manner permitted by section 249J(3).

Short notice

Subject to section 249H(4) of the Act:

- (a) if the company has elected to convene a meeting of shareholders as the annual general meeting, if all the shareholders entitled to attend and vote agree; or
- (b) otherwise, if shareholders who together have power to cast at least 95% of the votes that may be cast at the meeting agree,

a resolution may be proposed and passed at a meeting of which less than 21 days' notice has been given.

Postponement or cancellation

Subject to section 249D(5) of the Act, the board may postpone or cancel a meeting of shareholders by written notice given individually to each person entitled to be given notice of the meeting.

Fresh notice

If a meeting of shareholders is postponed or adjourned for one month or more, the company must give new notice of the resumed meeting.

Notice to joint holders of shares

If a share is held jointly, the company need only give notice of a meeting of shareholders (or of its cancellation or postponement) to the joint holder who is named first in the register.

Technology

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

Accidental omission

The accidental omission to give notice to, or the non-receipt of notice by, any of those entitled to it does not invalidate any resolution passed at a meeting of shareholders.

Class meetings

The rules concerning meetings of shareholders apply to a separate meeting of a class of shareholders as far as they are capable of application and modified as necessary.

12. Proceedings at general meeting

Shareholder present at meeting

If a shareholder has appointed a proxy or attorney or (in the case of a shareholder that is a body corporate) a representative to act at a meeting of shareholders, that shareholder is taken to be present at a meeting at which the proxy, attorney or representative is present.

Quorum

- (a) Subject to section 249B of the Act, the quorum for a meeting of shareholders is one voting shareholder. Each individual present may only be counted once toward a quorum.
- (b) If a shareholder has appointed more than one proxy or representative, only one of them may be counted toward a quorum.

Quorum not present

If a quorum is not present within 15 minutes after the time for which a meeting of shareholders is called:

- (a) if called as a result of a request of shareholders under section 249D of the Act, the meeting is dissolved; and
- (b) in any other case:
 - (i) the meeting is adjourned to the day, time and place that the board decides and notifies to shareholders, or if no decision is notified before then, to the same time on the same day in the next week at the same place; and
 - (ii) if a quorum is not present at the adjourned meeting, the meeting is dissolved.

Chairing meetings of shareholders

- (a) If the board has appointed a director to chair board meetings, that director may also chair meetings of shareholders.
- (b) If:
 - (i) there is no director whom the board has appointed to chair board meetings for the time being; or
 - (ii) the director appointed to chair board meetings is not present at the time for which a meeting of shareholders is called or is not willing to chair the meeting,

the voting shareholders present must elect a shareholder or director present to chair the meeting.

Attendance by auditor and directors

Every director and the auditor (if any) has the right to attend and speak at all meetings of shareholders whether or not the director or auditor is a shareholder.

Shareholders rights suspended while call unpaid

If a call on a share is due and unpaid, the holding of that share does not entitle the shareholder to be present, speak, or vote at, or be counted, in the quorum for a meeting of shareholders.

Adjournment

The chairman of a meeting of shareholders at which a quorum is present:

- (a) may, with the consent of the meeting; and
- (b) must, if directed by ordinary resolution of the meeting,

adjourn it to another time and place.

Business at adjourned meetings

The only business that may be transacted at a meeting resumed after an adjournment is the business left unfinished immediately before the adjournment.

13. Proxies, attorneys and representatives

Appointment of proxies

A shareholder may appoint not more than two proxies in accordance with section 249X of the Act to attend and act for the shareholder at a meeting of shareholders. An appointment of proxy must be made by written notice to the company that complies with section 250A(1) or in any other form and mode that is signed or otherwise authenticated by the shareholder in a manner, satisfactory to the board. If a shareholder appoints two proxies and the appointment does not

specify the proportion or number of the shareholder's votes each proxy may exercise, each proxy may exercise half of those votes.

Shareholder's attorney

A shareholder may appoint an attorney to act, or to appoint a proxy to act, at a meeting of shareholders. If the appointor is an individual, the power of attorney must be signed in the presence of at least one witness.

Deposit of proxy appointment forms and powers of attorney

An appointment of a proxy or an attorney is not effective for a particular meeting of shareholders unless:

- (a) in the case of a proxy, the proxy appointment form and, if it is executed by an attorney, the relevant power of attorney or a certified copy of it; and
- (b) in the case of an attorney, the power of attorney or a certified copy of it,

are received by the company at its registered office or a fax number at that office (or another address specified for the purpose in the relevant notice of meeting) at least 48 hours before the time for which the meeting was called or, if the meeting has been adjourned, before the resumption of the meeting.

Corporate representative

A shareholder that is a body corporate may appoint an individual to act as its representative at meetings of shareholders as permitted by section 250D of the Act.

Appointment for particular meeting, standing appointment and revocation

A shareholder may appoint a proxy, attorney or representative to act at a particular meeting of shareholders or make a standing appointment and may revoke any appointment. A proxy, attorney or representative may, but need not, be a shareholders.

Suspension of proxy or attorney's powers if shareholder present

- (a) A proxy or attorney has no power to act for a shareholder at a meeting at which the shareholder is present in person or, in the case of a body corporate, by representative.
- (b) A proxy has no power to act for a shareholder at a meeting at which the shareholder is present by attorney.

Priority of conflicting appointments of attorney or representative

If more than one attorney or representative appointed by a shareholder is present at a meeting of shareholders and the company has not received notice of revocation of any of the appointments:

- (a) an attorney or representative appointed to act at that particular meeting may act to the exclusion of an attorney or representative appointed under a standing appointment; and

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- (b) subject to this rule, an attorney or representative appointed under a more recent appointment may act to the exclusion of an attorney or representative appointed earlier in time.

More than two current proxy appointments

- (a) An appointment of a proxy by a shareholder is revoked (or, in the case of a standing appointment, suspended for that particular meeting) if the company receives a further appointment of proxy from that shareholder that would result in there being more than two proxies of that shareholder entitled to act at a meeting.
- (b) The appointment of proxy made first in time is the first to be treated as revoked or suspended by this rule.

Continuing authority

An act done at a meeting of shareholders by a proxy, attorney or representative is valid even if, before the act is done, the appointing shareholder:

- (a) dies or becomes mentally incapacitated;
- (b) becomes bankrupt or an insolvent under administration or is wound up;
- (c) revokes the appointment or revokes the authority under which the appointment was made by a third party; or
- (d) transfers the share to which the appointment relates,

unless the company has received written notice of the matter before the start or resumption of the meeting at which the vote is cast.

14. Entitlement to vote

Number of votes

- (a) Subject to any other rule and the terms on which shares are issued:
 - (i) on a show of hands:
 - (A) if a shareholder has appointed two proxies, neither of those proxies may vote;
 - (B) a shareholder who is present and entitled to vote and is also a proxy, attorney or representative of another shareholder has one vote; and
 - (C) subject to this constitution every individual present who is a shareholder, or a proxy, attorney or representative of a shareholder, entitled to vote has one vote; and
 - (ii) on a poll, a shareholder has one vote for every share held.

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- (b) The chairman of a meeting of shareholders does not have a second or casting vote.
 - (c) If an equal number of votes is cast for and against a resolution the matter is decided in the negative.

Votes of joint holders

- (a) If there are joint holders of a share, any one of them may vote at a meeting of shareholders, in person or by proxy, attorney or representative, as if that holder were the sole owner of the share.
- (b) If more than one of the joint holders of a share (including, for the purposes of this rule, joint legal personal representatives of a dead shareholder) are present at a meeting of shareholders, in person or by proxy, attorney or representative, and tender a vote in respect of the share, the company may only count the vote cast by, or on behalf of, the most senior joint holder who tenders a vote.
- (c) For the purpose of this rule, seniority depends on the order in which the names of the joint holders are listed in the register.

Voting restrictions

- (a) A shareholder is not entitled to vote on a resolution if, under the Act:
 - (i) the shareholder must not vote or must abstain from voting on the resolution; or
 - (ii) a vote on the resolution by the shareholder must be disregarded for any purposes.
- (b) If the shareholder or a person acting as proxy, attorney or representative of the shareholder purports to vote on that resolution, their vote must not be counted.

Decision on right to vote

A voting shareholder or director may challenge a person's right to vote at a meeting of shareholders. A challenge may only be made at the meeting. A challenge, or any other doubt as to the validity of a vote, must be decided by the chairman, whose decision is final.

15. How voting is carried out

Method of voting

- (a) A resolution put to the vote at a meeting of shareholders must be decided on a show of hands unless a poll is demanded under this rule either before, or on, declaration of the result of the vote on a show of hands.
- (b) Unless a poll is demanded, the chairman's declaration of a decision on a show of hands is conclusive evidence of the result.

Demand for a poll

- (a) A poll may be demanded on any resolution (except a resolution concerning the election of the chairman of a meeting) by:
 - (i) a shareholder entitled to vote on the resolution;
 - (ii) shareholders entitled to cast at least 5% of the votes that may be cast on the resolution on a poll (worked out as at the midnight before the poll is demanded); or
 - (iii) the chairman.
- (b) The demand for a poll does not affect the continuation of the meeting for the transaction of other business and may be withdrawn.

When and how polls must be taken

If a poll is demanded:

- (a) the poll must be taken:
 - (i) if the resolution is for the adjournment of the meeting, immediately and in the manner that the chairman of the meeting directs;
 - (ii) in all other cases, at the time and place and in the manner that the chairman of the meeting directs;
- (b) a person voting who has the right to cast two or more votes need not cast all those votes and may cast those votes in different ways; and
- (c) the result of the poll is the resolution of the meeting at which the poll was demanded.

16. Resolutions without minutes

Written resolutions

Subject to section 249A(1) of the Act, the company may pass a resolution without a general meeting being called or held if the resolution is set out in a document:

- (a) if the company has only one shareholder, signed in the manner set out in section 249B of the Act; or
- (b) if the company has more than one shareholder, signed in the manner set out in section 249A.

Signature of resolutions

The company may treat a document on which a faxed or electronic signature appears, or which is otherwise acknowledged by a shareholder in a manner satisfactory to the board, as being signed by that shareholder.

17. Secretary

Appointment of secretary

The board may appoint one or more individuals to be a secretary, either for a specified term or without specifying a term.

Terms and conditions of office

- (a) A secretary holds office on the terms (including as to remuneration) that the board decides.
- (b) The board may vary any decision previously made by it about a secretary.

Cessation of secretary's appointment

A person automatically ceases to be a secretary if the person:

- (a) is not permitted by the Act (or an order made under the Act) to be a secretary of a company;
- (b) becomes disqualified from managing corporations under Part 2D.6 of the Act and is not given permission or leave to manage the company under section 206F or 206G;
- (c) becomes of unsound mind or physically or mentally incapable of performing the functions of that office;
- (d) resigns by notice in writing to the company; or
- (e) is removed from office under this rule.

Removal from office

The board may remove a secretary from that office whether or not the appointment was expressed to be for a specified term.

18. Minutes

Minutes must be kept

The board must ensure that minutes of:

- (a) proceedings and resolutions of meetings of the company's shareholders;
- (b) the names of directors present at each board meeting or committee meeting;
- (c) proceedings and resolutions of board meetings (including meetings of a committee to which board powers are delegated);
- (d) resolutions passed by shareholders without a meeting;
- (e) resolutions passed by directors, and declarations made by a single director, without a meeting; and

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- (f) disclosures and notices of directors' interests,

to be kept in accordance with sections 191, 192 and 251A of the Act.

Minutes as evidence

Any minutes recorded and signed in accordance with section 251A of the Act is evidence of the proceeding, resolution or declaration to which it relates, unless the contrary is proved.

Inspection of minute books

The company must allow shareholders to inspect, and must provide copies of, the minute books for the meetings of shareholders and for resolutions of shareholders passed without meetings in accordance with section 251B of the Act.

19. Company seal

Common seal

The board:

- (a) may decide whether or not the company has a common seal; and
- (b) is responsible for the safe custody of that seal (if any) and any duplicate seal it decides to adopt under section 123(2) of the Act.

Use of common seal

- (a) The common seal and duplicate seal (if any) may only be used with the authority of the board.
- (b) The board must not authorise the use of a seal that does not comply with section 123 of the Act.

Fixing seal to documents

- (a) The fixing of the common seal, or any duplicate seal, to a document must be witnessed:
 - (i) if the company is a single director company and the sole director is also the sole secretary, by that person; or
 - (ii) otherwise, by two directors or one director and one secretary, andby any other signatories or in any other way (including the use of copies of signatures) authorised by the Board.
- (b) The fixing of the seal is witnessed in accordance with this rule, a statement by the witness that the witness is the sole director and sole company secretary of the company should appear next to the signature, but the absence of that statement does not affect the validity of the execution.

20. Financial reports and audit

Company to keep financial records

The Board must cause the company to keep written financial records that:

- (a) correctly record and explain its transactions (including transactions undertaken as trustee) and financial position and performance; and
 - (b) would enable true and fair financial statements to be prepared and audited,
- and must allow a director to inspect those records at all reasonable times.

Financial reporting

If required by Part 2M.3 of the Act, the board must cause the company to prepare a financial report and a directors' report that comply with that part and must report to shareholders in accordance with section 314 no later than the deadline set by section 315.

Audit

- (a) Unless section 301(2) of the Act applies, the board must cause the company's financial report (if any) for each financial year to be audited and obtain an auditor's report.
- (b) The eligibility, appointment, removal, remuneration, rights and duties of the auditor (if any) are regulated by the Act.

Inspection of financial records and books

Subject to any other rule and section 247A of the Act, a shareholder who is not a director does not have any right to inspect any document of the company except as authorised by the board or by a resolution of shareholders.

21. Shares

Issue at discretion of board

Subject to section 259C of the Act, the board may, on behalf of the company, issue, grant options over or otherwise dispose of unissued shares to any person on the terms, with the rights, only with the approval by a resolution passed by the company in general meeting.

Preference and redeemable preference shares

- (a) The company may issue preference shares (including preference shares that are liable to be redeemed).
- (b) The rights attached to preference shares are the rights approved by special resolution of the company as applicable to those shares.

Brokerage and commissions

The company may pay brokerage or commissions to a person for that person or another person agreeing to take up shares in the company.

Surrender of shares

- (a) The board may accept a surrender of shares:
 - (i) to compromise a question as to whether those shares have been validly issued; or
 - (ii) if surrender is otherwise within the company's powers.
- (b) The company may sell or re-issue surrendered shares in the same way as forfeited shares.

22. Shareholders liability

Liability

Subject to this Constitution, each person who is a shareholder, and each person who was a shareholder during the year ending on the day of the commencement of the winding up of the Company, undertakes to contribute to the property of the Company for:

- a) payment of debts and liabilities of the Company;
- b) payment of the costs, charges and expenses of winding up; and
- c) any adjustment of the rights of the contributories among Shareholders.

Limited Liability

The amount that each shareholder or past shareholder is liable to contribute is limited to the amount unpaid on any share of which that person is or was the registered holder.

23. Certificates

Issue of share certificate

The company must issue a certificate of title to shares that complies with section 1070C of the Act, and deliver it to the holder of those shares in accordance with section 1071H.

Multiple certificates and joint holders

- (a) If a shareholder requests the company to issue several certificates each for a part of the shares registered in the shareholder's name, the company must do so.
- (b) For the purpose of this rule, joint holders of shares are a single shareholder. The company may issue only one certificate that relates to each share registered in the names of two or more joint holders and may deliver the certificate to any of those joint holders.

Lost and worn out certificates

If a certificate:

- (a) is lost or destroyed and the owner of the relevant securities applies in accordance with section 1070D(5) of the Act, the company must; or
- (b) is defaced or worn out and is produced to the company, the company may, issue a new certificate in its place.

24. Register

Joint holders

If the register names two or more joint holders of a share, the company must treat the person named first in the register for that share as the sole owner of it for all purposes (including the giving of notice) except in relation to:

- (a) delivery of certificates;
- (b) the right to vote;
- (c) the power to give directions as to payment of, or a receipt for, dividends;
- (d) liability for instalments or calls (which, subject to section 1072E(8) of the Act, is joint and several); and
- (e) transfer.

Nominee holders

A registered holder of shares who holds them as trustee for, or otherwise on behalf of or on account of, a body corporate, must give the company written notice of that fact in accordance with section 1072E(11) of the Act.

Non-beneficial holders

Subject to sections 169(5A) and 1072E of the Act, unless otherwise ordered by a court of competent jurisdiction or required by statute, the company:

- (a) may treat the registered holder of any share as the absolute owner of it; and
- (b) need not recognise any equitable or other claim to or interest in a share by any person except a registered holder.

25. Partly paid shares

Fixed instalments

If a share is issued on terms that some, or all, of the issue price is payable by instalments, the registered holder of the share must pay every instalment to the company when due. If the registered holder does not do so, these rules apply as if the registered holder had failed to pay a call.

Prepayment of calls

The board may:

- (a) accept prepayment of some or all of the amount unpaid on a share above the sums actually called as a payment in advance of calls;
- (b) agree:
 - (i) to payment by the company of interest at a rate no higher than the interest rate on that part of the advance payment which for the time being exceeds the aggregate amount of the calls then made on the shares in respect of which it was paid; or
 - (ii) that the amount paid in advance will be taken into account in calculating participation in profit or ascertaining entitlement to surplus on a winding up or other distributions attributable to that share; and
- (c) unless otherwise agreed between the shareholder and the company, repay the sum.

Calls made by Board

Subject to the terms of issue of a share, and to any special resolution passed under section 254N of the Act, the board may:

- (a) make calls on a shareholder for some or all of the money unpaid on a share held by that shareholder;
- (b) make a call payable by instalments; and
- (c) revoke or postpone a call,

and must give the relevant shareholder written notice of the call specifying to whom the call must be paid and the time for payment (which must be at least 14 days after the notice is given).

Classes of shares

- (a) The board may issue shares on terms as to the amount of calls to be paid and the time for payment of those calls, which are different as between the holders of those shares.
- (b) The board may make different calls on different classes of shares.

Obligation to pay calls

- (a) Subject to section 1072E(8) of the Act, a shareholder subject to a call must pay the amount of the call to the payee named in the notice of call no later than the time specified in the notice.
- (b) Joint holders of a share are jointly and severally liable for calls.

Called Amounts

If a call is not paid on or before the day specified for payment, the board may require the shareholder liable for the call to pay:

- (a) interest on the amount of the call at the interest rate from that day until payment is made; and
- (b) all costs and expenses incurred by the company because payment was not made on that day.

Proof of call

If, on the hearing of an action for recovery of a called amount, it is proved that:

- (a) the minute books of the company record the board's resolution making the call;
- (b) notice of the call was given under; and
- (c) the person sued appears in the register as a holder of the share in respect of which the call was made,

proof of those matters is conclusive proof of the debt.

Forfeiture notice

At any time until a called amount is paid, the board may give the relevant shareholder a notice which:

- (a) requires the shareholder to pay the called amount;
- (b) specifies a date at least 14 days after the date of the notice by which and a place at which payment must be made; and
- (c) states that if payment is not made at that place on or before that date, the share to which the call relates is liable to be forfeited.

Forfeiture

If the requirements of a notice are not satisfied, the board may forfeit the share for which that notice was given (and all dividends, interest and other money payable in for that share and not actually paid before the forfeiture) by resolution passed before the called amount is paid.

Disposal and re-issue of forfeited shares

- (a) A share forfeited under this rule immediately becomes the property of the company.
- (b) In relation to a share forfeited under this rule, the board, on behalf of the company, may:
 - (i) re-issue the share with or without any money paid on it by any former holder credited as paid; or
 - (ii) sell or otherwise dispose of the share, and execute and register a transfer of it,

to the person and on the terms it decides.

- (c) The title of the new holder of the share referred to in this rule is not affected by any irregularity in the forfeiture or the re-issue, sale or disposal and the sole remedy of any person previously interested in the share is damages that may be recovered only from the company. The new holder is not liable for the called amount.

Notice of forfeiture

- (a) The company must promptly:
- (i) give notice of the forfeiture of a share to the shareholder who held the share immediately before the resolution for forfeiture was passed; and
 - (ii) enter the forfeiture and its date in the register.
- (b) A written declaration that a share was forfeited on a specified date and notice of forfeiture was given in accordance with this constitution signed by a director or secretary is, in the absence of proof to the contrary, evidence of those facts and of the company's right to dispose of the share.

Cancellation of forfeiture

The board may cancel the forfeiture of a share on any terms at any time before it disposes of that share.

Effect of forfeiture

- (a) A person who held a share that has been forfeited under this rule ceases to be a shareholder in relation to that share, but remains liable to pay the called amount until it is paid in full.
- (b) The board may elect not to enforce payment of an amount due to the company under this rule.

Application of proceeds

The company must:

- (a) apply the net proceeds of any re-issue, sale or disposal of a forfeited share under this rule (after payment of all costs and expenses) to satisfy the called amount; and
- (b) pay any surplus to the person who held the share immediately before forfeiture.

26. Company liens

Existence of liens

- (a) Unless the terms of issue provide otherwise, the company has a first and paramount lien on each share for:

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- (i) all money called or payable at a fixed time in respect of that share whether or not payment is due;
 - (ii) all money owed to the company by a registered holder; and
 - (iii) amounts for which the company is indemnified under this rule.
- (b) The lien in this rule extends to all dividends payable in in relation to the share and to proceeds of sale of the share.

Sale under lien

If:

- (a) the company has a lien on a share;
- (b) an amount secured by the lien is due and payable;
- (c) the company has given notice to the shareholder registered as the holder of the share requiring payment of the amount which is due and payable and secured by the lien and specifying a date (at least 14 days after the date of the notice) by which and a place at which payment of that amount must be made; and
- (d) the requirements of the notice given under this rule are not fulfilled,

the company may sell the share as if it had been forfeited for failure to meet a call and, to the extent practical and modified as necessary, the rules relating to failing to meet a call shall apply.

Indemnity for payments required to be made by the company

- (a) If the law of any jurisdiction imposes, or purports to impose, any immediate, future or possible liability on the company, or empowers or purports to empower any person to require the company to make any payment, on account of a shareholder or referable to a share held by that shareholder (whether alone or jointly) or a dividend or other amount payable in respect of a share held by that shareholder, the company:
 - (i) is fully indemnified by that shareholder from that liability;
 - (ii) may recover as a debt due from the shareholder the amount of that liability together with interest at the interest rate from the date of payment by the company to the date of repayment by the shareholder; and
 - (iii) may refuse to register a transfer of any share by that shareholder until the debt has been paid to the company.
- (b) Nothing in this constitution in any way prejudices or affects any right or remedy that the company has (including any right of set off) and, as between the company and the shareholder, any such right or remedy is enforceable by the company.

27. Dividends

Reserves

Before paying any dividend to shareholders, the board may do either or both of:

- (a) setting aside out of profits of the company reserves to be applied for any purpose it decides and use any sum so set aside in the business of the company or invest it in investments selected by the board and vary and deal with those investments as it decides; or
- (b) carrying forward any amount out of profits that the board decides not to distribute without transferring that amount to a reserve.

Dividends

- (a) The board may pay any interim and final dividends that, in its judgment, the financial position of the company justifies.
- (b) The decision to pay a dividend may be rescinded by the board if it decides before the date for payment of the dividend that the company's financial position no longer justifies the payment.
- (c) A resolution of the board as to the financial position of the company and the amount available for the payment of dividends is conclusive.

Payment of dividends

Subject to the Act, this rule and the terms of issue of shares, the board may resolve to pay any dividend it thinks appropriate and fix the time for payment.

Amount of dividend and payments

Subject to any rights or restrictions attached to any shares or classes of shares:

- (a) all dividends must be paid equally on all shares, except that a partly paid share confers an entitlement only to the proportion of the dividend that the amount paid (not credited) on the share is of the total amounts paid and payable (excluding amounts credited);
- (b) for the purpose of this rule, unless the board decides otherwise, an amount paid on a share in advance of a call is not to have been taken as having been paid until it becomes payable.

Dividends in kind

- (a) The board may resolve to pay a dividend in cash or satisfy it by distribution of specific assets (including shares or securities of any other corporation), the issue of shares or the grant of options.
- (b) If the board satisfies a dividend by distribution of specific assets, the board may:
 - (i) fix the value of any asset distributed;

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- (ii) make cash payments to shareholders on the basis of the value fixed so as to adjust the rights of shareholders between themselves; and
 - (iii) vest an asset in trustees.

Payment of dividend by way of securities in another corporation

- (a) Where the company satisfies a dividend by way of distribution of specific assets, being shares or other securities in another corporation, each shareholder is taken to have agreed to become a shareholder of that corporation and to have agreed to be bound by the constitution of that corporation.
- (b) Each shareholder also appoints each director and each secretary to be its agent and attorney, to:
 - (i) agree to the shareholder becoming a shareholder of that corporation;
 - (ii) agree to the shareholder being bound by the constitution of that corporation; and
 - (iii) execute any transfer of shares or securities, or other document required to give effect to the distribution of shares or other securities to that shareholder.

Method of payment

The company may pay any cash dividend, interest or other money payable for shares by cheque sent, and may distribute assets by sending the certificates or other evidence of title to them, through the post directed to:

- (a) the address of the shareholder (or in the case of a jointly held share, the address of the joint holder named first in the register); or
- (b) to any other address the shareholder (or in the case of a jointly held share, all the joint holders) directs in writing.

Joint holders' receipt

Any one of the joint holders of a share may give an effective receipt for any dividend, interest or other money payable in relation to that share.

Retention of dividends by company

The company may retain the dividend payable on a share:

- (a) of which a person seeks to be registered as the holder by transmission, until that person is registered as the holder of that share or transfers it; or
- (b) on which the company has a lien, to satisfy the liabilities in relation to which the lien exists.

No interest on dividends

No shareholder may claim, and the company must not pay, interest on a dividend (either in money or kind).

28. Transfer of shares

Instrument of transfer

- (a) Subject to this rule, a shareholder may transfer a share by a document the form of which is permitted by law and which is signed by or on behalf of both the transferor and the transferee.
- (b) The company must not register a transfer that does not comply with this rule.

Delivery of transfer and certificate

- (a) A document of transfer must be:
 - (i) delivered to the registered office of the company or the address of the register last notified to shareholders by the company;
 - (ii) accompanied by the certificate for the shares to be transferred or evidence satisfactory to the board of its loss or destruction; and
 - (iii) marked with payment of any stamp duty payable.
- (b) Property in, and title to, a document of transfer that is delivered to the company (but not the shares to which it relates) passes to the company on delivery.

Refusal to register transfer

- (a) The board, without giving any reason, may refuse to register a transfer of shares and, subject to section 259C of the Act, must not register a transfer to a subsidiary of the company.
- (b) If the board refuses to register a transfer, the company must give the transferee notice of the refusal within two months after the date on which the transfer was delivered to it.

Transferor remains holder until transfer registered

The transferor of a share remains the holder of it until the transfer is registered and the name of the transferee is entered in the register for that share.

Powers of attorney

- (a) The company may assume that a power of attorney granted by a shareholder, that is lodged with or produced or exhibited to the company, remains in force.
- (b) The company may rely on such a power of attorney, until the company receives express notice in writing at its registered office of:
 - (i) the revocation of the power of attorney; or
 - (ii) the death, dissolution or insolvency of the shareholder.

29. Transmission of shares

Death of joint holder

The company must recognise only the surviving joint holders as being entitled to shares registered jointly in the names of a deceased shareholder and others. The estate of the deceased joint holder is not released from any liability in respect of the shares.

Death of single holder

- (a) The company must not recognise anyone except the legal personal representative of the deceased shareholder as having any title to shares registered in the sole name of a deceased shareholder.
- (b) If the personal representative gives the board the documents described in section 1071B(9) or 1071B(13) of the Act, or other information that satisfies the board of the representative's entitlement to be registered as holder of the shares:
 - (i) subject to this rule, the company must register the personal representative as the holder of the shares as soon as practical after receiving written and signed notice to the company from the representative requiring it to do so; and
 - (ii) whether or not registered as the holder of the shares, the personal representative:
 - (A) may subject to any other rule concerning transfer of shares, transfer the shares to another person; and
 - (B) has the same rights as the deceased shareholder.

Transmission of shares on insolvency or mental incapacity

- (a) Subject to the Bankruptcy Act 1966 (Cth), if a person entitled to shares because of the insolvency or mental incapacity of a shareholder gives the board the information it reasonably requires to establish the person's entitlement to be registered as holder of the shares:
 - (i) Subject to any other rule concerning transfer of shares, the company must register that person as the holder of the shares as soon as practical after receiving a written and signed notice to the company from that person requiring it to do so; and
 - (ii) whether or not registered as the holder of the shares, that person:
 - (A) may, subject to any other rule concerning transfer of shares, transfer the shares to another person; and
 - (B) has the same rights as the insolvent or incapable shareholder.
- (b) If section 1072C of the Act applies, this rule is supplemental to it.

Refusal to register holder

The company has the same right to refuse to register a personal representative or person entitled to shares on the insolvency or mental incapacity of a shareholder as it would have if that person was the transferee named in a transfer signed by a living, solvent, competent shareholder.

30. Share capital

Capitalisation of profits

- (a) The company may capitalise profits, reserves or other amounts available for distribution to shareholders.
- (b) Subject to the terms of issue of shares, shareholders are entitled to participate in a capital distribution in the same proportions in which they are entitled to participate in dividends.

Adjustment of capitalised amounts

The board may settle any difficulty that arises in relation to a capitalisation of profits as it thinks appropriate and necessary to adjust the rights of shareholders among themselves including:

- (a) fixing the value of specific assets;
- (b) issuing fractional certificates;
- (c) making cash payments to shareholders on the basis of the value fixed or on the basis that fractional entitlements are disregarded so as to adjust the rights of shareholders between themselves; and
- (d) vesting cash or specific assets in trustees.

Conversion of shares

Subject to Part 2H.1 of the Act and this constitution, the company may convert:

- (a) an ordinary share into a preference share;
- (b) a preference share into an ordinary share; and
- (c) all or any of its shares into a larger or smaller number of shares by ordinary resolution.

Reduction of capital

The company may reduce its share capital:

- (a) by reduction of capital in accordance with Division 1 of Part 2J.1 of the Act;
- (b) by buying back shares in accordance with Division 2 of Part 2J.1 of the Act;
- (c) in the ways permitted by sections 258E and 258F of the Act; or

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- (d) in any other way for the time being permitted by the Act.

Payments in kind

- (a) Where the company reduces its share capital in accordance with Division 1 of Part 2J.1 of the Act, it may do so by way of payment of cash, distribution of specific assets (including shares or other securities in another corporation), or in any other manner permitted by law.
- (b) If the reduction is by distribution of specific assets, the board may:
- (i) fix the value of any assets distributed;
 - (ii) make cash payments to shareholders on the basis of the value fixed so as to adjust the rights of shareholders between themselves; and
 - (iii) vest an asset in trustees.

Payment in kind by way of securities in another corporation

- (a) Where the company reduces its share capital by distribution of specific assets (being shares or other securities in another corporation) each shareholder is taken to have agreed to become a shareholder of that corporation and to have agreed to be bound by the constitution of that corporation.
- (b) Each shareholder also appoints each director and each secretary their agent and attorney to:
- (i) agree to the shareholder becoming a shareholder of the corporation referred to in this rule;
 - (ii) agree to the shareholder being bound by the constitution of the corporation referred to in this rule; and
 - (iii) execute any transfer of shares or securities, or other document required to give effect to the distribution of shares or other securities to that shareholder.

Variation of rights

- (a) If the company issues different classes of shares, or divides issued shares into different classes, the rights attached to shares in any class may (subject to sections 246C and 246D of the Act) be varied or cancelled only:
- (i) with the written consent of the holders of 75% of the issued shares of the affected class; or
 - (ii) by special resolution passed at a separate meeting of the holders of the issued shares of the affected class.
- (b) Subject to the terms of issue of shares, the rights attached to a class of shares are not treated as varied by the issue of further shares of that class.

31. Winding up

Entitlement of shareholders

Subject to the terms of issue of shares and this rule, the surplus assets of the company remaining after payment of its debts are divisible among the shareholders in proportion to the number of fully paid shares held by them. For this purpose, a partly paid share is counted as a fraction of a fully paid share, equal to the proportion paid on it.

Distribution of assets generally

If the company is wound up, the liquidator may, with the sanction of a special resolution:

- (a) divide the assets of the company among the shareholders in kind;
- (b) for that purpose fix the value of assets and decide how the division is to be carried out as between the shareholders and different classes of shareholders; and
- (c) vest assets of the company in trustees on any trusts for the benefit of the shareholders the liquidator thinks appropriate.

No distribution of liabilities

The liquidator cannot compel a shareholder to accept marketable securities in respect of which there is a liability as part of a distribution of assets of the company.

Distribution not in accordance with legal rights

If the liquidator decides on a division or vesting of assets of the company under this rule, that is not in accordance with the legal rights of the contributories, any contributory who would be prejudiced by it has a right to dissent and ancillary rights, as if that decision were a special resolution passed under section 507 of the Act.

32. Notices

Notices by company

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

- (a) in writing signed on behalf of the company (by original or printed signature);
- (b) addressed to the person to whom it is to be given; and
- (c) delivered:
 - (i) personally;
 - (ii) by prepaid mail (by airmail, if the addressee is overseas) to that person's address;

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- (iii) by fax to the fax number (if any) nominated by that person; or
 - (iv) sent by email to the email address (if any) nominated by that person.

Overseas shareholders

A shareholder whose registered address is not in Australia may notify the company in writing of an address in Australia to which notices may be sent.

When notice is given

- (a) A notice to a person by the company is regarded as given and received:
 - (i) if it is delivered personally or sent by fax or electronic message:
 - (A) by 5 pm (local time in the place of receipt) on a business day - on that day; or
 - (B) after 5 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
 - (ii) if it is sent by mail:
 - (A) within Australia - Three business days after posting; or
 - (B) to a place outside Australia - Seven business days after posting.
- (b) A certificate in writing signed by a director or secretary stating that a notice was sent is conclusive evidence of service.

Business days

For the purposes of this rule, a business day is a day that is not a Saturday, Sunday or public holiday in the place to which the notice is sent.

Notice to joint holders

- (a) Notice to joint holders of shares must be given to the joint shareholder named first in the register.
- (b) Every person who becomes entitled to a share is bound by every notice in relation to that share that was properly given to a person registered as the holder the share before the transfer or transmission of the share was entered in the register.

Counting days

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.

33. Unclaimed money

The company must deal with unclaimed dividends and distributions in accordance with the law relating to unclaimed money in the company's jurisdiction of registration.