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| <b>Policy Name:</b>       | Share Surrender                            |
| <b>Date Created:</b>      | 8 May 2023                                 |
| <b>Intended Audience:</b> | ActiveDocs Shareholders                    |
| <b>Terminology:</b>       | “The Company” refers to ActiveDocs Limited |

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### Introduction

From time to time the Company is approached by shareholders to ascertain whether it would consider a surrender of shares. Often such enquiries stem from an executor of a deceased estate, or a trustee of a family trust, where a professional is involved and the number of shares is low. In this regard it is of note that there is no secondary market for ActiveDocs shares, and for small holdings the costs that can be involved in transfers to other parties can outweigh any potential value of those share parcels.

For the Company there are ongoing cost savings through share surrender and the associated elimination of a shareholding by way of savings in share registry costs and communications costs.

### ActiveDocs Constitution

Regulation 11.10 of the Constitution provides for the surrender of shares as follows:

*The Board may accept from any Shareholder a surrender of all or part of the Shareholder's shares upon such terms as may be agreed upon between the Shareholder and the Company.*

### Share Surrender Policy

The policy applying to share surrenders is:

1. The Company will not actively seek opportunities for shares surrender. Rather the company's role will be to respond to enquiries from Shareholders or their representatives as and when share surrender enquiries are made.
2. Generally, a share surrender enquiry relating to deceased estates or family trusts will fall within this policy while enquiries from individual shareholders will be treated on their merits.
3. Share surrenders will be limited to small holdings unless the Board considers a particular case to be an exception worth consideration.
4. The Company will set a share surrender price per share which will be reviewed and applied throughout each financial year. A key element in setting the share surrender price will be fairness to existing shareholders.
5. Applicants for share surrender will be provided with the following notice which must be accepted and acknowledged if the share surrender terms are accepted:

*Under relation to the ActiveDocs share surrender policy I have been advised of the applicable terms which are intended to be fair both to this share surrender and to the continuing shareholders in ActiveDocs Limited. I/we have been advised that there is a possibility that those shares could be worth more in future, but the ActiveDocs directors are unaware of any circumstances that would currently bring this about.*

*I acknowledge that I am accepting the terms offered for the share parcel/s concerned to suit my/our circumstances at this time.*