

Letter to Virgin Australia Noteholders

28 November 2019

In accordance with ASX Listing Rule 3.17.1, attached is a sample copy of a letter from Virgin Australia Holdings Limited (ASX: VAH) (**Virgin Australia**) to be despatched from 28 November 2019 to holders of unsecured notes of Virgin Australia (ASX: VAHHA) issued on 26 November 2019.

ENDS

Media contacts:


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I 9999999999

 For your security keep your SRN/HIN confidential

28 November 2019

It is in your interest to provide us your securityholder information. To provide your information online please visit

www.computershare.com.au/easyupdate/vah

If you do not have internet access, please call 1300 308 185 and provide your information over the phone.

Dear valued securityholder

On behalf of the directors, I welcome you as a holder of unsecured notes issued by Virgin Australia Holdings Limited (**Notes**).

Take advantage of the Easy Update website

To assist us with our commitment to the environment and our focus on cost control, we encourage you to provide your securityholder information online at **www.computershare.com.au/easyupdate/vah**. The Easy Update service is fast, secure and will ensure you receive your payments on time. Please provide the following details as soon as possible:



Your payment instructions. Interest payments are scheduled to be paid semi-annually in arrear on the interest payment dates being 26 May and 26 November each year unless such date is not a business day. If any interest payment date is not a business day, then the interest payment date will occur on the next business day.

It is important to note that, in accordance with the terms of the Notes, all interest payments are to be made by direct credit to a nominated Australian financial institution account (excluding credit card accounts). Therefore, it is essential for you to provide details of your nominated Australian financial institution account for receipt of interest payments. Otherwise, you will not receive interest payments on each payment date.



Your securityholder communication elections. You can elect to access all your securityholder communications online (e.g. interest payment statements) and receive notification by email when they are available.



Your Tax File Number/Australian Business Number (TFN/ABN) and/or Exemption Codes. If you are an Australian resident or subject to Australia's taxation laws, it is in your interests to provide us your Tax File Number or Australian Business Number as soon as possible.

To access the secure Easy Update website enter your SRN/HIN located at the top of this letter. For security reasons please keep this information confidential. If you do not have internet access, please call 1300 308 185 (if outside Australia, call +61 3 9415 4181) and follow the voice instructions to provide your securityholder information over the phone.

Virgin Australia Holdings Limited investor information

If you wish to find more information about Virgin Australia Holdings Limited visit www.virginaustralia.com for a comprehensive guide to our company, including annual reports, market announcements, media releases and other information.

Yours sincerely



Ms Sharyn Page
Company Secretary

How to enter your securityholder information online

Your information checklist

Please ensure you have the following information in front of you before entering the Easy Update website:

- ☒ Your SRN/HIN number. This number is found on the front of this letter, at the top of the page.
- ☒ Your Tax File Number (TFN) or Australian Business Number (ABN) and/or appropriate Exemption Codes.
- ☒ Your nominated bank, building society or credit union account details.

STEP 1

Visit www.computershare.com.au/easyupdate/vah



Do not enter the above URL directly into Google or your default search engine. Please type it into the address bar.



If you are having difficulties accessing the website please ensure you have entered the website address correctly and check your internet connection.

STEP 2

Provide your access details to enter the Easy Update website

SRN/HIN

Note: A SRN (Securityholder Reference Number) begins with the letter 'I'.
A HIN (Holder Identification Number) begins with the letter 'X'.

Postcode or Country

Enter your postcode if you are an Australian resident, otherwise select your country from the menu.

Terms & Conditions

Read and agree with the terms and conditions.

STEP 3

Enter your securityholder information

Payment details

Enter your nominated bank, building society or credit union account details.

Securityholder Communications

To receive email notifications enter your email address and select each securityholder communication option individually.

Tax information

Enter your Tax File Number (TFN) or Australian Business Number (ABN) and/or appropriate Exemption Codes.

FINISH

Confirmation and receipt

Confirmation

Please ensure the details you have entered are correct before clicking 'confirm'.

Finish

Record your receipt number. You will need to quote this number if you have any enquiries regarding your Easy Update transaction.