



11 January 2023

Australian Securities Exchange (ASX) Announcement

Notice of Extraordinary General Meeting – Direct Credit of Payments

On 30 December 2022, Total Brain Limited (**Total Brain**, **TTB** or the **Company**) issued a Notice of Extraordinary General Meeting (EGM) to be held on 1 February 2023, followed by an addendum to the Notice of EGM issued on 3 January 2023.

The Company advises that, subject to shareholder approval at the EGM, Resolution 1, for a capital return by way of equal capital reduction, will be achieved by direct credit (also known as electronic funds transfer (EFT)) to each shareholder's nominated bank account held by the share registry. No cheques will be issued.

Shareholders can review and update their nominated bank account details here www.investorserve.com.au, or by completing and submitting the attached form according to the instructions on the form. The form has recently been mailed or emailed to shareholders according to their communication preferences. To be effective for the proposed capital return scheduled for 14 February 2023, forms need to be received by the share registry no later than 5:00 pm (Melbourne time) on Friday, 3 February 2023.

Nathan Jong
Company Secretary

Boardroom Pty Limited
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 Sydney NSW 2001

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 www.boardroomlimited.com.au
 enquiries@boardroomlimited.com.au

Company or Trust in which investment is held – THIS MUST BE COMPLETED

Total Brain Limited (ASX: TTB)

Full Name(s) of Registered Holding

Account Designation

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Registered Address

Postcode

 Unitholder Number (UHN)
 Securityholder Reference Number (SRN) or
 Holder Identification Number (HIN)

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REQUEST FOR DIRECT CREDITING OF PAYMENTS

Please credit all dividend/distribution payments from the above holding directly to our account at the following financial institution.

Note: Where payments are to be made to an account held outside of Australia, a street address must be recorded for the holding. Please fill Section C if your registered address is a PO BOX or Non-Street Address (required under the AML/CTF Act 2006).

Section A – Please provide your bank account details

Select ONE option only:

<input type="checkbox"/> Domestic Accounts (for accounts domiciled within Australia, New Zealand, the United Kingdom or the United States only)	<input type="checkbox"/> SWIFT Accounts (for accounts domiciled outside Australia)	<input type="checkbox"/> IBAN Accounts (for accounts domiciled within Europe, the United Kingdom and Brazil only)
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BSB / Bank & Branch / Sort Code / ABA / SWIFT

Account Number / IBAN / CLABE Code (for Mexico only)

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Name in which account is held

Suffix No. (for NZ Residents)

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Name of bank or financial institution

Country in which bank or financial institution is located

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 Tick here if the account nominated above is held overseas and you wish the payment to be deposited to that account in **Australian Dollars \$AUD** (please refer to step 3 on page 3 in relation to these payments)

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If applicable mark here to terminate any reinvestment plan participation

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Section B – Please provide your contact details

Contact Name

Phone Number – Business Hours

Phone Number – After Hours

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Email Address (For payments to foreign bank accounts it is **mandatory** to provide your email)

Section C – Please provide your Payment Address if your Registered Address is a PO BOX or Non-Street Address

It is a regulatory requirement (under Australia's Anti-Money Laundering provisions) for a street address to be supplied to enable overseas payment transfers to be initiated through our overseas paying authority. **Please note:** we will not update your registered address. We will continue to send all correspondence to the current registered address on file.

Street Name and Number (cannot be a PO BOX)

City/Town/Locality

Postal Code

State/County/Province

Country

Section D – More Information is required for the following Countries

In some instances we do require more information. This information will assist in minimizing any potential issues encountered and expedite receipt of funds to the beneficiary.

For Brazil Only

For the ID Number requirement, please provide one of the following:

CPF (Cadastro de Pessoas Fisicas)

CNPJ (Cadastro Nacional de Pessoas Juridicas)

RG (Registro Geral)

For Chile Only

Registro Unico Tributario (RUT) Number: Beneficiary Tax ID

Beneficiary Account Type:

Checking/Current Account

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Saving Account

☐**For China Only**

Routing code: CNAPS Code 12 digits

For India Only

Routing Code: IFSC Code (11 digit code representing a specific branch locations)

FCRA Code (Only required for payment to NGOs)

Section E – This section must be signed before your instructions are executed**Relevant to Sections A, B & D**

I/We authorise you to act in accordance with my/our instructions set out above. I/We acknowledge that these instructions supersede and have priority over all previous instructions relating to payments of dividends/distributions to which I/we am/are entitled to be paid in cash and that these instructions do not override any previous Reinvestment Plan instructions unless I/we have so indicated by ticking in the relevant box on page 1.

Relevant to Section C

I/We request you to process all dividend payments to the above payment address.

I/We confirm that the above payment address provided is a street address, and is not a PO Box.

I/We hereby covenant to indemnify and forever keep indemnified the security issuer, the directors and trustees of the security issuer, Boardroom Pty Limited and the directors and officers of Boardroom Pty Limited from and against all losses in respect thereof and all claims, actions, proceedings, demands, costs and expenses whatsoever which may be made or brought against them by reason of compliance with this request.

Individual or Securityholder 1

Sole Director and Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director/Company Secretary

Day

Month

Year

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Glossary of Terms

ABA:	A 9 digit American Banking Association routing code.
Bank & Branch:	A 6 digit Bank Branch code used in New Zealand (format is xx-xxxx).
BSB:	A 6 digit Bank State Branch code used in Australia (format is xxx-xxx).
CLABE:	Beneficiary Account Number: 18 digits CLABE (only required for Mexican Peso).
CNAP Code:	China National Advanced Payments Code (usually a 12 digit code, only required for Chinese Yuan).
CPF:	Cadastro de Pessoas Fisicas for individual or contractors (only required for Brazilian Real).
CNPJ:	Cadastro Nacional de Pessoas for companies or businesses (only required for Brazilian Real).
FCRA Code:	Foreign Contribution Regulation Act Code (only required for payments to NGOs in India).
IBAN:	International Bank Account Number. (For accounts domiciled within Europe, the United Kingdom and Brazil only)
IFSC Code:	Indian Financial System Code (usually a 11 digit code, only required for Indian Rupee).
RG:	Registro Geral used to identify individual (only required for Brazilian Real).
RUT Number:	Registro Unico Tributario (Beneficiary Tax Id, only required for Chilean Peso).
Sort Code:	A 6 digit identifier issued to banks and other institutions in the United Kingdom used to identify specific branches within a Bank (format is xx-xx-xx).
Suffix No:	A 2 digit identifier used by New Zealand banks to identify specific account types.
SWIFT:	An 8 or 11 character bank routing ID used by SWIFT members to electronically transmit international wires. An 8 character SWIFT code represents the main branch of a bank and the 11 character SWIFT code represents a specific branch.

Instructions on completing this form

When completing this form, please print details clearly in CAPITAL letters, using a black pen.

Payments are not able to be made to accounts held outside of Australia where the only address on record is a Post Office Box. Please provide Boardroom with a street address (required under the Anti-Money Laundering and Counter Terrorism Financing Act 2006). **If required, the Post Office Box can be retained as the mailing address.**

Step 1 - Select the type of account for your payments to be credited to (select one option only):

Domestic Accounts

Select this option if your bank account is domiciled within:

Australia:	Provide your account's BSB, account number and account name.
New Zealand:	Provide your account's Bank & Branch, account number (7 digits), suffix number and account name.
The United Kingdom:	Provide your account's Sort Code, account number and account name.
The United States:	Provide your account's ABA, account number and account name.

SWIFT Accounts

Select this option if you wish to receive your payments via SWIFT transfer (not available for Australian and Brazilian accounts). Please provide your bank's SWIFT, account number and account name. For New Zealand accounts, please also provide the suffix number.

IBAN Accounts

Select this option if you are providing your bank account's IBAN (available for accounts domiciled within Europe, the United Kingdom and Brazil). Please provide your bank account's IBAN and account name.

Step 2 - Provide the name of your bank or financial institution and the country in which your bank or financial institution is located.

Step 3 - Please Note: if you chose to have future payments deposited into the overseas bank account you have nominated in Australian Dollars (AUD), if the nominated overseas bank account does not accept deposits in AUD, the payment may be rejected. You may incur a fee as a result of that rejection. Some financial institutions may also charge an extra fee to process AUD deposits.

If you are unsure please contact your financial institution before electing this option. For further details please contact Boardroom Pty Limited.

Step 4 - Provide details of the person who prepared this form so we can contact you if any information needs to be checked.

Step 5 - For payments to foreign bank accounts it is mandatory to provide your email address so we can contact you instantaneously if payment is rejected or there are any other issues with bank details.

Step 6 - Provide your Payment Address. This is not applicable if your registered address is a street address. If your registered address is PO BOX address or Non Street Address, please fill section C.

Step 7 - Section D is only applicable if receiving bank is located in Brazil, Chile, China or India.

Step 8 - Sign the form (see overleaf for signing instructions).

Signing Instructions

Individual: This form is to be signed by the Securityholder.
Joint Holding: Where the holding is in more than one name, all the Securityholders must sign.
Power of Attorney: To sign as Power of Attorney, you must have already lodged it with Boardroom Pty Limited.
Alternatively, attach a certified photocopy of the Power of Attorney to this form.
Companies: Two Directors, Director & Company Secretary, or Sole Director & Sole Company Secretary can sign.

Please indicate the office held by signing in the appropriate space.

Privacy Statement:

The personal information provided in this form is collected by Boardroom Pty Limited, as registrar for the issuer of the securities you hold. Boardroom Pty Limited's privacy policy can be viewed on our website (www.boardroomlimited.com.au).

Your personal information is required for administration of the register of securityholdings. Should some or all of the requested information not be provided correct administration of your security holding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited.

Please return the completed form by post, fax or email to:

Post: Boardroom Pty Limited
GPO Box 3993, Sydney NSW 2001, Australia
Fax: +61 2 9279 0664
Email: enquiries@boardroomlimited.com.au
