

7 November 2014

ASX Company Announcements Office

ALS Limited (ASX Code: ALQ)

Letter to shareholders – Financial institution account details

In accordance with ASX Listing Rule 3.17, please find enclosed a copy of a letter sent today to those ALS Limited shareholders for whom we do not have financial institution account details recorded for Direct Credit purposes.

Yours faithfully
ALS LIMITED



Tim Mullen
Company Secretary



ABN 92 009 657 489

All correspondence and enquiries to:

BoardRoom
Smart Business Solutions

Boardroom Pty Limited

ABN 14 003 209 836

GPO Box 3993

Sydney NSW 2001

Tel: 1300 737 760 (within Australia)

Tel: +61 2 9290 9600 (outside Australia)

Fax: +61 2 9279 0664

www.boardroomlimited.com.au

enquiries@boardroomlimited.com.au

7 November 2014

Dear Securityholder,

IMPORTANT CHANGES TO FUTURE CASH DIVIDEND PAYMENTS

ALS Limited (ALQ) has decided that all future dividend payments to Australian and New Zealand registered holders will be made via direct credit into a nominated financial institution account.

Direct crediting is a more secure and convenient way for shareholders to receive their dividend payments. The benefits include dividends credited to your account on the payment date as cleared funds, removal of risk associated with loss, fraud and theft of cheques, and cost savings for ALQ which in turn benefit all shareholders.

Direct credit of dividends is consistent with the approach that many other dividend paying ASX-listed companies have taken in recent years.

Accordingly, effective from the 2015 interim dividend to shareholders which is likely to be paid in December 2014, dividend payments to ALQ securityholders will be made by direct credit only. **No cheque payments will be made to Australian or New Zealand registered holders. Where possible, other overseas registered holders may also be eligible to receive their dividend payments via direct credit in their own currency.**

ACTION REQUIRED BY SECURITYHOLDERS

If you currently receive your dividend payments by cheque, you will need to provide your bank account details by completing the enclosed Direct Credit Facility Form and returning it in the reply paid envelope to our share registry, Boardroom Pty Limited.

Alternatively:

- the completed Direct Credit Facility Form can be faxed to +61 2 9279 0664; or
- you can provide your banking details on-line at www.investorserve.com.au. To use this facility you need to register as a user by selecting the 'register now' button and completing the steps to create an account.

If you do not provide your account details your next dividend payment will be set aside and retained on your behalf in a non-interest bearing bank account until your account details are received by the share registry.

If you already receive your dividend payments by direct credit you do not need to take any further action and this letter is for your information only.

FOR OVERSEAS SECURITYHOLDERS

Please note: If you have not provided your street address, we are unable to pay your Dividend.

In order for our overseas paying authority to comply with the Anti Money Laundering and Counter Terrorism Financing procedures as they apply to them, it is a requirement that, for any payment made to an overseas bank account, the address of the recipient of the payment must be a street address. It cannot be a PO Box.

If you have any questions about this please contact our share registry Boardroom Pty Limited on 1300 737 760 within Australia and on +61 2 9290 9600 from outside Australia.

Yours sincerely,

Tim Mullen
Company Secretary



ABN 92 009 657 489

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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: Payments to accounts domiciled outside Australia cannot be made to a nominated PO Box (required under the AML/CTF Act 2006).

Select ONE option only:

☐

Domestic Accounts

(for accounts domiciled within Australia, New Zealand, the United Kingdom or the United States only)

☐

SWIFT Accounts

(for accounts domiciled outside Australia only)

☐

IBAN Accounts

(for accounts domiciled within Europe and the United Kingdom only)

BSB / Bank & Branch / Sort Code / ABA / SWIFT

Account Number / IBAN

Name in which account is held

Suffix No.

Name of bank or financial institution

Type of account (e.g. cheque, savings)

Country in which bank or financial institution is located

If applicable mark here to terminate any reinvestment plan participation

☐

Contact Name

*Phone Number – Business Hours

*Phone Number – After Hours

Sign Here – This section must be signed for your instructions to be executed

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 marking in the relevant box above.

Individual or Securityholder 1

Sole Director and
Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director/Company Secretary

Day

Month

Year

Please refer overleaf for instructions on completing this form

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).
IBAN:	International Bank Account Number.
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 to accounts domiciled outside Australia cannot be made to a PO Box. You must provide Boardroom Pty Limited with a street address (required under the Anti-Money Laundering and Counter Terrorism Financing Act 2006).

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 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 and the United Kingdom only). Please provide your bank account's IBAN and account name.

Step 2 - Provide the name of your bank or financial institution, the country in which your bank or financial institution is located, and the type of account (e.g. cheque, savings).

Step 3 - Provide details of the person who prepared this form so we can contact you if any information needs to be checked.

Step 4 - Sign the form (see below 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). Alternatively, you may contact Boardroom on 1300 737 760 and request a copy be sent to you.

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 securityholding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, it's 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. You can obtain access to your personal information and (if required) advise of any incorrect, inaccurate or out of date data information held, by contacting Boardroom's Privacy Officer on 1300 737 760.

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



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PAYMENT ADDRESS NOTIFICATION

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.

Please use a black pen and print in **CAPITAL** letters inside the boxes

Street Name and number (cannot be a PO Box)

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Other address details (if applicable)

--

City/Town/Locality

--

Postal Code

--

State/County/Province

--

Country

--

Contact Name

--

Phone Number – Business Hours

--

Phone Number – After Hours

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Sign Here – This section must be signed for your instructions to be executed

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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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 securityholding 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.

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