



SERVICE STREAM LIMITED

NOTICE OF ANNUAL GENERAL MEETING

2016



Notice of Annual General Meeting

Notice is given that the annual general meeting of members of Service Stream Limited (**Company**) will be held at The Westin Hotel – 205 Collins Street, Melbourne, Victoria on Wednesday 19 October 2016 at 10.30am.

Annual financial and other reports

To receive the Company's financial report, directors' report and auditor's report for the financial year ended 30 June 2016.

Resolution 1 — Adoption of remuneration report

To consider and if thought fit pass the following resolution as an **ordinary resolution**:

"That the remuneration report for the year ended 30 June 2016 be adopted."

Note: The remuneration report is set out on pages 12 to 18 of the Company's 2016 annual report. The vote on this resolution is advisory only and does not bind the directors of the Company.

Resolution 2 — Re-election of Deborah Page

To consider and if thought fit pass the following resolution as an **ordinary resolution**:

"That Deborah Page (who retires in accordance with rule 7.1(f) of the Company's constitution and (being eligible) stands for re-election) be re-elected as a director of the Company."

Resolution 3 — Election of Raelene Murphy

To consider and if thought fit pass the following resolution as an **ordinary resolution**:

"That Raelene Murphy who having been appointed as a director of the company (in accordance with rule 7.1(d) of the Company's constitution) since the last Annual General Meeting be elected as a director of the Company (in accordance with rule 7.1(c)(2) of the Company's constitution)."

Resolution 4 — Election of Greg Adcock

To consider and if thought fit pass the following resolution as an **ordinary resolution**:

“That Greg Adcock who having been appointed as a director of the company (in accordance with rule 7.1(d) of the Company’s constitution) since the last Annual General Meeting be elected as a director of the Company (in accordance with rule 7.1(c)(2) of the Company’s constitution).”

Resolution 5 — Acquisition of securities by Leigh Mackender or his associate, under the FY18 and FY19 Tranches of the Company’s Executive Share-based Incentive Plan

To consider and if thought fit pass the following resolution as an **ordinary resolution**:

“That the acquisition by Leigh Mackender or his associate of up to a total of 1,000,000 performance rights under each of the FY18 and FY19 Tranches of the Company’s Executive Share-based Incentive Plan, totalling to a maximum of 2,000,000 performance rights over a two year period (and up to 2,000,000 fully paid ordinary shares in the Company underlying, and issued in accordance with the terms of, those performance rights) on the terms summarised in the explanatory statement accompanying the notice of this meeting, be approved for the purpose of rule 10.14 of the ASX Listing Rules and for all other purposes.”

By order of the board



Vicki Letcher
Company Secretary

Date: 13 September 2016

Notes:

1. A member entitled to attend and vote at this meeting is entitled to appoint one proxy or, if the member is entitled to cast two or more votes at the meeting, two proxies to attend and vote on behalf and instead of the member.
2. Where two proxies are appointed, the proxies may vote only if each proxy is appointed to represent a specified proportion of the member's voting rights.
3. A proxy need not be a member.
4. A proxy form accompanies this notice. To be valid, the proxy form together with the power of attorney or other authority (if any) under which the form is signed, or a certified copy of that power or authority, must be:
 - (a) received by the Company's share registrar, Computershare Investor Services Pty Limited by:
 - (1) hand delivery to "Yarra Falls", 452 Johnston Street, Abbotsford, Victoria 3067;
 - (2) post to GPO Box 242, Melbourne, Victoria, 8060; or
 - (3) facsimile on 1800 783 447 (within Australia) or +61 3 9473 2555 (outside Australia)before 10.30am (Melbourne time) on Monday 17 October 2016; or
 - (b) received by the Company (addressed to the attention of Ms Vicki Letcher, Company Secretary):
 - (1) at its office at Level 4, 357 Collins Street, Melbourne, Victoria, 3000; or
 - (2) by facsimile on +61 3 9677 8877;before 10.30am (Melbourne time) on Monday 17 October 2016.
5. A proxy may also be appointed electronically by:
 - (a) visiting www.investorvote.com.au and following the instructions provided;
 - (b) scanning the QR code with your mobile device; or
 - (c) visiting www.intermediaryonline.com to submit your voting intentions (for Intermediary Online subscribers (custodians) only);before 10.30am (Melbourne time) on Monday 17 October 2016. A proxy cannot be appointed online if they are appointed under power of attorney or similar authority.
6. The Company has determined that those persons who are registered as the holders of shares in the Company at 7.00pm (Melbourne time) on Monday 17 October 2016 will be taken to be the holders of shares for the purposes of determining voting entitlements at this meeting.

Voting exclusion statement

The Company will disregard any votes cast on:

1. Resolution 1 (adoption of remuneration report) by or on behalf of a member of the key management personnel for the Company (details of whose remuneration are included in the remuneration report, including each director) (**KMP Member**), or a closely related party of a KMP Member.
2. Resolution 5 (Acquisition of securities by Leigh Mackender or his associate, under the FY18 and FY19 Tranches of the Company's Executive Share-based Incentive Plan) by:
 - (a) a director of the Company or an associate of a director; or
 - (b) a person appointed as a proxy if the person is either a KMP Member, or a closely related party of a KMP Member, and the appointment does not specify the way the proxy is to vote on the resolution.

However, the Company need not disregard a vote in relation to resolution 1 or 5:

- (a) it is cast by a person as proxy for a person who is entitled to vote, in accordance with the directions on the proxy form; or
- (b) it is cast by the person chairing the meeting as proxy for a person who is entitled to vote, in accordance with the direction on the proxy form to vote as the proxy decides (and the appointment expressly authorises the chair to vote in accordance with a direction on the proxy form to vote as the proxy decides).

The Chairman intends to vote undirected proxies held by him in favour of each resolution. Please refer to the proxy form accompanying this notice of meeting for more information.

Questions from Shareholders

Your questions relating to Service Stream that may be relevant to the 2016 Annual General Meeting are important to us. Shareholders eligible to vote at this meeting may submit written questions in advance of the AGM via email to AGM@servicestream.com.au. Any questions must be received by no later than 5.00pm (Melbourne time) on Wednesday 12 October 2016. We will attempt to respond to as many of the more frequently asked questions as possible in the Chairman's and Managing Director's addresses at the 2016 Annual General Meeting. Due to the large number of questions we may receive, we will not be replying on an individual basis. You will also be able to listen to the addresses made at the 2016 Annual General Meeting within 2 days after the meeting at: www.servicestream.com.au/investors/annual-general-meetings.

Explanatory statement

General information

This explanatory statement is an important document and should be read carefully. It comprises part of, and should be read in conjunction with, the notice of the annual general meeting (**AGM**) of members of Service Stream Limited to be held on Wednesday 19 October 2016.

If you have any questions regarding the matters set out in this explanatory statement (or elsewhere in the notice of AGM), please contact the Company, or your stockbroker or other professional adviser.

1. Resolution 1 — adoption of remuneration report

There will be an opportunity for shareholders at the meeting to comment on and ask questions about the remuneration report, which appears on pages 12 to 18 of the Company's 2016 annual report. The vote on the proposed resolution adopting the remuneration report is advisory only and will not bind the Company nor its directors. However, the Board will take the outcome of the vote into consideration when reviewing the Company's remuneration policy and practices.

The Corporations Act contains a 'two strikes' rule in relation to remuneration reports. Briefly, if at two consecutive AGMs 25% or more votes were cast against the resolution that the Company's remuneration report be adopted, a 'spill resolution' must be put to the vote at that AGM. If 50% or more shareholders vote in favour of a "spill" then the entire Board (except the Managing Director) are required to stand for re-election at a further general meeting which must take place within 90 days.

At the Company's 2015 AGM, less than 1% of votes were cast against the resolution that the remuneration report be adopted. Accordingly, there is no requirement to allow for a possible spill resolution at this year's AGM.

The directors recommend that shareholders vote in favour of resolution 1.

2. Resolution 2 — Re-election of Deborah Page

Rule 7.1(f) of the Company's constitution states that at each AGM of the Company, a director must be elected and any director who has held office for 3 years or more, must retire from office, and is eligible for re-election. In accordance with these requirements, Deborah Page retires at this year's annual general meeting and, being eligible, stands for re-election.

Deborah, a Chartered Accountant, has held senior executive positions with the Commonwealth Bank, Allen, Allen & Hemsley, IBM and the Lend Lease Group and is a former KPMG partner. She brings expertise developed from finance and operational executive roles and from her professional background in external audit and corporate advisory. Since 2001 she has worked exclusively as a Non-Executive Director across a range of industries, including energy, manufacturing, financial services and property.

Deborah is Chairman of the Audit and Risk Committee and is a member of the Remuneration and Nomination Committee. Deborah is currently a Non-Executive Director of Brickworks Limited, BT Investment Management Limited and GBST Holdings Limited.

Deborah has held the following other listed company directorships in the last three years:

- Australian Renewable Fuels Limited – retired October 2015; and
- Investa Listed Funds Management Limited (responsible entity of Investa Office Fund) – resigned April 2016.

Deborah has held no other listed company directorships in the last 3 years.

The directors (other than Mrs Page) recommend that shareholders vote in favour of resolution 2.

3. Resolution 3 — Election of Raelene Murphy

Rule 7.1(d) of the Company's constitution states that the directors may appoint any natural person, not otherwise disqualified from holding office, to be a director, either to fill a casual vacancy or as an addition to the existing directors. Any director so appointed, other than the Managing Director, only holds office until the next general meeting and must then retire from office.

In November 2015 Raelene Murphy was appointed as a director of the Company. In accordance with Rule 7.1(d) she retires from office at this year's AGM and, being eligible, stands for election, in accordance with rule 7.1(c)(2) of the Company's constitution.

Raelene has a proven track record in financial and operational performance improvement both as an advisor and in CFO and CEO roles across a number of industry sectors in the private and public arena.

Her industry experience includes senior roles locally and internationally with Mars Inc., one of the largest food manufacturers globally (turnover in excess of \$30 billion), in planning, finance and supply chain management and as CEO of the Delta Group, a leading diversified recycling and construction industry service provider employing over 1,000 people Australia wide. Raelene's advisory career has been with PwC and as a Partner in national accounting firms where she led financial and operational advisory. In that capacity, she was a lead partner on the Federal Government's strategic review of the nbn.

Raelene is currently a member of the Remuneration and Nomination Committee and Audit and Risk Committee and is a Non-Executive Director of Tassal Group Limited, Bega Cheese Limited, and the DOXA Youth Foundation.

Raelene has held no other listed company directorships in the last 3 years.

The directors (other than Mrs Murphy) recommend that shareholders vote in favour of resolution 3.

4. Resolution 4 — Election of Greg Adcock

Rule 7.1(d) of the Company's constitution states that the directors may appoint any natural person, not otherwise disqualified from holding office, to be a director, either to fill a casual vacancy or as an addition to the existing directors. Any director so appointed, other than the Managing Director, only holds office until the next general meeting and must then retire from office.

In June 2016 Greg Adcock was appointed as a director of the Company. In accordance with Rule 7.1(d) he retires from office at this year's AGM and, being eligible, stands for election, in accordance with rule 7.1(c)(2) of the Company's constitution.

Greg brings commercial and operational expertise developed from senior executive roles at Telstra Corporation where his career spanned more than twenty years, and more recently at **nbn** where he was the chief operating officer responsible for operational elements of Australia's largest infrastructure project.

Greg's roles at Telstra included overseeing business and capital planning, contract establishment, operational process optimisation, regulatory compliance, strategic projects and the group's productivity initiative program. His experience includes developing and implementing construction contracting strategies as well as having been the Superintendent on major construction contracts.

Greg has worked in and around major projects for over 25 years and began his career outside of Telstra in IT services with various roles at Lindemans Wines, GE, and Aristocrat including the computerisation of manufacturing and accounting systems. He worked on the project to build the New Parliament House in Canberra which provided him an excellent insight into the complexities of project management. Greg brings to Service Stream a broad telecommunications and operational management background with a strong focus on commercial and project discipline.

Greg is currently a member of the Remuneration and Nomination Committee and the Sustainability, Safety, Health and Environment Committee and has held no other listed company directorships in the last 3 years.

The directors (other than Mr Adcock) recommend that shareholders vote in favour of resolution 4.

5. Resolution 5 — Acquisition of securities by Leigh Mackender or his associate, under the FY18 and FY19 Tranches of the Company's Executive Share-based Incentive Plan

The directors of the Company are entitled from time to time to invite eligible persons to acquire Securities on such terms as the directors may determine in accordance with the Service Stream employee share ownership plan 2007 (ESOP). Commencing for the financial year ended 30 June 2015 (FY15), the directors of the Company developed an Executive Share-based Incentive Plan (ESBIP) to apply to eligible members of the executive management team in lieu of previous Short Term Incentive and Long Term Incentive arrangements.

At the 2013 AGM, shareholders approved the participation of Leigh Mackender in the ESBIP for the FY15-17 (inclusive) tranches. Since that date, both the FY15 and FY16 tranches of the ESBIP have vested and Leigh Mackender has received 2,000,000 shares in total. Details of remuneration paid to Leigh Mackender for the financial year ended 30 June 2016 are set out in the Company's Remuneration Report.

The ESBIP is intended to operate for an initial five year period, as such, the directors of the Company have determined the appropriate number of performance rights to be issued to Leigh Mackender for each financial year of the next period being, FY18 and FY19. It has been determined that the appropriate number of performance rights for the FY18 and FY19 tranches should be consistent with what was offered and previously approved by shareholders for the FY15-FY17 tranches, being 1,000,000 performance rights per year and further, that these FY18 and FY19 performance rights may vest early under the circumstances of a Change of Control in addition to the FY17 rights to which a Change of Control vesting circumstance already applies.

The remaining terms of the ESBIP have not changed since shareholders approved the participation of Leigh Mackender in 2013 for the FY15-FY17 (inclusive) tranches. As such, except for the Change of Control amendment, the FY18 and FY19 offers will be made under the same terms previously advised to shareholders which are outlined below.

The directors are therefore requesting shareholder approval for the issuance of performance rights under the terms of the ESBIP for the FY18 and FY19 tranches.

The ESBIP, which operates and is administered under the Service Stream ESOP, is intended to ensure that the relevant participants are rewarded over the medium term in broadly the same manner as the Company's shareholders and will realise value based on the performance of the Company.

The terms of the FY18 and FY19 ESBIP Tranches are summarised as follows:

- (a) Each participating senior executive (or their nominated associate) may acquire performance rights for nil consideration at the commencement of each relevant financial year. The number of performance rights offered to an executive is determined by the Board. The maximum number of performance rights that Mr Mackender or his associate may be granted in respect of the FY18 and FY19 ESBIP Tranches is as follows:

Tranche	No. of Performance Rights
FY18	1,000,000
FY19	1,000,000

- (b) Each performance right entitles the holder to be issued one ordinary share in the Company for nil consideration provided that certain vesting conditions have been satisfied, including those described below.
- (c) The number of shares which an executive (or his or her associate) is entitled to be awarded is determined by achievement of growth in the Company's earnings per share (**EPS**) of at least 10% relative to the prior year's reported EPS. Any performance rights for which the EPS target has not been achieved may subsequently vest should EPS growth over subsequent years (to a maximum aggregate period of three years) meet an average of 10% per annum. Performance rights for which the relevant period's EPS target has not and cannot subsequently be achieved are forfeited.
- (d) Performance rights held by an executive will vest at the conclusion of each financial year to the extent the vesting conditions have been satisfied, and the relevant number of shares will be awarded to the executive within 30 days of lodgement of the Company's annual accounts with the ASX. To be eligible for the award of any shares under the ESBIP, the executive must be employed by the Company or a subsidiary at the date on which the relevant shares are to be delivered.
- (e) The executive will not have any rights in respect of shares underlying any performance rights acquired under the FY18 and FY19 ESBIP Tranches (such as dividend and voting rights) unless and until the shares are delivered.
- (f) If the grant of performance rights to Mr Mackender or his associate is not approved by shareholders, the Company will discuss with Mr Mackender in good faith with the intention of agreeing an appropriate alternative incentive arrangement aligned with the interests of shareholders and which provides an appropriate reward for the executive.

Rule 10.14 also states that the notice of meeting to obtain shareholder approval must comply with either rule 10.15 or 10.15A of the ASX Listing Rules. The Company has elected to prepare the notice of meeting so that it complies with rule 10.15A, and provides the following information for that purpose:

- (a) The maximum number of performance rights which may be granted to Mr Mackender or his associate, under the FY18 and FY19 ESBIP Tranches is 1,000,000 performance rights per year (2,000,000 in total). Assuming Mr Mackender is entitled to be issued all of the shares underlying those performance rights, he would be issued 2,000,000 ordinary shares in total.
- (b) No consideration is payable by Mr Mackender or his associate for any performance rights granted to him (or ordinary shares underlying those performance rights issued to him) under the FY18 and FY19 ESBIP Tranches.
- (c) No performance rights have been granted, and no ordinary shares underlying those performance rights have been issued, to Mr Mackender or his associates under FY18 and FY19 ESBIP Tranches.
- (d) Mr Mackender or his associates are the only directors, associates of directors or other persons referred to in rule 10.14 who may be granted performance rights under the FY18 and FY19 ESBIP Tranches (or issued shares underlying those performance rights). As at the date of the notice of meeting, no securities have been issued under the ESBIP to any director or other person referred to in rule 10.14.
- (e) No loan been given by the Company in relation to the grant of performance rights or acquisition of shares.
- (f) Each annual report of the Company relating to a period in which performance rights or shares have been granted to, or acquired by, a director, an associate of a director or other person referred to in rule 10.14 will include:
 - (1) details of any such grant or acquisition; and
 - (2) a statement that approval for the issue of those securities to those persons was obtained under rule 10.14 of the ASX Listing Rules.
- (g) Any additional persons referred to in rule 10.14 who become entitled to participate in the FY18 and FY19 ESBIP Tranches after resolution 6 has been passed and who were not named in the notice of this meeting will not participate in the FY18 and FY19 ESBIP Tranches until approval is obtained under rule 10.14 of the ASX Listing Rules.
- (h) Assuming resolution 6 is passed, the performance rights will be granted after the resolution is passed and in any case the securities will be issued no later than 3 years after the meeting.

The directors (other than Mr Mackender) recommend that shareholders vote in favour of resolution 5.

CORPORATE DIRECTORY

DIRECTORS

Brett Gallagher
Leigh Mackender
Peter Dempsey
Greg Adcock
Raelene Murphy
Deborah Page AM

COMPANY SECRETARY

Vicki Letcher

REGISTERED OFFICE

Level 4
357 Collins Street
Melbourne Victoria 3000

Tel: +61 3 9677 8888
Fax: +61 3 9677 8877
www.servicestream.com.au

BANKERS

Australia & New Zealand Banking Group
HSBC Bank Australia Limited

SHARE REGISTRY

Computershare Investor Services Pty Limited
Yarra Falls
452 Johnston Street
Abbotsford Victoria 3067

Tel: 1300 850 505 (within Australia)
+61 3 9415 4000 (outside Australia)
Fax: +61 3 9473 2500

AUDITORS

PricewaterhouseCoopers

Lodge your vote:



Online:
www.investorvote.com.au



By Mail:
Computershare Investor Services Pty Limited
GPO Box 242 Melbourne
Victoria 3001 Australia

Alternatively you can fax your form to
(within Australia) 1800 783 447
(outside Australia) +61 3 9473 2555

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(custodians) www.intermediaryonline.com

For all enquiries call:
(within Australia) 1300 850 505
(outside Australia) +61 3 9415 4000

SSM

MR SAM SAMPLE
FLAT 123
123 SAMPLE STREET
THE SAMPLE HILL
SAMPLE ESTATE
SAMPLEVILLE VIC 3030

Proxy Form

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Vote and view the annual report online

- Go to www.investorvote.com.au or scan the QR Code with your mobile device.
- Follow the instructions on the secure website to vote.

Your access information that you will need to vote:

Control Number: 999999

SRN/HIN: I9999999999 PIN: 99999

PLEASE NOTE: For security reasons it is important that you keep your SRN/HIN confidential.



For your vote to be effective it must be received by 10:30am (Melbourne time) on Monday 17 October 2016

How to Vote on Items of Business

All your securities will be voted in accordance with your directions.

Appointment of Proxy

Voting 100% of your holding: Direct your proxy how to vote by marking one of the boxes opposite each item of business. If you do not mark a box your proxy may vote or abstain as they choose (to the extent permitted by law). If you mark more than one box on an item your vote will be invalid on that item.

Voting a portion of your holding: Indicate a portion of your voting rights by inserting the percentage or number of securities you wish to vote in the For, Against or Abstain box or boxes. The sum of the votes cast must not exceed your voting entitlement or 100%.

Appointing a second proxy: You are entitled to appoint up to two proxies to attend the meeting and vote on a poll. If you appoint two proxies you must specify the percentage of votes or number of securities for each proxy, otherwise each proxy may exercise half of the votes. When appointing a second proxy write both names and the percentage of votes or number of securities for each in Step 1 overleaf.

A proxy need not be a securityholder of the Company.

Signing Instructions for Postal Forms

Individual: Where the holding is in one name, the securityholder must sign.

Joint Holding: Where the holding is in more than one name, all of the securityholders should sign.

Power of Attorney: If you have not already lodged the Power of Attorney with the registry, please attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: Where the company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a Company Secretary, a Sole Director can also sign alone. Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please sign in the appropriate place to indicate the office held. Delete titles as applicable.

Attending the Meeting

Bring this form to assist registration. If a representative of a corporate securityholder or proxy is to attend the meeting you will need to provide the appropriate "Certificate of Appointment of Corporate Representative" prior to admission. A form of the certificate may be obtained from Computershare or online at www.investorcentre.com under the help tab, "Printable Forms".

Comments & Questions: If you have any comments or questions for the company, please write them on a separate sheet of paper and return with this form.

**GO ONLINE TO VOTE,
or turn over to complete the form →**

MR SAM SAMPLE
FLAT 123
123 SAMPLE STREET
THE SAMPLE HILL
SAMPLE ESTATE
SAMPLEVILLE VIC 3030

☐

Change of address. If incorrect, mark this box and make the correction in the space to the left. Securityholders sponsored by a broker (reference number commences with 'X') should advise your broker of any changes.



I 9999999999

I ND

Proxy Form

Please mark ☒ to indicate your directions

STEP 1 Appoint a Proxy to Vote on Your Behalf

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I/We being a member/s of Service Stream Limited hereby appoint

☐ the Chairman of the Meeting

OR

PLEASE NOTE: Leave this box blank if you have selected the Chairman of the Meeting. Do not insert your own name(s).

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chairman of the Meeting, as my/our proxy to act generally at the Meeting on my/our behalf and to vote in accordance with the following directions (or if no directions have been given, and to the extent permitted by law, as the proxy sees fit) at the Annual General Meeting of Service Stream Limited to be held at The Westin Hotel, 205 Collins Street, Melbourne, Victoria on Wednesday 19 October 2016 at 10:30am (Melbourne time) and at any adjournment or postponement of that Meeting.

Chairman authorised to exercise undirected proxies on remuneration related resolutions: Where I/we have appointed the Chairman of the Meeting as my/our proxy (or the Chairman becomes my/our proxy by default), I/we expressly authorise the Chairman to exercise my/our proxy on Resolutions 1 and 5 (except where I/we have indicated a different voting intention below) even though Resolutions 1 and 5 are connected directly or indirectly with the remuneration of a member of key management personnel, which includes the Chairman.

Important Note: If the Chairman of the Meeting is (or becomes) your proxy you can direct the Chairman to vote for or against or abstain from voting on Resolutions 1 and 5 by marking the appropriate box in step 2 below.

STEP 2 Items of Business

PLEASE NOTE: If you mark the **Abstain** box for an item, you are directing your proxy not to vote on your behalf on a show of hands or a poll and your votes will not be counted in computing the required majority.

	For	Against	Abstain
Resolution 1 Adoption of remuneration report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 2 Re-election of Deborah Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 3 Election of Raelene Murphy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 4 Election of Greg Adcock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolution 5 Acquisition of securities by Leigh Mackender or his associate, under the FY18 and FY19 Tranches of the Company's Executive Share-based Incentive Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Chairman of the Meeting intends to vote undirected proxies in favour of each item of business. In exceptional circumstances, the Chairman of the Meeting may change his/her voting intention on any resolution, in which case an ASX announcement will be made.

SIGN Signature of Securityholder(s) *This section must be completed.*

Individual or Securityholder 1

Sole Director and Sole Company Secretary

Securityholder 2

Director

Securityholder 3

Director/Company Secretary

Contact Name

Contact Daytime Telephone

Date

SSMRM

MR RETURN SAMPLE
123 SAMPLE STREET
SAMPLE SUBURB
SAMPLETOWN VIC 3030

Dear Securityholder,

We have been trying to contact you in connection with your securityholding in Service Stream Limited. Unfortunately, our correspondence has been returned to us marked "Unknown at the current address". For security reasons we have flagged this against your securityholding which will exclude you from future mailings, other than notices of meeting.

Please note if you have previously elected to receive a hard copy Annual Report (including the financial report, directors' report and auditor's report) the dispatch of that report to you has been suspended but will be resumed on receipt of instructions from you to do so.

We value you as a securityholder and request that you supply your current address so that we can keep you informed about our Company. Where the correspondence has been returned to us in error we request that you advise us of this so that we may correct our records.

You are requested to include the following;

- > Securityholder Reference Number (SRN);
- > ASX trading code;
- > Name of company in which security is held;
- > Old address; and
- > New address.

Please ensure that the notification is signed by all holders and forwarded to our Share Registry at:

Computershare Investor Services Pty Limited
GPO Box 2975
Melbourne Victoria 3001
Australia

Note: If your holding is sponsored within the CHESS environment you need to advise your sponsoring participant (in most cases this would be your broker) of your change of address so that your records with CHESS are also updated.

Yours sincerely



Vicki Letcher
Company Secretary
Service Stream Limited