

ASX Announcement



11 September 2020

Buy-Back of Unmarketable Parcels of Shares – Share Retention Form

Cardno Limited (ASX:CDD) (**Cardno**) announced today that it has instituted an off-market share buy-back facility (**Buy-Back Facility**) to buy-back all the shares held by shareholders who held unmarketable parcels of shares in Cardno (**Eligible Shareholders**) as at 7:00pm (Sydney time) on Wednesday, 9 September 2020.

At 9:14am on Friday, 11 September 2020, Cardno released to the ASX the shareholder letter to be sent to Eligible Shareholders in connection with the Buy-Back Facility (**Shareholder Letter**). The Shareholder Letter provides more information about the Buy-Back Facility, including the procedure for opting-out of the Buy-Back Facility.

Together with the Shareholder Letter (which has already been released to the ASX), Cardno is sending the **enclosed** Share Retention Form to Eligible Shareholders. The Share Retention Form is enclosed pursuant to ASX Listing Rule 3.17.1 – Documents sent to or received from security holders.

Eligible Shareholders who wish to retain their shares must complete and sign their personalised Share Retention Form and forward it to Cardno's share registry, Computershare Investor Services Pty Limited, by mail to GPO Box 52, Melbourne, Victoria, 3001 or by email to corpactprocessing@computershare.com.au, so that it is received by 7:00pm (Sydney time) on Friday, 16 October 2020.

For further information, please contact the **Cardno Buy-Back Information Line** on **1300 850 505** (from within Australia) or **+61 3 9415 4000** (from outside Australia) between Friday, 11 September 2020 and Wednesday, 4 November 2020, between the hours of 8:30am to 5:00pm Monday to Friday (Sydney time).

This announcement has been authorised by Cardno's Board of Directors.

- ENDS -

For further information contact:

Authorised Officer and Investor enquiries:

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Chief Financial Officer

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About Cardno: Cardno is a global provider of integrated professional services which enrich the physical and social environment for the communities in which we live and work. Our team of multidisciplinary specialists around the world has over 75 years' experience in designing, developing and delivering sustainable projects and community advancement programs. Cardno is listed on the Australian Securities Exchange (ASX:CDD). www.cardno.com.



Cardno Limited

ABN 70 108 112 303

**Return your Share Retention
Form to Cardno Limited's
share registry:**



By Mail To:

Computershare Investor Services Pty
Limited
GPO Box 52 Melbourne Victoria 3001
Australia



By Email To:

corpactprocessing@computershare.com.au

For all enquiries:

Phone:



(within Australia) 1300 850 505
(outside Australia) +61 3 9415 4000

Cardno Limited Buy-Back Facility - Share Retention Form



If you wish to retain your Cardno Limited shares, your completed form must be received by Cardno Limited's share registry by no later than 7:00pm (Sydney time) on Friday, 16 October 2020

This is an important document that requires your immediate attention. It can only be used in relation to the shareholding represented by the details printed overleaf. If you are in doubt about how to deal with this form, please contact your financial or other professional adviser.

Step 1: Shareholder Details

Use this form if you wish to retain your shares in Cardno Limited. If you have recently bought or sold shares your holding may differ from that shown. If you have already sold all your shares in Cardno Limited, do not complete or return this form. If you have more than one holding on Cardno Limited's register and you do not sell your shares under the Buy-Back Facility, you should consider consolidating them. For further advice on how to do this, contact Computershare Investor Services Pty Limited on the number above.

Please check the details provided and update your address via www.investorcentre.com if any of the details are incorrect. If you have a CHESS sponsored holding, please contact your controlling participant to notify a change of address.

Step 2: Signing Instructions

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

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

Power of Attorney: Where signing as Power of Attorney (POA), you must attach an original certified copy of the POA to this form.

Companies: Where the holding is in the name of a Company, this form must be signed in accordance with the Corporations Act, either as:

- a Sole Director and Sole Company Secretary **OR** a Sole Director (if no Company Secretary exists), **OR**
- two Directors, **OR**
- a Director and Secretary.

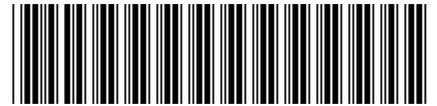
Overseas Companies: Where the holding is in the name of an overseas company (companies incorporated outside Australia) the form must be signed as above, or documentation must be provided showing that the company can sign in an alternate manner.

Deceased Estate: All executors must sign and a certified copy of the Death Certificate and Will must accompany this form.

Step 3: Contact Details

Entering contact details is not compulsory, but will assist us if we need to contact you.

Turn over to complete the form →



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Share Retention Form

STEP 1**Shareholder Details**

MR SAM SAMPLE
UNIT 123
SAMPLE STREET
SAMPLETOWN NSW 2001

**Change of Address**

If incorrect, mark this box and make the correction in the space to the left.

Shares held as at 7:00pm (Sydney time),
Wednesday, 9 September 2020:

For your security keep your SRN/
HIN confidential.

STEP 2**Signature of Shareholder(s)**

This section must be completed.

By signing and returning this form, in accordance with the requirements set out in 'Step 2: Signing Instructions' overleaf, I/we confirm that I/we wish to retain my/our shares in Cardno Limited and confirm that I/we understand that my/our **SHARES WILL NOT BE SOLD** under the Buy-Back Facility.

Individual or Shareholder 1

Sole Director and Sole Company Secretary/
Sole Director (cross out titles as applicable)

Shareholder 2

Director

Shareholder 3

Director/Company Secretary
(cross out titles as applicable)

STEP 3**Contact Details**

Contact
Name

Contact
Daytime
Telephone

Date / /

Email
Address

THIS FORM MUST BE RECEIVED BY COMPUTERSHARE INVESTOR SERVICES PTY LIMITED BY NO LATER THAN 7:00PM (SYDNEY TIME) ON FRIDAY, 16 OCTOBER 2020

If you require further information on how to complete this form, please contact the **Cardno Buy-Back Information Line** on **1300 850 505** (from within Australia) or **+61 3 9415 4000** (from outside Australia) between the hours of 8:30am to 5:00pm Monday to Friday (Sydney time). Alternatively, you can submit your questions online at www.investorcentre.com/contact.

Privacy Statement

Personal information is collected on this form by Computershare Investor Services Pty Limited (**CIS**) as registrar for the securities issuer (the **issuer**), for the purpose of maintaining registers of shareholders, facilitating distribution payments and other corporate actions and communications. Your personal information may be disclosed to our related bodies corporate, to external service companies such as print or mail service providers, or as otherwise permitted by law. If you would like details of your personal information held by CIS, or you would like to correct information that is inaccurate, incorrect or out of date, please contact CIS. In accordance with the Corporations Act 2001, you may be sent material (including marketing material) approved by the issuer in addition to general corporate communications. You may elect not to receive marketing material by contacting CIS using the details provided above or email privacy@computershare.com.au

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