

# Mercantile OFM Pty Ltd

ABN 30 120 221 623

## **ACTION REQUIRED**

23 November 2016

Dear Richfield International Limited (RIS) Shareholder

### **CONSIDERATION PAYABLE FOR YOUR RIS SHARES**

We refer to the on-market takeover bid made by Mercantile OFM Pty Ltd ("**Mercantile**") for all of the shares in Richfield International Limited (ABN 31 103 306 403) ("**Richfield**") which closed on 16 September 2016 ("**Offer**").

On 19 September 2016, Mercantile sent you a compulsory acquisition notice stating that Mercantile had become entitled, pursuant to the Corporations Act 2001 (Cth) ("**Corporations Act**"), to compulsorily acquire your Richfield shares and that it desired to acquire those shares. The compulsory acquisition notice also explained that the acquisition would be on the same terms as the Offer.

The Richfield shares which you held have now been transferred to, and registered in the name of Mercantile in accordance with the provisions of the Corporations Act.

To assist with claiming your consideration, Mercantile has prepared the attached claim form which you can complete and return to Mercantile's share registry, Link Market Services, in the enclosed reply paid envelope. Upon receiving your correctly completed claim form, Link Market Services will mail your consideration payable by an Australian dollar cheque to your registered address.

If you are unable to locate your reply paid envelope you should return your claim form to:

**Postal Address:**

Link Market Services Limited  
Richfield International Limited Takeover  
Attention: Dissenting Shareholders Department  
Locked Bag A14  
Sydney South NSW  
Australia

**Hand Delivery:**

Link Market Services Limited  
Richfield International Limited Takeover  
Attention: Dissenting Shareholders  
Department  
1A Homebush Bay Drive  
1235 Rhodes NSW 2138  
Australia

If you do not notify Mercantile of your instructions to claim your proceeds by February 2018, your consideration will be deemed unclaimed and Mercantile will be obliged, under the Corporations Act, to transfer your consideration to the Australian Securities and Investments Commission.

We therefore encourage you to return your claim form promptly or contact Link Market Services on 1300 554 474 if ringing from Australia or +611300 554 474 from overseas, for further assistance.

Yours sincerely

A handwritten signature in black ink, appearing to be 'G. Radzynski', with a long horizontal flourish extending to the right.

Gabriel Radzynski

Director

Mercantile OFM Pty Limited

**Securityholder Reference Number/  
Holder Identification Number**



**X99999999999**

## COMPULSORY ACQUISITION CLAIM FORM

This document is important and requires your immediate attention. If you are in any doubt as to how to deal with it, you should consult your financial, legal or professional adviser immediately.

Use this Claim Form to obtain the consideration to which you are entitled following the compulsory acquisition of your Shares in Richfield International Limited (RIS) by Mercantile OFM Pty Ltd.

### A Direction Notice

Number of your RIS Shares acquired by Mercantile OFM Pty Ltd	Cash consideration payable to you at A\$0.34 per RIS Share
«Shares»	«Consideration»

I/We, the person(s) named above, refer to the letter from RIS dated 18 November 2016 and:

- instruct Mercantile OFM Pty Ltd to pay to me/us the consideration due to me/us for the compulsory acquisition of my/our RIS Shares by Mercantile OFM Pty Ltd, by sending a cheque, made payable to me/us, by ordinary mail (or in the case of an address outside Australia, by airmail) for the cash amounts specified above;
- confirm to Mercantile OFM Pty Ltd that the address to which my/our consideration is to be remitted is:
  - the same as in the RIS register immediately before the transfer of my/our RIS Shares to Mercantile OFM Pty Ltd (specified above); or
  - as follows (only complete if your address has changed); and

**Insert new address (if applicable):**

**Note:** If you have provided a new address, you must provide certified copies of supporting documents, such as a driver's licence and council rates notices or utility statements that show your new address and your former address as recorded on the RIS register.

- agree that the payment of the consideration in the manner set out above will be a complete release and discharge of all obligations of Mercantile OFM Pty Ltd and RIS to me/us in respect of the consideration for the compulsory acquisition of my/our RIS Shares by Mercantile OFM Pty Ltd and that RIS, Mercantile OFM Pty Ltd and Link Market Services Limited ("Link") will not be responsible for any loss of documents in the ordinary course of post.

Please see overleaf for instructions on how to complete this Claim Form and then sign and date here and provide details of a telephone number where you can be contacted during business hours.

### B Contact details

Telephone Number

( )

Contact Name (PRINT)

Date

/ /

### C Signature(s) – To be completed by the former Shareholder

Shareholder 1 (Individual)

Sole Director & Sole Company Secretary

Shareholder 2 (Individual)

Secretary/Director (delete one)

Shareholder 3 (Individual)

Director

**RIS CAQ001**



## COMPULSORY ACQUISITION CLAIM FORM

### Instructions for completion of this Claim Form

1. Read this form carefully.
2. If your address has changed from the address specified on this form, complete your address details in the space provided in paragraph (b).

If you have inserted new address details in the space provided in paragraph (b), you must provide certified copies of supporting documents, such as a driver's licence, council rates notices or utility statements that show your new address and your former address as recorded on the RIS register.

3. Sign, date and enter your telephone number where you can be contacted in the space provided.

#### (a) Joint Holders

All joint former holders must sign this Claim Form.

#### (b) Corporations

This Claim Form must be signed by:

- two directors or a director and company secretary;
- where the company has a sole director and there is no company secretary, or where the sole director is also the sole company secretary, that director may sign alone; or
- a duly appointed attorney.

#### (c) Power of Attorney and Deceased Estates

If this Claim Form is signed under power of attorney, or by the executors of a deceased estate, or by the administrators, the relevant power of attorney, certified copies of probate or letters of administration, together with any other documents required by law, must be attached.

If this Claim Form is signed under power of attorney, the attorney declares that they have no notice of revocation of that power.

#### (d) Trust or Partnership

The signatory must produce the trust instrument, partnership agreement or other authority (or a certified copy of it) to act in that capacity acceptable to Link.

4. Return this form (properly completed, signed and dated) and any other documents required by these instructions in the enclosed reply paid envelope or deliver to:

#### Postal Address:

Link Market Services Limited  
Richfield International Limited Takeover  
Attention: Dissenting Shareholders Department  
Locked Bag A14  
Sydney South NSW 1235  
Australia

#### Hand Delivery:

Link Market Services Limited  
Richfield International Limited Takeover  
Attention: Dissenting Shareholders Department  
1A Homebush Bay Drive  
Rhodes NSW 2138  
Australia

### Queries

If you have any queries in relation to this Claim Form or in relation to the compulsory acquisition of the RIS Shares formerly held by you, please call Link Market Services on 1300 554 474.

**Personal Information Collection Notification Statement:** Personal information about you is held on the public register in accordance with Chapter 2C of the *Corporations Act 2001*. For details about Link Group's personal information handling practices including collection, use and disclosure, how you may access and correct your personal information and raise privacy concerns, visit our website at [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au) for a copy of the Link Group condensed privacy statement, or contact us by phone on +61 1800 502 355 (free call within Australia) 9am–5pm (Sydney time) Monday to Friday (excluding public holidays) to request a copy of our complete privacy policy.