

AITKEN O'GRADY

STANDARD TERMS OF ENGAGEMENT FOR MAINTENANCE OF REGISTERED OFFICE

The Company's registered office is currently C/- Aitken O'Grady Level 1 12 Waters Road Neutral Bay NSW 2089.

I continue to offer a complete service enabling the company's registered office to be my address, maintaining the Australian Securities and Investments Commission (ASIC) database and to assist directors fulfill their reporting obligations.

This letter is to outline my understanding of the terms of the agreement and the nature and limitations of the services I provide.

1 Scope and output of our Agreement

1.1 The scope and output of our agreement will include:

- (a) Maintenance and storage of the company's registered office and company register at my premises.
- (b) Downloading and corresponding with the company director(s) on all company information from the ASIC database records.
- (c) Preparation and lodgement of company forms required to notify ASIC of all changes to company officeholder(s), member(s) and company information.
- (d) Reviewing and checking the accuracy of the Annual Company Statement.

1.2 The period of this agreement is 1 July to 30 June each year.

1.3 If you wish to change the scope please contact Richard O'Grady of this office.

2 Director(s) obligations under this agreement

2.1 The director(s) are required to advise my office within 14 days from the date of change of any changes to officeholders, members and their shareholding, business or residential addresses with the enclosed form.

2.2 By accepting the terms of this letter, the director(s) agree that any ASIC fees or penalties will be payable by the company should the director(s) not fulfil their obligations to Aitken O'Grady under this agreement.

2.3 By accepting the terms of this letter, the director(s) will be taken to have agreed that the performance of my services is dependent on the performance of their obligations.

3 Fees

3.1 My schedule of fees as of 1 July 2015 (**not** including the annual filing fee payable to ASIC) is as follows and is inclusive of GST:

1 Company	\$550
2 – 3 Companies within your group	\$495 per company
> 3 Companies within your group	\$440 per company

3.2 My fees are billed at the beginning of the agreement term and my memorandum of fees is forwarded at 30 June each year.

4 Your acceptance of these terms

4.1 This letter sets out the basis on which I will act for you.

4.2 Payment of my annual invoice will indicate your acceptance of our agreement.

Should you have any queries, please do not hesitate to contact this office.