



# Change to company details

Sections A, B or C may be lodged independently with this signed cover page to notify ASIC of:

- |   |                                 |   |
|---|---------------------------------|---|
| A1 Change of address  | B1 Cease company officeholder   | C1 Cancellation of shares                                       |
| A2 Change of name - officeholders and proprietary company members | B2 Appoint company officeholder | C2 Issue of shares  |
| A3 Change - ultimate holding company                              | B3 Special purpose company      | C3 Change to share structure                                    |
|   |                                 | C4 Changes to the register of members for proprietary companies |

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

## Company details

Refer to guide for information about corporate key

Company name	Viva Energy Group Limited
ACN/ABN	ACN 626 661 032
Corporate key	

## Lodgement details

An image of this form will be available as part of the public register.

<b>Who should ASIC contact if there is a query about this form?</b>		
ASIC registered agent number (if applicable)		
29845		
Firm/organisation		
Gilbert + Tobin		
Contact name/position description	Telephone number (during business hours)	
Jack Culbertson / Lawyer	( 02 ) 9263 4208	
Email address (optional)		
jculbertson@gtlaw.com.au		
Postal address		
L35, Tower Two, International Towers Sydney, 200 Barangaroo Avenue		
Suburb/City	State/Territory	Postcode
Barangaroo	NSW	2000

## Signature

This form must be signed by a current officeholder of the company.

I certify that the information in this cover sheet and the attached sections of this form are true and complete.		
Name		
Julia Kagan		
Capacity		
<input type="checkbox"/>	Director	
<input checked="" type="checkbox"/>	Company secretary	
Signature		
Date signed		
<input type="text" value="1"/>	<input type="text" value="9"/>	<input type="text" value="11"/>
[D]	[D]	[M M]
<input type="text" value="2"/>	<input type="text" value="0"/>	
[Y]	[Y]	

## Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

Or lodge the form electronically by visiting the ASIC website  
[www.asic.gov.au](http://www.asic.gov.au)

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

# A1 Change of address

This section allows a new address to be applied to one or more purposes (ie registered office, principal place of business, company officeholder and/or proprietary company member.) You must copy and attach another Section A1 for each new address.

## New address

A PO Box is only allowed for a member address

At the office of, C/- (if applicable)

Office, unit, level, or PO Box number (A PO Box is only allowed for a member address)

Street number and Street name

Suburb/City  State/Territory

Postcode  Country (if not Australia)

## Date of change

For members' address changes, use the date of change to the members' register

Date of change  
  /   /    
 [D] [D] [M] [M] [Y] [Y]

## Apply address to

You can apply the new address to one or more of the following — registered office, principal place of business, etc.

### Registered office address

A change to the registered office address takes effect either 7 days after lodgement of the notice or a later date specified in the notice.

**Registered office address**

If the registered office has changed, does the company occupy the premises?  
 yes  
 no  
 if no, name of occupier?

Occupier's consent (Select box to indicate the statement below is correct)  
 The occupier of the premises has consented in writing to the use of the specified address as the address of the registered office of the company and has not withdrawn that consent.

**Principal place of business address**

**Company officeholder's residential address**

	Family name	Given names
1	<input type="text"/>	<input type="text"/>
	Date of birth	
	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	
	Place of birth (town/city)	(state/country)
	<input type="text"/>	<input type="text"/>
2	Family name	Given names
	<input type="text"/>	<input type="text"/>
	Date of birth	
	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> [D] [D] [M] [M] [Y] [Y]	
	Place of birth (town/city)	(state/country)
	<input type="text"/>	<input type="text"/>

**Proprietary company member's address**

### Proprietary company member's address

If there are more than 20 members in a share class, only address changes for the top 20 need be notified.

	Family name	Given names
1	<input type="text"/>	<input type="text"/>
2	Family name	Given names
	<input type="text"/>	<input type="text"/>

**When a proprietary company member is a company, not an individual**

Company name (only if a member)  
 1

ACN/ ARBN/ ABN  Country of incorporation (if not Australia)

## A2 Change of name — officeholders and proprietary company members

Use this section to notify a name change of an individual or organisation with one or more roles (including member of a proprietary company) in the company.

Tick one or more boxes to indicate an individual or organisation's current role in company

Director

Alternate director

Secretary

Member of proprietary company

**Proprietary company member's name**

If there are more than 20 members in a share class, only name changes for the top 20 need be notified.

Date and place of birth are not required for members.

### Personal name change

Eg change by deed poll or marriage.  
To appoint a new officeholder go to B2

#### Their previous name was (provide full given names, not initials)

Family name

Given names

Date of birth

  /   /    
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

#### Their new name is (provide full given names, not initials)

Family name

Given names

### Date of change

Date of change

  /   /    
[D] [D] [M] [M] [Y] [Y]

### Organisation name change

When a member of a proprietary company is an organisation, not an individual, and the organisation has changed its name

The previous organisation name was

The new organisation name is

ACN/ ARBN/ ABN

### Date of change

Date of change

  /   /    
[D] [D] [M] [M] [Y] [Y]

## A3 Change — ultimate holding company

Use this section if there is a change to the ultimate holding company.

### The change is

**There is a new ultimate holding company**

Company name

ACN/ ARBN/ ABN

OR

Country of incorporation (if not Australia)

**The ultimate holding company has ceased operation as the ultimate holding company**

Company name

ACN/ ARBN/ ABN

OR

Country of incorporation (if not Australia)

**The ultimate holding company has changed its name**

Company name

ACN/ ARBN/ ABN

OR

Country of incorporation (if not Australia)

### Date of change

Date of change

  /   /    
[D] [D] [M] [M] [Y] [Y]

## B1 Cease company officeholder

Use this section to notify if a company officeholder has ceased to be a company officeholder. You need to notify details separately for each ceased officeholder.

### Role of ceased officeholder

Select one or more boxes

- Director
- Secretary
- Alternate director — Person alternate for

### Date officeholder ceased

Date of change  
  /   /    
[D] [D] [M] [M] [Y] [Y]

### Name

#### The name of the ceased officeholder is

Family name

Given names

Date of birth

/   /    
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

## B1 Continued... Cease another company officeholder

Use this section to notify if a company officeholder has ceased to be a company officeholder. You need to notify details separately for each ceased officeholder.

### Role of ceased officeholder

Select one or more boxes

- Director
- Secretary
- Alternate director — Person alternate for

### Date officeholder ceased

Date of change  
  /   /    
[D] [D] [M] [M] [Y] [Y]

### Name

#### The name of the ceased officeholder is

Family name

Given names

Date of birth

/   /    
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)

(state/country)

## B2 Appoint company officeholder

Use this section to notify appointment of a company officeholder. You need to notify details separately for each new officeholder.

### Role of appointed officeholder

Select one or more boxes

- Director  
 Secretary  
 Alternate director

### Date of appointment

Date of appointment  
  /   /    
[D] [D] [M] [M] [Y] [Y]

### Name

#### The name of the appointed officeholder is (provide full given names, not initials)

Family name  Given names

Date of birth  
  /   /    
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)  (state/country)

### Former name

Eg change by deed poll or marriage

#### Their previous name was (provide full given names, not initials)

Family name  Given names

### Residential address

#### The residential address of the appointed officeholder is

Street number and Street name

Suburb/City  State/Territory

Postcode  Country (if not Australia)

### If an 'Alternate director', for whom

#### Note:

Where an Alternate director is appointed, please attach the terms of appointment to this change form. (Refer to the guide for annexure requirements)

#### The appointed 'Alternate director' is alternate for (person alternate for)

Family name  Given names

Expiry date (if applicable)  
  /   /    
[D] [D] [M] [M] [Y] [Y]

Alternate director terms of appointment attached

## B2 Continued... Appoint another company officeholder

Use this section to notify appointment of a company officeholder. You need to notify details separately for each new officeholder.

### Role of appointed officeholder

Select one or more boxes

- Director  
 Secretary  
 Alternate director

### Date of appointment

Date of appointment  
 /  /   
[D] [D] [M] [M] [Y] [Y]

### Name

#### The name of the appointed officeholder is (provide full given names, not initials)

Family name  Given names

Date of birth  
 /  /   
[D] [D] [M] [M] [Y] [Y]

Place of birth (town/city)  (state/country)

### Former name

Eg change by deed poll or marriage

#### Their previous name was (provide full given names, not initials)

Family name  Given names

### Residential address

#### The residential address of the appointed officeholder is

Street number and Street name

Suburb/City  State/Territory

Postcode  Country (if not Australia)

### If an 'Alternate director', for whom

#### Note:

Where an Alternate director is appointed, please attach the terms of appointment to this change form. (Refer to the guide for annexure requirements)

#### The appointed 'Alternate director' is alternate for (person alternate for)

Family name  Given names

Expiry date (if applicable)  
 /  /   
[D] [D] [M] [M] [Y] [Y]

Alternate director terms of appointment attached

## B3 Special purpose company

Use this section to notify if the company has commenced or ceased status as one of the special purpose company designations below.

**Note:** If you indicate that your company has commenced status as one of the special purpose company designations listed below, ASIC will send a declaration for you to complete and return. Special purpose company designations are defined under Regulation 3 of the Corporations (Review Fees) Regulations 2003.

### The change is

- Commence
- Home unit company
  - Superannuation trustee company
  - For charitable purposes only
- Cease

For new registrations, use the date of registration as the 'date of change'

Date of change  
 /  /   
[D] [D] [M] [M] [Y] [Y]

## Section C completion guide

### Standard share codes

Refer to the following table for the share class codes for sections C1, C2, C3 and C4

Share class code	Full title	Share class code	Full title
A	A	PRF	preference
B	B ...etc	CUMP	cumulative preference
EMP	employee's	NCP	non-cumulative preference
FOU	founder's	REDP	redeemable preference
LG	life governor's	NRP	non-redeemable preference
MAN	management	CRP	cumulative redeemable preference
ORD	ordinary	NCRP	non-cumulative redeemable preference
RED	redeemable	PARP	participative preference
SPE	special		

If you are using the standard share class codes you do not need to provide the full title for the shares, just the share class code.

If you are not using the standard share class code, enter a code of no more than 4 letters and then show the full title.

### Sections to complete

Use the table below to identify the sections of this form to complete (please indicate the sections that have been completed). Completion of this table is optional.

	C1 - Cancellation of shares	C2 - Issue of shares	C3 - Change to share structure table	C4 - Change to members register
<b>Issue of shares</b>				
<input type="checkbox"/> Proprietary company	Not required	✓	✓	✓
<input type="checkbox"/> Public company				
<input type="checkbox"/> if in response to the Annual company statement	Not required	✓	✓	Not required
<input type="checkbox"/> if not in response to the Annual company statement	Not required	✓	✓ Preferred	Not required
<b>Cancellation of shares</b>				
<input type="checkbox"/> Proprietary company	✓	Not required	✓	✓
<input type="checkbox"/> Public company				
<input type="checkbox"/> if in response to the Annual company statement	✓	Not required	✓	Not required
<input checked="" type="checkbox"/> if not in response to the Annual company statement	✓	Not required	✓ Preferred	Not required
<b>Transfer of shares</b>				
<input type="checkbox"/> Proprietary company	Not required	Not required	Not required	✓
<input type="checkbox"/> Public company				
<input type="checkbox"/> if in response to the Annual company statement	Not required	Not required	Not required	Not required
<input type="checkbox"/> if not in response to the Annual company statement	Not required	Not required	Not required	Not required
<b>Changes to amounts paid</b>				
<input type="checkbox"/> Proprietary company	Not required	Not required	✓	✓
<input type="checkbox"/> Public company				
<input type="checkbox"/> if in response to the Annual company statement	Not required	Not required	✓	Not required
<input type="checkbox"/> if not in response to the Annual company statement	Not required	Not required	Not required	Not required
<b>Changes to beneficial ownership</b>				
<input type="checkbox"/> Proprietary company	Not required	Not required	Not required	✓
<input type="checkbox"/> Public company				
<input type="checkbox"/> if in response to the Annual company statement	Not required	Not required	Not required	Not required
<input type="checkbox"/> if not in response to the Annual company statement	Not required	Not required	Not required	Not required

To notify ASIC about a division or conversion of a class of shares, you must lodge a Form 211 within 28 days after the change occurring.

To notify ASIC about a conversion of shares into larger or smaller numbers, you must lodge a Form 2205B within 28 days after the change occurring.

# C1 Cancellation of shares

## Reason for cancellation

Please indicate the reason that shares have been cancelled (select one or more boxes)

Redeemable preference shares — **S.254J**

Redeemed out of profits

Redeemed out of proceeds of a fresh issue of shares

Capital reduction — **S.256A – S.256E**

Single shareholder company

Multiple shareholder company. A Form 2560 must be lodged before a capital reduction takes place

Share buy-back. — **ss.257H(3)**

Minimum holding buy-back by listed company

Other buy-back type. A form 280 or 281 must be lodged at least 14 days, and no more than 1 year before the share buy-back can take place

Forfeited shares — **S.258D**

Shares returned to a public company — **ss.258E(2) & (3)**

Under section 651C, 724(2), 737 or 738

Under section 1325A (court order)

Other

Description

Give section reference

## Details of cancelled shares

### List the details of shares cancelled in the following table

Share class code	Number of shares cancelled	Amount paid (cash or otherwise)
ORD	7,560,056	\$13,001,104.96

### Earliest date of change

Please indicate the earliest date that any of the above changes occurred.

/   /

[D D] / [M M] / [Y Y]



## C2 Issue of shares

List details of new share issues in the following table.

Share class code	Number of shares issued	Amount paid per share	Amount unpaid per share

### Earliest date of change

Please indicate the earliest date that any of the above changes occurred

/   /

[D D] [M M] [Y Y]

If shares were issued for other than cash, were some or all of the shares issued under a written contract?

**Yes**

if yes, proprietary companies must also lodge a Form 207Z certifying that all stamp duties have been paid. Public companies must also lodge a Form 207Z and either a Form 208 or a copy of the contract.

**No**

if no, proprietary companies are not required to provide any further documents with this form. Public companies must also lodge a Form 208.

## C3 Change to share structure

Where a change to the share structure table has occurred (eg. as a result of the issue or cancellation of shares), please show the updated details for the share classes affected. Details of share classes not affected by the change are not required here.

Share class code	Full title if not standard	Total number of shares (current after changes)	Total amount paid on these shares	Total amount unpaid on these shares
ORD		1,617,327,452	\$4,400,277,446.22	Nil

### Earliest date of change

Please indicate the earliest date that any of the above changes occurred

[D D] [M M] [Y Y]

/   /

### Lodgement details

Is this document being lodged to update the Annual Company Statement that was sent to you?

Yes

No

## C4 Changes to the register of members for proprietary companies

Use this section to notify changes to the register of members for your proprietary company (changes to the shareholdings of members):

- If there are 20 members or less in a share class, all changes need to be notified
- If there are more than 20 members in a share class, only changes to the top twenty need be notified (s178B)
- If shares are jointly owned, you must also provide names and addresses of all joint owners on a separate sheet (annexure), clearly indicating the share class and with whom the shares are jointly owned

### The changes apply to

Please indicate the name and address of the member whose shareholding has changed

<input type="checkbox"/> Family name <input style="width: 90%;" type="text"/>	<input type="checkbox"/> Given names <input style="width: 90%;" type="text"/>
<b>OR</b>	
<input type="checkbox"/> Company name <input style="width: 95%;" type="text"/>	
ACN/ARBN/ ABN <input style="width: 60%;" type="text"/>	
Office, unit, level, or PO Box number <input style="width: 95%;" type="text"/>	
Street number and Street name <input style="width: 95%;" type="text"/>	
Suburb/City <input style="width: 70%;" type="text"/>	State/Territory <input style="width: 20%;" type="text"/>
Postcode <input style="width: 15%;" type="text"/>	Country (if not Australia) <input style="width: 70%;" type="text"/>

### Earliest date of change

Please indicate the earliest date that any of the following changes occurred.

Date of change

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

### The changes are

Beneficially held usually means that the owner of the shares is entitled to the direct benefit from the shares. For example, benefits could include the entitlements to payments in relation to any dividends. Shares held by a person as trustee, nominee or on account of another person are non-beneficially held.

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these shares	Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)	Top 20 member (y/n)

### Date of entry of member's name in register

(New members only)

Date of entry

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

## C4 Continued... Further changes to the register of members for proprietary companies

Use this section to notify changes to the register of members for your proprietary company (changes to the shareholdings of members):

- If there are 20 members or less in a share class, all changes need to be notified
- If there are more than 20 members in a share class, only changes to the top twenty need be notified (s178B)
- If shares are jointly owned, you must also provide names and addresses of all joint owners on a separate sheet (annexure), clearly indicating the share class and with whom the shares are jointly owned

### The changes apply to

Please indicate the name and address of the member whose shareholding has changed

<input type="checkbox"/>	Family name	<input type="text"/>	Given names	<input type="text"/>
<b>OR</b>				
<input type="checkbox"/>	Company name	<input type="text"/>		
ACN/ARBN/ ABN				
<input type="text"/>				
Office, unit, level, or PO Box number				
<input type="text"/>				
Street number and Street name				
<input type="text"/>				
Suburb/City				
<input type="text"/>				State/Territory
<input type="text"/>				<input type="text"/>
Postcode		Country (if not Australia)		
<input type="text"/>		<input type="text"/>		

### Earliest date of change

Please indicate the earliest date that any of the following changes occurred.

Date of change

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]

### The changes are

Share class code	Shares increased by ... (number)	Shares decreased by ... (number)	Total number now held	Total \$ paid on these shares	Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)	Top 20 member (y/n)

### Date of entry of member's name in register

(New members only)

Date of entry

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
[D	D]		[M	M]		[Y	Y]