Runge Pincock Minarco

RungePincockMinarco Limited ABN 17 010 672 321

> Level 12, 333 Ann Street Brisbane QLD 4000

> > GPO Box 2774 Brisbane QLD 4001

Company Announcements Australian Stock Exchange, Sydney

7 August 2014

RUL: DISPATCH OF SHARE PURCHASE PLAN (SPP) DOCUMENTS

RungePincockMinarco Limited [ASX:RUL] hereby advises that the **enclosed** letter, SPP terms and personalised Application Form relating to the Share Purchase Plan announced on 1 August 2014 were dispatched to eligible shareholders overnight.

For further information please contact:

James O'Neill Company Secretary +61 7 3100 7200 companysecretary@rpmglobal.com

Kieran Wallis Executive General Manager - Corporate Services +61 7 3100 7200 kwallis@rpmglobal.com

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For all enquiries: Phone:



(within Australia) 1300 552 270 (outside Australia) 61 3 9415 4000 Web:

www

w.investorcentre.com

Make your payment:



See overleaf for details of the Share Purchase Plan and PAY how to make your payment

Share Purchase Plan Application Form

⊢ 000001

MR SAM SAMPLE **123 SAMPLE STREET**

SAMPLETOWN VIC 3000

🔆 Your payment must be received by 5:00pm (Brisbane time) on Monday, 1 September 2014

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. By making payment you agree to be bound by the Constitution of RungePincockMinarco Limited (the Company) and that the submission of this payment constitutes an irrevocable offer by you to subscribe for RungePincockMinarco Limited shares on the terms of the Share Purchase Plan (SPP).

If you are a custodian, trustee or nominee within the definition of "custodian" in ASIC Class Order [CO 09/425] and you hold shares on behalf of one or more persons (each a Participating Beneficiary), or on behalf of another custodian of RungePincockMinarco Limited shares, and you are applying for shares on behalf of multiple Participating Beneficiaries, you must complete and submit an additional schedule that contains additional certifications and details that must be provided before your Application will be received. The schedule can be obtained by contacting Computershare on 1300 552 270 (within Australia) or +61 3 9415 4000 (outside Australia). Applications received by eustodians that are not accompanied by the schedule will be rejected.

In addition, by completing and returning the slip below or by making a BPAY payment, in addition to the representations set out in the 'Your Representations' section of the SPP you certify that you have not applied for, or instructed a custodian to acquire on your behalf, shares with an aggregate application price in excess of A\$15,000 under the SPP (and any similar arrangement in the 12 months before your application), excluding shares applied for but not issued and even though you may have received more than one offer under the SPP or received offers in more than one capacity under the SPP.

Step 1: Registration Name

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: Make Your Payment

Please note the maximum investment per shareholder is \$15,000 and the minimum investment is \$2,000. Note that the amount of shares applied for may be subject to scale back in accordance with the terms of the SPP.

RungePincockMinarco Limited Share Purchase Plan Application Form Payment must be received by 5:00pm (Brisbane time) on Monday, 1 September 2014

The Company may make determinations in any manner it thinks fit, in relation to any difficulties which may arise in connection with the SPP whether generally or in relation to any participant or application.

Any determinations by the Company will be conclusive and binding on all eligible shareholders and other persons to whom the determination relates. The Company reserves the right to waive strict compliance with any provision of the terms and conditions of the SPP, to amend or vary those terms and conditions or to suspend or terminate the SPP at any time. Any such amendment, suspension or termination will be binding on all eligible shareholders even where the Company does not notify you of that event.

Choose one of the payment methods shown below. BPAY®: See overleaf. Do not return the payment slip with BPAY payment.

By Mail: Complete the reverse side of this slip and detach and return with your payment. Make your cheque, bank draft or money order payable in Australian dollars to "RungePincockMinarco Limited" and crossed "Not Negotiable". The cheque, bank draft or money order must be drawn from an Australian bank. Cash is not accepted.

Payment will be processed on the day of receipt and as such, sufficient cleared funds must be held in your account as cheques, bank drafts or money orders received may not be re-presented and may result in your Application being rejected. Paperclip (do not staple) your cheque, bank draft or money order to the slip below as indicated. Receipts will not be forwarded. Funds cannot be debited directly from your account.

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

Turn overleaf for details of the Offer \rightarrow

Share Purchase Plan Application Form

STEP 1 Registration Name & Offer Details

Registration Name:

MR SAM SAMPLE 123 SAMPLE STREET SAMPLETOWN VIC 3000

X 9999999991

For your security keep your SRN/

Entitlement No: 12345678

\geq	Offer Details:	Record date:	7.00pm (Sydne	ey time) Thur	sday, 31	July 2014	
		Minimum value	A\$2,000				
		available to purchase: Maximum value					
	8	available to purchase:	A\$15,000				
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paym	ent from your cheque or sa Int.	avings	RungePincockMinarc c/- Computershare In		ty Limited		
			GPO Box 505 Melbourne VIC 3001				
9	ement of Acceptance are applying for shares and yo	our payment is being made by B		return the slip belov	v. Your paym	ent must be received by no later	
than 5	.00pm (Brisbane time) on Mor	nday, 1 September 2014. Applic	cants should be aware that	t their own financial	institution ma	ay implement earlier cut off times share Investor Services Pty Limited	
(CIS) r	nor the Company accepts any	responsibility for loss incurred t	hrough incorrectly comple		-	-	
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	her address or by any other m	neans.					
	cy Notice nal information is collected on	this form by Computershare Inv	vestor Services Pty Limited	d ("CIS") for the purp	ose of maint	aining registers of securityholders,	
\ //		•				may authorise us on their behalf to aterial by contacting CIS using the	
details	send you marketing material or include such material in a corporate communication. You may elect not to receive marketing material by contacting CIS using the details provided on the front of this form or emailing <u>privacy@computershare.com.au</u> . We may be required to collect your personal information under the						
individ	Corporations Act 2001 (Cth) and ASX Settlement Operating Rules. We may disclose your personal information to our related bodies corporate and to other individuals or companies who assist us in supplying our services or who perform functions on our behalf or to third parties upon direction by						
RungePincockMinarco Limited where related to their administration of your securityholding, or where you have otherwise agreed we may disclose it. Some of these recipients may be located outside Australia, including in the following countries: Canada, India, New Zealand, the Philippines, the United Kingdom and the							
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Runge Pincock Minarco

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> Level 12, 333 Ann Street Brisbane QLD 4000

> > GPO Box 2774 Brisbane QLD 4001

4 August 2014

SHARE PURCHASE PLAN

Dear Shareholder

On behalf of the Board of RungePincockMinarco Limited (ASX: RUL) (**Company**), it gives me great pleasure to offer you the opportunity to increase your investment in the Company by purchasing additional shares in the Company (**Shares**) up to A\$15,000 under this share purchase plan (**SPP**).

The Company recently announced a successful placement of 35,000,000 Shares to institutional investors at an issue price of A\$0.60 per Share to raise A\$21.0 million before costs. The SPP gives eligible shareholders the ability to acquire Shares at the same price at which they were issued under the placement, which was approximately an eight percent discount to the closing price on 31 July 2014 (the last trading day before the Company announced the placement). The Board intends to cap the total raising under the SPP to approximately \$1.2 million (a maximum of 2,000,000 shares to be issued under the SPP).

The proceeds raised from the placement and from this SPP will be utilised to increase the Company's capacity to expand its business through further acquisition and investment in its software products.

The SPP closes at 5.00pm (Brisbane time) on 1 September 2014 however the Company reserves the right to close the SPP early.

If you intend to participate, your application must be received by then.

This letter and the accompanying material sets out the terms and conditions of the SPP. Information about the Company is available at <u>http://www.rpmglobal.com</u>, which should be considered in light of the Company's continuous disclosure to the ASX.

On behalf of the Board, I look forward to your continued support.

Sincerely

Richard Mathews CEO and Managing Director RungePincockMinarco Limited

If you have any questions in relation to the SPP, please call the Computershare Inquiry Number on 1300 552 270 (within Australia) or +61 3 9415 4000 (outside Australia) between 8:00am to 5:00pm (Brisbane time) Monday to Friday.

TERMS AND CONDITIONS

OFFER DETAILS

OFFER DETAILS	
Issue Price	\$0.60 (60 cents) per Share
Application Amounts	Minimum of \$2,000 (3,333 Shares) up to a maximum of \$15,000 (25,000 Shares)
Record Date	7.00pm (Sydney time) 31 July 2014
Open Date	6 August 2014
Closing Date	5.00pm (Brisbane time) 1 September 2014
Allotment Date	5 September 2014
Holding Statement Despatch Date	9 September 2014
Quotation Date	11 September 2014

HOW DO I ACCEPT?

To participate, you should either:

(a) return your Application Slip, together with a cheque; or

(b) pay the Application Amount via BPAY, so that payment is received by **5:00pm (Brisbane time) on 1 September 2014.**

BPAY instructions are set out on the Application Form. If you use BPAY, you do not need to return your Application Slip. Please make sure you use the specific Biller Code and unique Reference Number on your personalised Application Form.

Your own financial institution may implement earlier cut-off times with regard to electronic payment, and you should therefore take this into consideration when making payment.

If paying by cheque, use the reply paid envelope or deliver it to the address set out on the Application Slip. Applications received after the Closing Date will not be accepted.

Funds received for the applications by cheque or BPAY will be regarded as applications for the maximum number of Shares that those funds will pay for in full.

Applications cannot be withdrawn.

The Company's market price may vary at any time during the offer period and the Company's Shares may trade at a price that is lower than the issue price.

Accordingly, you accept the risk that the market price of the Company's Shares may fall below the Issue Price between the date of this offer and the Allotment Date, in which case you may have



been able to buy the Shares at a lower price than the Issue Price.

By making an application, you represent to the Company the matters set out under the heading 'Your Representations' in these terms and conditions and in the Application Form.

HOW MANY SHARES?

Eligible Shareholders will receive the number of Shares equal to the Application Amount (subject to any scale-back) divided by the Issue Price. Fractions will be rounded down, and the difference (being any amount less than the Issue Price may be retained by the Company, excluding any scale back).

ELIGIBILITY TO PARTICIPATE

Participation in the SPP is optional and open to the Company's shareholders who, at 7:00pm (Sydney time) on 31 July 2014 (**Record Date**), were shareholders with a registered address in Australia or New Zealand (**Eligible Shareholders**).

Multiple holdings

If you are the only registered holder of the Company's Shares, but you receive more than one offer under the SPP (for example, due to multiple registered holdings), you may only apply in aggregate for a maximum of \$15,000 worth of Shares.

Joint holders

If you are a joint holder of the Company's Shares, that joint holding is considered to be a single registered holding for the purpose of the SPP, and you are entitled to participate in the SPP in respect of that single holding only. If you are a joint holder and you receive more than one offer under the SPP, you may only apply in aggregate for a maximum of \$15,000 worth of Shares.

Trustee or nominee

If you are expressly noted on the Company's share register as a trustee or nominee for a named beneficiary, you may only apply for one maximum parcel of Shares for each named beneficiary. If the Company's share registry does not record a named beneficiary in respect of your trustee or nominee holding, the rules for multiple single holdings apply.

Custodians

If you are a custodian within the definition of "custodian" in ASIC Class Order [CO 09/425] (as varied) and hold the Company's Shares on behalf of one or more persons (each a **Participating Beneficiary**), or on behalf of another custodian of the Company's Shares, you may apply for up to a maximum of \$15,000 worth of Shares for each Participating Beneficiary, subject to providing the Company a 'custodian certificate' in addition to the Application Slip, which certifies matters required by Condition 9 of ASIC Class Order 09/425.

Please contact the Share Registry to obtain the form of the Custodian Certificate.

Directors

Directors of the Company who are Eligible Shareholders may participate in the SPP.

OTHER INFORMATION

The Offer is non renounceable, which means that you cannot transfer your right to purchase Shares under the SPP to anyone else. Shares issued under the SPP will rank equally in all respects with existing fully paid Shares.

SCALE-BACK

The Company may scale-back applications under the SPP to the extent and in the manner that it sees fit. Factors that the Company may take into account in determining any scale-back include, compliance with regulatory requirements, the amount applied for by each shareholder under the SPP, the number of Shares held at the Record Date and whether the shareholder remains on the register at the close of the SPP offer period.

In any scale-back, the difference between the value of the Shares allotted and the Application Amount paid to the Company (only where the amount is \$1 or greater) will be refunded by cheque and mailed to you as soon as practicable following the Despatch Date. Any scale-back will be announced on the Allotment Date. No interest will be paid on any Application Amount received or refunded.

ASX QUOTATION

Following the issue and allotment of Shares under the SPP, the Company will apply to ASX for quotation of the Shares on the Official List and send an Allotment Notice to the Eligible Shareholder's Registered Address.

NO COSTS

Eligible Shareholders may subscribe without incurring brokerage costs, commission or other transaction costs.

THE COMPANY'S RIGHTS

The Company may reject any application for Shares under the SPP, which it believes does not comply

Runge Pincock Minarco

with these terms and conditions, including where it appears that you are not an Eligible Shareholder, if a cheque is returned unpaid, the Application Form has not been properly completed, or where there are grounds for believing that the applicant is not acting in good faith, including where holdings have been adjusted for the purpose of multiple applications under the SPP. The Company may modify, suspend or cancel the SPP at any time. If the Company does this it will notify the ASX. If the SPP is cancelled all application money will be refunded to shareholders without interest.

The Company may settle, in any manner it deems fit any anomalies or disputes in connection with the SPP and such decision shall be conclusive and binding on all applicants. The Company reserves the right to waive strict compliance with these terms and conditions.

YOUR REPRESENTATIONS

By completing and returning the Application Form or by making a BPAY payment:

- you certify to the Company that you are an Eligible Shareholder;
- you authorise the Company (and its officers and agents) to correct any error in, or omission from, your Application Slip and to complete an incomplete Application Slip;
- you accept the risks associated with any refund that may be sent to your address or to your nominated bank account as shown on the Company's share register;
- you acknowledge that the Company may at any time determine that your Application Slip is valid, even if the Application Slip is invalid;
- you irrevocably and unconditionally agree to these terms and conditions; and
- you acknowledge that the Company is not liable for any exercise of its discretions referred to in these terms and conditions.

OTHER IMPORTANT INFORMATION

This document is not an offer of securities in any place outside Australia or New Zealand and does not take into account your individual investment objectives, financial situation or particular needs. You may want to obtain independent financial and taxation advice before making an investment decision.