



Reckon®

ASX Announcement

Reckon Limited
(ACN 003 348 730)

14 July 2017
MAIL OUT

NON-RENOUNCEABLE PRO RATA RIGHTS ISSUE & DIVIDEND IN SPECIE

Reckon Limited (Reckon) is pleased to announce that documentation comprising an **Australian prospectus (including an Australian version of the AIM Admission document)** and **personalised entitlement and acceptance forms** for the rights issue announced on 6 July 2017 have been mailed out to entitled Reckon shareholders today. Shareholders who have elected to receive electronic communications will receive an e-mail with a personalised link to the Australian prospectus and rights issue forms.

The documentation is also available from the Reckon company website at <https://www.reckon.com/au/investors/market-announcements/>.

These documents should be read in their entirety. If you do not understand their contents, or are in doubt as to the course that you should follow, you should consult your stockbroker or professional advisor.

Shareholders attention is drawn to the fact that shares in GetBusy Plc issued under the rights issue and the in-specie distribution (also announced on 6 July 2017) will be issued in certificated form unless you provide Reckon with your CREST account details by completing and returning a CREST Details Form so that it is received by Computershare by 5.00pm (AEST) on Wednesday, 26 July 2017. A copy of this form is attached to this announcement and will be available from the Reckon company website at <https://www.reckon.com/au/investors/market-announcements/>.

Further Information

If you have any questions in relation to the in-specie distribution or rights issue, please call the Shareholder Information Line on: 1300 855 080 (within Australia); +61 3 9415 4000 (outside of Australia).

The Shareholder Information Line is open from Monday to Friday 8.30am to 5.00pm (Sydney time) throughout the rights issue period.

Please refer to the timetable on the next page.

Key dates

Timetable	
Announcement of the Rights Issue (attaching prospectus)	6 July 2017
Lodgement of the Prospectus with ASIC	6 July 2017
Reckon shares are quoted on an ex-rights basis	11 July 2017
Record Time for In-Specie Distribution and Rights Issue	7:00pm AEST, 12 July 2017
End of exposure period and opening date for Rights Issue (Note that ASIC can extend the exposure period from 7 days up to 14 days.)	14 July 2017
Dispatch of Prospectus (including Australian version of the AIM Admission Document) and Entitlement and Acceptance Forms to Reckon Shareholders	14 July 2017
Closing Date for Rights Issue	26 July 2017
Last day to provide CREST elections (or receive by default GetBusy Shares in certificated form)	26 July 2017
Undersubscriptions for Rights Issue announced	28 July 2017
AIM Admission	4 August 2017
GetBusy Shares issued pursuant to the In-Specie Distribution and Rights Issue credited to CREST accounts and certificated shareholdings created	4 August 2017
Cash payments to Ineligible Foreign Shareholders expected to be made	16 August 2017
Dispatch of share certificates	8 August 2017

All dates and times are indicative only and Reckon reserves the right to vary these times



Reckon

ABN 14 003 348 730



By mail:

Computershare Investor Services Pty Limited
GPO Box 2115 Melbourne
Victoria 3001 Australia



Further information:

1300 855 080 (within Australia)
+61 3 9415 4000 (outside Australia)

CREST Details Form

Complete this CREST Details Form if you are an Eligible Shareholder and wish to have all your GetBusy Plc (GetBusy) Shares issued under the In-Specie Distribution and acceptance of the non-renounceable entitlement Rights Issue delivered to your CREST account, rather than be issued them in certificated form. Your completed form must be received by 5:00pm (AEST) on Wednesday, 26 July 2017 to be effective.

This is an important document that requires your immediate attention. You should read the Prospectus dated 6 July 2017 relating to the In-Specie Distribution and Rights Issue (Prospectus) carefully – particularly Section 17 of Part 1 of the Admission Document which describes CREST – before completing and returning this form. Terms defined in the Prospectus have the same meaning in this form (unless the context otherwise requires). Please also read this form carefully. If you need any assistance in deciding whether to complete this form, please contact your broker/CREST participant, financial, legal, taxation or other professional adviser without delay.

In-Specie Distribution

Eligible Shareholders will receive one GetBusy Share for every three Reckon Shares held at the Record Time, rounded down to the nearest whole number. As a result, Eligible Shareholders will have an investment in Reckon and a separate investment in GetBusy.

Non-renounceable entitlement Rights Issue

Eligible Shareholders are also being provided with the opportunity to subscribe for additional GetBusy Shares under a non-renounceable entitlement Rights Issue. On the basis of 20 GetBusy Shares for every 213 Reckon Shares held at the Record Time rounded down to the nearest whole number, at a Rights Issue Price of \$0.48.

STEP 1 Registration and Reckon shareholding details

Please insert your name and address details along with your Reckon Securityholder Reference Number (SRN) or Holder Identification Number (HIN) in this section overleaf.

STEP 2 Supply your CREST details

If you want all the GetBusy Shares issued under the In-Specie Distribution and acceptance of the non-renounceable entitlement Rights Issue delivered to your CREST account, you must provide the details requested overleaf. If you do not supply CREST details or the CREST details you supply are incomplete or invalid, all your GetBusy Shares will be issued in certificated form.

STEP 3 Signing instructions

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

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

Power of Attorney: If you have not already lodged the Power of Attorney to be used to execute this form with the Reckon Share Registry, please attach a certified photocopy of the Power of Attorney to this form when you return it.

Companies: Where the company has a sole director who is also the sole company secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act) does not have a company secretary, a sole director can also sign alone. Otherwise this form must be signed by a director jointly with either another director or a company secretary. Please sign in the appropriate place to indicate the office held. Where this form is signed by a duly authorised person or persons of a company, such authorisation must have been sighted at Reckon's Share Registry. Delete or replace titles as applicable.

Turn over to complete the CREST Details Form →

CREST Details Form

STEP 1 Insert name and address details

Insert your Reckon Securityholder Reference Number (SRN) or Holder Identification Number (HIN)

STEP 2 Supply your CREST details

If you want all the GetBusy Shares delivered to your CREST account you need to complete this step.

If you do not supply CREST details or the CREST details you supply are incomplete or invalid, all your GetBusy Shares will be issued in certificated form.

CREST Participant's Registered Name(s), Account Designation (if applicable) and Address*:

CREST Participant ID: CREST Member Account:

* Note the CREST Participant ID and the CREST Member Account must match the CREST Participant registered name and address stated above, otherwise your request will not be able to be deposited into CREST.

STEP 3 Signature of Reckon Shareholder(s)

This section must be completed.

By signing and returning this form:

- If I/we have provided complete and valid CREST account details in step 2 above, I/we confirm that all the GetBusy Shares issued to me/us under the In-Specie Distribution and non-renounceable entitlement Rights Issue should be delivered into that CREST account. If the CREST details provided are incomplete or invalid, I/we confirm that the GetBusy Shares will be issued in certificated form;
- I/we acknowledge and agree for the benefit of Reckon and GetBusy that any GetBusy Shares issued to me/us under the In-Specie Distribution and non-renounceable entitlement Rights Issue are issued on terms that they are subject to the memorandum and articles of association of GetBusy and I/we agree to be bound by the memorandum and articles of association of GetBusy in respect of any GetBusy Shares issued to me/us.

Individual or Reckon Shareholder 1

Sole director and sole company secretary

Reckon Shareholder 2

Director

Reckon Shareholder 3

Director/company secretary

Name _____ Telephone _____ Date ____/____/____

Privacy Statement

The personal information you provide on this form is collected by Computershare Investor Services Pty Limited ("CIS"), as registrar for Reckon Limited and GetBusy Plc ("the issuer"), for the purpose of maintaining registers of securityholders, facilitating distribution payments and other corporate actions and communications. In addition, the issuer may authorise us on their behalf to 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 privacy@computershare.com.au. We may be required to collect your personal information under the Corporations Act 2001 (Cth) ASX Settlement Operating Rules and the AIM Rules for Companies. 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, to the issuer for whom we maintain securities registers or to third parties upon direction by the issuer where related to the issuer's administration of your securityholding, or as otherwise required or authorised by law. 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 United States of America. For further details, including how to access and correct your personal information, and information on our privacy complaints handling procedure, please contact our Privacy Officer at privacy@computershare.com.au or see our Privacy Policy at www.computershare.com/au.



Reckon[®]

ABN 14 003 348 730

For all enquiries:

Phone:



(within Australia) 1300 855 080

(outside Australia) +61 3 9415 4000

RKN


MR SAM SAMPLE
123 SAMPLE STREET
SAMPLETOWN VIC 3000

Make your payment:



See overleaf for details of the Rights Issue and how to make your payment

Non-Renounceable Pro-Rata Rights Issue — Entitlement and Acceptance Form (GetBusy Shares)

 **Your payment must be received by 5:00pm (AEST) Wednesday, 26 July 2017**

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. Terms defined in the Prospectus relating to the Rights Issue dated 6 July 2017 (Prospectus) have the same meaning in this form (unless the context otherwise requires). If you are in doubt about how to deal with this form, please contact your financial or other professional adviser.

Step 1: Registration Name & Offer Details

Details of your Reckon Limited (Reckon) shareholding and entitlement to GetBusy Plc (GetBusy) Shares under this Rights Issue are shown overleaf.

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

You can apply to accept either all or part of your Entitlement. Enter the number of GetBusy Shares you wish to apply for and the amount of payment for those GetBusy Shares.

By making your payment you confirm that you agree to all of the terms and conditions as detailed in the Prospectus.

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 the payment slip and detach and return with your payment. Make your cheque, bank draft or money order payable in Australian dollars to "**GetBusy Plc**" and cross "**Not Negotiable**". The cheque 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 received may not be re-presented and may result in your Application being rejected. Paperclip (do not staple) your cheque(s) to the payment slip. 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 over for details of the Offer →

Reckon Limited Non-Renounceable Pro-Rata Rights Issue (GetBusy Shares)

Payment must be received by 5:00pm (AEST) Wednesday, 26 July 2017

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Entitlement and Acceptance Form (GetBusy)

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STEP 1 Registration Name & Offer Details

 For your security keep your SRN/HIN confidential.

Registration Name: MR SAM SAMPLE
123 SAMPLE STREET
SAMPLETOWN VIC 3000


Entitlement No:

Offer Details: Reckon Shares entitled to participate as at
7pm AEST 12 July 2017:


Entitlement to GetBusy Shares
on a 20 for 213 basis:

Amount payable on full acceptance
at \$0.48 per GetBusy Share:

STEP 2 Make Your Payment

	Biller Code:
	Ref No:

Pay by Mail:

 Make your cheque, bank draft or money order payable to "GetBusy Plc" and cross "Not Negotiable".
Return your cheque with the below payment slip to:
Reckon Limited - GetBusy Offer
C/- Computershare Investor Services Pty Limited
GPO BOX 505 Melbourne Victoria 3001 Australia

Contact your financial institution to make your payment from your cheque or savings account.

Lodgement of Acceptance

If you are applying for GetBusy Shares and your payment is being made by BPAY, you do not need to return the payment slip below. Your payment must be received by no later than 5:00pm (AEST) Wednesday, 26 July 2017. Applicants should be aware that their own financial institution may implement earlier cut off times with regards to electronic payment, and should therefore take this into consideration when making payment. Neither Computershare Investor Services Pty Limited (CIS) nor Reckon nor GetBusy accepts any responsibility for loss incurred through incorrectly completed BPAY payments. It is the responsibility of the applicant to ensure that funds submitted through BPAY are received by this time.

If you are paying by cheque, bank draft or money order the payment slip below must be received by CIS by no later than 5:00pm (AEST) Wednesday, 26 July 2017. You should allow sufficient time for this to occur. A reply paid envelope is enclosed for shareholders in Australia. Other Eligible Shareholders will need to affix the appropriate postage. Return the payment slip below with cheque attached. Neither CIS nor Reckon nor GetBusy accepts any responsibility if you lodge the payment slip below at any other address or by any other means.

Privacy Notice

The personal information you provide on this form is collected by CIS, as registrar for the securities issuers (the issuer), for the purpose of maintaining registers of securityholders, facilitating distribution payments and other corporate actions and communications. In addition, the issuer may authorise us on their behalf to 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 above or emailing privacy@computershare.com.au. We may be required to collect your personal information under the Corporations Act 2001 (Cth) ASX Settlement Operating Rules and the AIM Rules for Companies. 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, to the issuer for whom we maintain securities registers or to third parties upon direction by the issuer where related to the issuers administration of your securityholding, or as otherwise required or authorised by law. 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 United States of America. For further details, including how to access and correct your personal information, and information on our privacy complaints handling procedure, please contact our Privacy Officer at privacy@computershare.com.au or see our Privacy Policy at <http://www.computershare.com/au>.

Detach here

Reckon Limited Non-Renounceable Pro-Rata Rights Issue Acceptance Payment Details (GetBusy Shares)

Entitlement of GetBusy Shares taken up:

Amount enclosed at \$0.48 per GetBusy Share: **A\$**



Entitlement No:

MR SAM SAMPLE
123 SAMPLE STREET
SAMPLETOWN VIC 3000

Payment must be received by 5:00pm (AEST) Wednesday, 26 July 2017

Contact Details

Contact Name _____ Daytime Telephone _____

Cheque Details

Drawer	Cheque Number	BSB Number	Account Number	Amount of Cheque
				A\$

123456789123456789+000000001-3051+14