

1. **Delivery of Documents in Electronic Form**

Once consent is obtained to deliver documents and information in electronic form, the Company may deliver documents:

- 1.1 through the email address of the member below;
- 1.2 by hand or post on documents or data storage media;
- 1.3 by fax if the member provides a fax number; [or
- 1.4 by making the documents available on a website as set out at paragraph 2 below.]¹

2. **[Availability on a Website]**

2.1 When a document is made available on a website, the Company will communicate to members the availability of the document(s) or information (the "Notification of Availability") will specify:

- 2.1.1 the document(s) or information to be made available on the website;
- 2.1.2 the address of the website;
- 2.1.3 the place on the website where the document(s) or information can be accessed; and
- 2.1.4 how to access the document(s) or information.

2.2 The address of the website for the purpose of communicating the Notification of Availability is << insert URL, for example of the Company website. The Company reserves the right to change the address at a different address. Members will be notified of any change in the address.

2.3 The Notification of Availability will be sent by email to the address specified below.]

3. **Internet Access**

In order to access electronic documents and information, members will need access to e-mail[, the Internet]. Each member is solely responsible for securing such access.

¹ Paragraphs 1.4, 2, and 8, and the wording in the second line of paragraph 3 are optional. They should be retained if the company does not intend to communicate with its members through a website. If the company does not intend to communicate with its members through a website, then this wording should be deleted. Paragraph 2.3 should be deleted if the company has either passed a resolution authorising communication by means of a website or if the company's articles contain a provision allowing communication by means of a website.

each member must notify the Company of any change to the email address or any other electronic address where the member can be reached for the purpose of receiving electronic communications from the Company.

4. **Format of Documents**

The Company will endeavour to provide documents in Portable Document Format (PDF) where possible. Where documents require << specify software >> to be viewed, the Company will provide a link to the software.

5. **Right to Hard Copy**

Members are entitled to request a hard copy of any document or information received electronically from the Company. The Company must provide a hard copy of the document or information within 21 days of the request, at no charge.

6. **No Obligation on Company to Provide Documents**

There may be circumstances where the Company is not obliged to supply documents or information. In such cases, there is to be no obligation on the Company to provide a hard copy of the document or information.

7. **No Obligation to Consent**

There is no obligation or requirement on members to consent to the use of electronic communications. A member may give notice of such consent at any time.

8. **[Failure to Respond]**

Any member who does not respond to a request for consent within 28 days of its receipt (i.e. by << Insert date >>) will be deemed to agree to the use of electronic communications by the Company.

.....
I/we hereby consent to receiving documents and information from << Company Name >> in electronic form and by email. I/we further consent to the Notification of Availability being in electronic form.

PRINT NAME(S)

SIGNED

E-mail Address

Number

I/we do not consent to electronic documents and information in hard

company and wish to receive all way.

PRINT NAME(S)

SIGNED

S
A
M
P
L
E