

As a shareholder at Hepburn Energy you need to meet active member requirements which make you responsible for keeping important details of your shareholding up to date. We require the following details at all times to administer your holding:

1 **Email address**
Communication by email means you can be promptly notified of key cooperative announcements, when payments are made and statements are available, and when voting can be accessed online for company meetings.

Select **Communications**, click on **Preferences** and select **ALL communications electronically**.

2 **Bank account details**
Payments will only be paid directly into your nominated bank account (if valid). Select **Payments & Tax**, click on **Payment Instructions**.
If you wish to receive your payments in a foreign currency, simply select **Foreign Currency Payment** under the **Payment Instructions** menu subject to certain terms and conditions. You may wish to participate in the Reinvestment Plan (DRP), simply select **Reinvestment Plans** under the **Payments & Tax** menu (if DRP is applicable).

3 **TFN, TFN exemption or ABN**
To update your Tax File Number (TFN), TFN exemption code or Australian Business Number (ABN) select **Payments & Tax**, click on **Tax Details**.

DOWNLOAD THE INVESTOR CENTRE APP TO EASILY MANAGE YOUR INVESTMENTS:

You can also manage your Link Portfolio on the go. Simply download the **Link Investor Centre** mobile app from **Apple Store** or **Google Play**

WHAT YOU NEED TO DO

Register for a Portfolio:

1. Login to Link's Investor Centre at **www.linkmarketservices.com.au** and click on **'Investor Login'**
2. Click on the **"Register Now"** button
3. Enter the Issuer's name/Issuer Code as **HWCU - HEPBURN COMMUNITY WIND PARK CO-OPERATIVE LIMITED**.
4. Enter your **SRN**. This important information is on your holding statement. You should always ensure this information is kept in a safe place.
5. Enter your **postcode** or, if your registered address is overseas, click on the **OutsideAustralia** link and select your country of residence from the drop-down list.

HOW TO UPDATE YOUR INFORMATION:

1. Login to Link's Investor Centre at **www.linkmarketservices.com.au** and click on **'Investor Login'**
2. Enter your email address and password in **Portfolio Login**.
3. If you do not have a Portfolio* login, please set up a portfolio by selecting **Register Now** and follow the instructions above.

Authentication may be required depending on the value of your portfolio. If you are unable to update your address or bank account details online, you must complete the relevant forms (available on Link's website) and return the completed forms to Link.

* Setting up a Portfolio login allows you to easily manage your holdings across issuers who use Link as their registrar.