

New Member Applicant Information Booklet



As a co-operative our members help us unlock new ideas, projects and opportunities. With almost 2000 members, mostly from the local area, Hepburn Energy is backed by a community of like-minded people wanting to make change.

Hepburn Energy is still open for new member shareholders to join our community enterprise.

Locals can buy in for a minimum of 100 shares and non-locals can join up with 1000 shares.

Find out more about Hepburn Energy by exploring our website at www.hepburnenergy.coop or contact us at info@hepburnenergy.coop



What it means to be a member of Hepburn Energy:

Member Benefits

As a Hepburn Energy Member, your investment is not only good for the planet but also good for you.

As a member you will receive:

- Member returns when financially prudent
- The Member Newsletter
- The ability to access our Energy Products

Member Responsibilities

All members of Hepburn Energy, as part owners of the Hepburn Energy Co-op, are responsible for their shareholding and have **Active Member Responsibilities** as shareholders. Members must comply with the Cooperative Rules and maintain an "active" membership. There are a number of ways that members can maintain their active membership, including purchasing one or more of our Energy Products and keeping a current email to receive our member newsletter.

As a shareholder at Hepburn Energy, you are responsible for the sale of your shares should you wish to do so and for keeping important details of your shareholding up to date so we can contact our members regarding important activities like our AGM, Annual Reports or dividends. We require at all times the following details to administer your holding:

- Email Address
- Bank Account Details
- TFN, TFN Exemption or ABN

If you would like to become a Hepburn Energy Member, it is your responsibility to read the **Hepburn Energy Rules** and **Disclosure Statement** to ensure that you can meet your **Active Membership Requirements**. These documents can be found on our website at www.hepburnenergy.coop/membership

Hepburn Energy Reports & Communications

Please also view our current cooperative reports and publications on our website before proceeding with a membership application. www.hepburnenergy.coop/membership

How to become a member of Hepburn Energy

You can purchase shares directly from **Hepburn Energy** or from shareholders wishing to sell their shares.

PURCHASE FROM DIRECT FROM HEPBURN ENERGY

You can purchase shares from the Co-operative whenever you like. We sell shares at a price of \$1.10 per share for each \$1.00 share (i.e. at a 10% premium) with a minimum shareholding of 100 shareholders who are based in the local area and 1000 shares for non-locals.

STEPS:

1

Complete the form and post

Complete the New Membership & Transfer Share Application Form & email to **info@hepburnenergy.coop** OR post to:

Hepburn Energy
PO Box 225
Daylesford, VIC, 3460

2

Make the payment

Make payment for the shares to Hepburn Energy via the website at **www.hepburnenergy.coop/shop**

3

Wait for Board Approval

The Hepburn Energy Board meets bimonthly. The process to approve your new membership application could take up to three months.

4

New Member Pack

If your application is successful you will be notified by email. We will establish your membership & shareholding and email you a New Member Pack.

PURCHASE FROM AN EXISTING SHAREHOLDER

You can also purchase shares directly from our existing shareholders wishing to sell their shareholding. Here the sale price is negotiated between the buyer and seller and a transfer is made. There is a \$50 administration fee for Hepburn Energy transfers paid for by the Seller.

STEPS:

1

Connect with a Hepburn Energy member who wishes to sell their shares

2

Negotiate with the Seller

Negotiate and make an agreement with the seller

3

Complete the form and post

Complete the New Membership & Transfer Share Application Form & email to

info@hepburnenergy.coop

OR post to:

Hepburn Energy
PO Box 225
Daylesford, VIC, 3460

4

Pay Fee

The seller makes the \$50 administration fee payment to Hepburn Energy via the website at **www.hepburnenergy.coop/shop**

5

Wait for Board Approval

The Hepburn Energy Board meets bimonthly. The process to approve your new membership application could take up to three months.

6

Transfer Payment of Shares to Seller

If your application is successful you will be notified by email.

Transfer the full amount to the Seller and confirm payment with Hepburn Energy via email at **info@hepburnenergy.coop** immediately.

7

New Member Pack

Following this, we will establish your membership & shareholding and email you a New Member Pack.