

Form – Financial hardship request

1 Overview

1.1 Purpose

The purpose of this form is to record an employee's request to either suspend contributions to FBUShare or withdraw from FBUShare on financial hardship grounds and the decision made by the company.

1.2 Roles and responsibilities

The form must be signed by both the employee and the relevant business unit human resource adviser.

The FBUShare plan administrator will confirm that the request has been received and advise the human resource adviser will be advised of the FBUShare plan manager's decision.

2 Employee's request

Full Name			
Employee ID		Payroll or Business unit	
Country			
Contribution	per weekly / month / year		
Reason for request			
Requested outcome	<input type="checkbox"/> Suspend	Suspend contributions until the next Plan Window and retain my shares in FBUShare.	
		<p>By selecting this option; I understand that:</p> <ul style="list-style-type: none"> • Purchased and Additional shares will remain in FBUShare and these shares will continue to be entitled to be considered for an Award under the Plan Rules, and • I will not be able to recommence contributions to FBUShare until the next Plan Window. 	
Requested outcome	<input type="checkbox"/> Withdraw	Stop contributions, sell my Purchased and Additional shares and cease participation in FBUShare.	
		<p>By selecting this option; I understand that:</p> <ul style="list-style-type: none"> • All my Purchased and Additional shares will be sold and the net proceeds, after sale and administration costs, will be paid to me, and • I will lose my rights to be considered for an Award under the Plan Rules. 	
Employee's signature	Dated:		

Form – Financial hardship request

3 Human resource adviser's endorsement

Name		
Checklist	<input type="checkbox"/>	I have advised the employee of the options available to them under the FBuShare Plan Rules.
	<input type="checkbox"/>	I have explained to the employee the consequence of suspending their contributions to or withdrawing from FBuShare.
	<input type="checkbox"/>	I have advised the employee that they will not be able to recommence contributions to FBuShare until the next annual Plan Window.
Notes		
Signature	Dated:	

4 FBuShare decision

Decision	<input type="checkbox"/> Rejected <input type="checkbox"/> Suspend contributions <input type="checkbox"/> Agree to withdrawal <input type="checkbox"/> Other		
Notes			
Signature	Dated:		

5 FBuShare actions

Action	Action by	Date
Informed employee and HR contact of decision.		
Advised the employee that they will need to use Employee Online to sell their shares if they want to withdraw.		
Informed payroll to stop the employee's contributions.		