



SBP

Shepherds Bay Personnel

SHEPHERDS BAY PERSONNEL PTY LTD

ABN 98 781 372 031

T +61 1300 01 01 05

E admin@shepherdsbaypersonnel.com

W www.shepherdsbaypersonnel.com

The Precinct, 10 Herb Elliott Avenue

Sydney Olympic Park NSW 2127, Sydney Australia

LICENCE BY OFFER AND ACCEPTANCE

Offer to: EA, LE, GS & EE May as Trustee for Orford Superannuation Fund ABN 26 410 806 821 of PO Box 465, Drayton North Q 4350 (the "Licensor")

By: Shepherds Bay Personnel Pty Ltd ACN 167 109 248 as trustee for Shepherds Bay Personnel Trust ABN 98 781 372 031 of Level 6, 10 Herb Elliott Avenue, Sydney Olympic Park NSW 2127 ("SBP")

To acquire a licence to occupy the Office described in Schedule I on the following terms:

(1) Licence to occupy

Subject to Licensor's directions as to the security of the Premises and Workplace Health and Safety policies and procedures, the Licensor grants to SBP a licence to occupy the Office located on the Premises for the Term all as described in Schedule I. If SBP continues after the Term to occupy and hold over the Office SBP will do so on the same terms and conditions mutatis mutandis as hereunder on a monthly basis until Termination by the Licensor or by the giving by SBP of one month's notice.

(2) Ancillary Benefits

SBP will be entitled to:

- a. Use of Shared Facilities and utilities, the cost of which is included in the Licence Fee
- b. Optional Billable Services for an additional fee as described in Schedule II and as varied in writing and agreed by both parties from time to time.

(3) Liability to pay Licence Fee and other charges

SBP will pay into the Nominated Bank Account in Schedule I subject to receipt of a valid Tax Invoice:

- a. the Licence Fee on a monthly in advance basis during the term;
- b. the cost, as set out in Schedule II, of any Optional Billable Services which SBP uses, monthly in arrears; and
- c. all Goods and Services Tax arising from any charge incurred by SBP hereunder.

(4) Termination

The Licensor may terminate this licence to occupy:

- a. if SBP fails to pay any monies due by SBP hereunder within 7 days of the due date provided that at the date of termination such monies remain unpaid; or
- b. if SBP fails to remedy a breach of this agreement within 14 days after the Licensor gives SBP written notice of such breach provided that any such termination will be without prejudice to the Licensor's other rights and remedies hereunder; or
- c. by providing one month's advance written notice relating to any holding over period.



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Schedule I – Definitions

Licensor	EA, LE, GS & EE May as trustee for Orford Superannuation Fund ABN 26 410 806 821 of PO Box 465, Drayton North Q 4350 (the "Licensor")
Licensor preferred contact details	Ernest May, 499 Grassdale Road, Gumdale Q 4154 Ph: 07 3390 4491
Licensee ("SBP")	Shepherds Bay Personnel Pty Ltd ACN 167 109 248 as trustee for Shepherds Bay Personnel Trust ABN 98 781 372 031 of Level 6, 10 Herb Elliott Avenue, Sydney Olympic Park NSW 2127 ("SBP")
Licensee preferred contact details	Louise Kirk (Facilities Manager) Ph: 1300 010 104 Ext 61733/ +61 439 008 739 Email: louise.kirk@ubteam.com / facilities.anz@ubteam.com
Premises	Unit 2, 14-16 Croft Crescent, Harristown Q 4350
Office Area and Description	60m ² office space and reception.
Shared Facilities	Access to washroom, kitchen and carpark.
Inclusions	Security monitoring, electricity and grounds maintenance.
Commencement Date	1 January 2018
Term	12 months
Licence Fee	\$550.00 plus GST per month in advance
Nominated Bank Account	As per tax invoice
Office Hours	Unrestricted

Schedule II – Optional Billable Services

SERVICE	BASIS OF CHARGE	PERIOD	RATE

Executed of behalf of the Licensee (SBP) by:

Graeme Thomas

28 February 2018

SBP Director's Name

Date

DocuSigned by:

Graeme Thomas

DAC5FCBA3A7C439...

Signature

Rebecca Hocking

28 February 2018

Witness Name

Date

DocuSigned by:

Rebecca Hocking

10C9B0F045328475...

Signature

Offer to Licence Office accepted by Licensor:

ERNEST MAY TRUSTEE

Name and position

19.02.18

Date

Signature

JENNIFER ROSENTERETER

Witness Name

19.02.2018

Date

Signature