

Employee Shares CHECKLIST



SELL



PURCHASE



PROFIT



TAX RETURN

BHP INSTRUCTIONS

- Log into Shareworks
- Go to Activity > Past Events & ">" for Full Details
- Go to Documents > Personalised Documents > ESS
- Go to Documents > Personalised Documents > Payment advice
- Save these document as both PDF and Excel where possible and email to ITP Accountants

FMG INSTRUCTIONS

- Log into MUFG FMG Share Site
- Go to Transact Securities > View Securities Transactions > View Confirmation
- Go to Payments & Tax > ESS
- Go to Payments & Tax > Dividend Advice
- Save these document as both PDF and Excel if possible and email to ITP Accountants

RIO INSTRUCTIONS

- Log into EquatePlus
- Go to library
- Locate & Select the desired sale transaction
- Open > Section called Allocations Content
- Save these document as both PDF and Excel where possible and email to ITP Accountants