## Employee Shares CHECKLIST







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## BHP INSTRUCTIONS

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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 Link Market FMG 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