

9 January 2020

Dear Sir / Madam

EXPIRY OF LISTED OPTIONS (ASX CODE: 8COO)

This letter is to notify you of the impending expiry of your 8COO listed options (**Options**) in 8Common Limited (**ASX:8CO**) at 5:00pm AEDT on 8 February 2020 (**Expiry Date**).

The number of Options you hold is included in the enclosed option exercise notification.

In accordance with ASX Listing Rules, 8CO provides you with the following information:

- (a) each Option entitles you to apply for one fully paid ordinary share in the capital of 8CO;
- (b) the exercise price payable to exercise your Options by the Expiry Date is \$0.035 per Option;
- (c) if you fail to exercise your Options prior to the Expiry Date, those Options will lapse and you shall have no further right or entitlement to those Options;
- (d) quotation of the Options on the Australian Securities Exchange (**ASX**) will end at close of trading on Monday, 3 February 2020;
- (e) the last available closing price of the listed shares in 8CO prior to the date of this letter was \$0.100 on 6 January 2020;
- (f) the last available closing price of the Options prior to the date of this letter was \$0.058 on 6 January 2020;
- (g) the highest and lowest market sale price of 8CO shares on ASX during the 3 months immediately preceding the date of this letter and the respective dates of those sales were:
 - Highest: \$0.125 on 18 November 2019;
 - Lowest: \$0.082 on 28 October 2019;
- (h) the highest and lowest market sale price of Options on ASX during the 3 months immediately preceding the date of this letter and the respective dates of those sales were:
 - Highest: \$0.075 on 20 and 27 November 2019;
 - Lowest: \$0.049 on 10 October 2019;

(i) There is no underwriting agreement in place for the exercise of the Options.

(j) you can exercise all or part of your Options prior to the Expiry Date by providing to the Company your completed written exercise notice specifying the number of Options being exercised (**Exercise Notice**) (as attached to this letter) and a payment of funds for the total exercise price for the number of Options being exercised by 5.00pm AEDT on Saturday 8 February 2020. The Exercise Notice will only be effective when the Company has received the full amount of the exercise price by close of business on the 8 February 2020.

Instructions regarding the methods of payment are included in the enclosed option exercise notification.

Should you have any questions, please contact Dean Jagger on 02 8072 1400.

Yours faithfully



**Dean Jagger
Company Secretary
8Common Limited**

Further information

Corporate

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About 8common Limited:

8common's (ASX:8CO) fintech platforms deliver enterprise grade financial transaction processing for government entities and large enterprise businesses. Its flagship Expense8 platform is a globally recognised pureplay provider of end to end travel expense management software, card application and management. The innovative software solutions improve organisation productivity, incorporate company organisational policies and expense auditing to reduce fraud. Expense8 by 8common was named a Major Player in the IDC MarketScape: Worldwide SaaS and Cloud-Enabled Travel and Expense Management Applications 2019 Vendor Assessment.

8common's specialises in large enterprise and government segments. Its growing client base of more than 110,000 platform users include enterprise customers Woolworths, Broadcast Australia, Amcor, and over 120 state and federal government entities.

Its new products being PayHERO (procurement payment gateway) and CardHERO (pre-paid card fund distribution) deliver closed loop solutions to support regulated, large network and high volume requirements.

For more information, visit <https://www.8common.com/>

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SRN/HIN: [HolderNumber]

Security Code: 8COO

Number of Options held: [8COO Holding]

Option Expiry Date: 08/02/2020

Exercise Price: \$0.035

NOTICE OF EXERCISE OF OPTIONS

I/we hereby exercise the following number of options and make payment in Australian currency for the amount payable. Please allot me/us Ordinary Shares calculated on the basis of one Ordinary Share for every one Option which I/we exercise.

I/We agree to accept such Shares subject to the Constitution of 8Common Limited.

1. Number of Options Exercised (Enter all or part of 8COO options)	Total payment required (multiply box 1 by \$0.035 per option)
<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	A\$ <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>

2. Payment: You can pay either by BPAY, EFT or cheque

Option A – BPAY

	Bill Code: 236257 Ref: [BPayCRN]
Telephone & Internet Banking – BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au	

Option B - EFT

The unique reference number which has been assigned to your

Application is: [HolderId]-8CO

Funds are to be deposited directly to following bank account:

Account name: Automic Pty Ltd

Account BSB: 036-022

Account number: 264466

Swift Code: WPACAU2S

IMPORTANT: You must quote your unique reference number as your payment reference/description when processing your EFT payment. Failure to do so may result in your funds not being allocated to your application and shares subsequently not issued.

Option C – Cheque

- Make your cheque payable to "8Common Limited"
- Return your cheque together with this signed and completed 'Notice of Exercise of Options'

3. Contact details

Telephone Number

Contact Name (PLEASE PRINT)

Email Address

SUPPORT YOUR COMPANY: By providing your email address, you elect to receive all communications despatched by the Company electronically (where legally permissible).

4. Please sign below and return the form to Automic

Securityholder 1

Sole Director and Company Secretary

Securityholder 2

Director / Company Secretary

Securityholder 3

Director / Company Secretary

Submitting your 'Notice of Exercise of Options':

Please return the completed and signed form together with your cheque payment or a copy of your funds transfer receipt to Automic to the address provided at the top of this form. 