

# Notice of Expiry

To:

VENDOR 1: Full Name(s):

VENDOR 2: Full Name(s):

VENDOR 3: Full Name(s):

VENDOR 4: Full Name(s):

Are there additional vendors?  Yes If yes, refer to Annexure - Additional Vendors

AGENT: Company Name/Legal Entity:

Company Representative:

Telephone: W:  M:

Email:

PROPERTY: Street 1:

Street 2:

Suburb:  State:  Postcode:

I give you notice that your current Sales Agency Agreement ('Sales Agency Agreement') is due to expire on  /  /  ("Expiry Date").

I offer you an extension of your Sales Agency Agreement in accordance with this Notice Of Expiry.

If you do not wish to extend the Sales Agency Agreement, see instructions outlined below:

## VENDORS INSTRUCTIONS - NO AGREEMENT TO EXTEND

1. You must give notice to the Agent before the Expiry Date that you do not agree to extend the Sales Agency Agreement. If you give this notice, the Sales Agency Agreement will expire on the Expiry Date.

You must be aware that if you do not give this notice to the Agent, then the Sales Agency Agreement will be automatically extended for a maximum period of 180 days from the Expiry Date.

If you wish to extend the Sales Agency Agreement, see instructions outlined below:

## VENDORS INSTRUCTIONS - AGREEMENT TO EXTEND

You have two options to extend the Sales Agency Agreement:

1. You must sign the Agreement to Extend on the following page and return it to the Agent before the Expiry Date. The Agreement to Extend cannot be for a period exceeding 90 days OR
2. You do nothing in which case the Sales Agency Agreement will be automatically extended for a maximum period of 180 days from the Expiry Date.

A vendor is able to terminate an extension at any time without specifying any grounds during the period of extension by giving written notice to the Agent.

A Sales Agency Agreement cannot be extended more than once.

# Notice of Expiry

## AGREEMENT TO EXTEND

I/We:

VENDOR 1: Full Name(s):

VENDOR 2: Full Name(s):

VENDOR 3: Full Name(s):

VENDOR 4: Full Name(s):

acknowledge that I/We have received a Notice of Expiry and agree to extend the Sales Agency Agreement for a period of  days and acknowledge that the agent is able to provide a copy of this agreement to me/us within 48 hours of its execution.

### ELECTRONIC COMMUNICATION

The parties to this agreement each consent to either of them or their representatives signing this agreement by electronic signature pursuant to the *Electronic Communications Act 2000* and delivering this agreement by email pursuant to the *Electronic Communications Act 2000*.

Signed by or on behalf of Vendor 1

Date:

Vendor Name

Signed by or on behalf of Vendor 2

Date:

Vendor Name

Signed by or on behalf of Vendor 3

Date:

Vendor Name

Signed by or on behalf of Vendor 4

Date:

Vendor Name

Signed by or on behalf of the Agent

Date: