

BHP

BHP Billiton Plc
Registration number 3196209
Registered in England and Wales
Share code BIL
ISIN GB0000566504
("BHP" or "the Company")

FORM OF SURRENDER Of documents of title for use by certificated shareholders

Instructions:

1. BHP Billiton Plc will be changing its name from BHP Billiton Plc to BHP Group Plc, provided that it obtains the necessary shareholder approval, the name change becomes effective and is registered with the Companies House in the United Kingdom. The JSE share code and ISIN number will also change.
2. This form of surrender is for use by certificated shareholders who hold certificated shares in the Company after the change of name and, when completed, should be sent to the transfer secretaries.
3. Part A must be completed by all shareholders who have not yet dematerialised their share certificates or other documents of title. Dematerialised shareholders must not complete a form of surrender as the appropriate actions will be taken by their CSDP or broker.
4. If this form of surrender is received by the transfer secretaries with the relevant documents of title prior to the change of name becoming effective it will be treated as a conditional surrender which is made subject to the change of name becoming effective. Such surrendered documents of title will be held in trust by the transfer secretaries until the change of name becomes effective. In the event of the change of name not becoming effective, for any reason, the transfer secretaries will (within five business days after either the date upon which it becomes known that the change of name will not be able to be implemented, or, after subsequent receipt of surrendered documents of title, whichever is the later) return the relevant documents of title to the shareholders concerned, at their risk, by registered post.
5. Part B must be completed by all emigrants from and non-residents of the common monetary area who are recorded in the share register of BHP and who have not yet dematerialised their documents of title.
6. A separate form of surrender is required for each shareholder.

Please refer to the instructions above and the notes overleaf before completing this form of surrender.

To: BHP Billiton Plc
Care of: Computershare Investor Services Proprietary Limited
PO Box 61763, Marshalltown, 2107

or hand delivered to: Computershare Investor Services Proprietary Limited
Rosebank Towers
15 Biermann Avenue
Rosebank 2196

Dear Sirs,

I/We, the undersigned, being the registered holder of the number of shares specified below, which are free of encumbrances, hereby surrender the enclosed documents of title identified below in respect of the shares held by me/us in BHP, conditional upon the necessary shareholder approval, the name change becoming effective and being registered with the Companies House in the United Kingdom.

I/We hereby instruct you to post a replacement certificate in respect of the shares surrendered to me, by registered post, at my/our risk, to the address given below. I/We acknowledge that if no address is stated below, the replacement certificate will be sent to my/our address recorded on the relevant sub-register held with the transfer secretaries.

My/Our signature(s) on this form of surrender constitutes my/our execution of this instruction.

Signature of shareholder _____ Date _____ 2018

Surname/Name of corporate body	Stamp and address of agent lodging this form (if any)
First names (in full) (if applicable)	

Title (Dr, Prof, Mr, Mrs, Miss, Ms, etc)
Telephone number
Cell phone number
Email address
Assisted by me (if applicable)
Date
State full name and capacity
Address (preferably PO Box address) to which replacement certificates should be sent, if other than address in the register of shareholders:
Postal code:
If physical address is changed, in order to comply with the requirements of the Financial Intelligence Act, 2001, Computershare Investor Services Proprietary Limited will be unable to record any change of address mandated unless the following documentation is received from the relevant shareholder:
<ul style="list-style-type: none"> • An original certified copy of your identity document, • An original certified copy of a document issued by the South African Revenue Services to verify your tax number, if you do not have one please submit this in writing and have the letter signed by a Commissioner of Oaths ; and • An original or an original certified copy of a service bill to verify your Residential address e.g. rates / electricity bill or telephone bill (not a mobile telephone account) bearing your name and current residential address. Alternatively you may provide any two of the following retail credit account statements eg. Edgars, Jet, Woolworths etc, that reflect your residential address. Should the service bill be in the name of a 3rd party, please supply a certified copy of the homeowners identity document, service bill and a completed and signed Co-Habitant form. Please note that all documents should be dated within the preceding 3 months.
Please note that copies of certified copies will not be accepted. Alternatively call our Computershare call centre to facilitate and assist with the change of address.

Part A – Applicable to all certificated BHP shareholders
Share certificate/s and/or documents of title surrendered:

Name of registered holder (separate form for each holder)	Certificate number(s) (in numerical order)	Number of BHP shares covered by each certificate	For office use only
Total:			

Part B – Applicable to all emigrants from and non-residents of the common monetary area who are recorded on the share register of BHP.
Nominated authorised dealer in the case of a certificated shareholder who is an emigrant from or non-resident of the common monetary area.
 (who wish their replacement share certificates to be sent to an authorised dealer in South Africa)

Name of authorised dealer/bank	
Address	
Account number	

Notes:
Completion of this form of surrender ("form"):

1. If you have any doubt as to how to complete this form, please consult your accountant, attorney, banker, broker or other professional adviser.
2. This form must be completed, signed and sent, together with the relevant share certificate/s and/or other document/s of title, to the office or to the postal address of the transfer secretaries.
3. Any alteration to this form must be signed in full and not initialled.

Return address:

Once completed, this form, together with documents of title surrendered, must be delivered or mailed to the transfer secretaries at the following addresses, respectively, marked "**BHP – Certificates of title**":

By hand:

Computershare Investor Services Proprietary Limited
Rosebank Towers
15 Biermann Avenue
Rosebank 2196

By mail:

Computershare Investor Services Proprietary Limited
PO Box 61763, Marshalltown, 2107

Posting of replacement share certificates:

Subject to the necessary shareholder approval, the name change becoming effective and being registered with the Companies House in the United Kingdom, certificates reflecting the change of name will be sent to the address provided overleaf (or failing such instruction, to the address of the shareholder concerned as recorded in the relevant sub-register of BHP) by registered post at the risk of the shareholder concerned on or about Monday, 26 November 2018, if documents of title have been surrendered by 12:00 on Friday, 23 November 2018, or, within five business days of receipt of documents of title after 12:00 Friday, 23 November 2018. Contrary instructions will not be accepted.

Instructions:

1. Persons who have acquired shares in BHP after the date of posting of the document to which this form is attached, can obtain copies of the form and the said document from the transfer secretaries.
2. All certificated shareholders completing and returning the form must also surrender all their existing share certificates.
3. No receipts will be issued for documents lodged, unless specifically requested.
4. Signatories may be called upon for evidence of their authority or capacity to sign this form.
5. If this form is signed under a power of attorney, then such power of attorney, or a notarially certified copy hereof, must be sent with this form for noting, unless it has already been noted by the transfer secretaries or it has been lodged with a broker and this form bears the stamp of that broker.
6. Where the member is a company or a close corporation, unless it has already been registered with the transfer secretaries, a certified copy of the directors' or members' resolution authorising the signing of this form must be submitted if so requested by the transfer secretaries.
7. Where there are joint holders of any shares, only that holder whose name appears first in the register in respect of such shares need sign the form.
8. If the shareholder is a deceased estate, this form must be accompanied by a certified copy of the letter of executorship, unless the relevant documents have already been lodged with the transfer secretaries or with a broker and this form bears the stamp of that broker.
9. A minor must be assisted by his/her parent or guardian.

Lost share certificates and/or documents of title:

If a share certificate or other document of title relating to any share in BHP has been lost or destroyed, the relevant replacement certificate will only be issued upon production of satisfactory evidence that the relevant share certificate or document of title has been lost or destroyed and upon delivery of an indemnity, in a form and on terms and conditions approved by BHP. Indemnity forms may be requested from the transfer secretaries.

Dematerialised shareholders:

This form is not intended for dematerialised shareholders and such shareholders should not complete this form.

South African Exchange Control Regulations:

1. Shareholders who are emigrants from or non-residents of the common monetary area, whose addresses are recorded in the shareholder register as outside the common monetary area and whose documents of title have been restrictively endorsed under the South African Exchange Control Regulations should nominate an authorised dealer in Part B of this form as required in terms of the document to which this form is attached. A replacement share certificate will be forwarded to the authorised dealer nominated above for its control. Failing such nomination, any replacement certificate due to such a shareholder will be retained in trust by the transfer secretaries pending instructions from the shareholder concerned and such shareholder shall be responsible for any costs associated with such trust account.
2. A non-resident shareholder whose documents of title have not been restrictively endorsed should submit such documents of title to the transfer secretaries. The replacement share certificate will be sent to the address provided on the face of this form, or, failing that, the registered address of the non-resident shareholder concerned as recorded in the sub-register of BHP.
3. Replacement share certificates issued will duplicate any restrictive endorsement in terms of the South African Exchange Control Regulations appearing on current documents of title.