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- (a) A notice to a person by the Company is regarded as given and received:
  - (i) if it is delivered personally or sent by electronic message:
    - (A) by 5 pm (local time in the place of receipt) on a business day - on that day; or
    - (B) after 5 pm (local time in the place of receipt) on a business day, or on a day that is not a business day - on the next business day; and
  - (ii) if it is sent by mail:
    - (A) within Australia - 1 business day after posting; or
    - (B) to a place outside Australia - 5 business days after posting.
- (b) A certificate in writing signed by a Director or Secretary stating that a notice was sent is conclusive evidence of service.

## **25.3 Business days**

For the purposes of clause 25.2, a business day is a day that is not a Saturday, Sunday or public holiday in the place to which the notice is sent.

## **25.4 Counting days**

If a specified period must pass after a notice is given before an action may be taken, neither the day on which the notice is given nor the day on which the action is to be taken may be counted in reckoning the period.