30 October 2026

Ms Mahnoosh Darabi
Senior Adviser Listings Supervision
Australian Securities Exchange
By email: listingssupervisionsydney@asx.com.au

Dear Ms Darabi

Servcorp Limited ("SRV"): Appendix 3Y- Change of Director's Interest Notice Query (ref: 11163806.1)

We refer to your letter of 28 October 2026, requesting information with respect to the late lodgement of an Appendix 3Y for Mr Alfred George Moufarrige on 22 October 2026.

Firstly, I apologise unreservedly for the late lodgement of the Appendix 3Y, as it was solely due to an error on my part.

Servcorp responds as follows to your request for information:

1- This Appendix 3Y was lodged late as it was an additional Appendix 3Y required to correct an error in the Appendix 3Y that was lodged on time on 20 October 2026.

   Mr Moufarrige had advised the Company Secretary that he was undertaking two off-market transfers to buy SRV shares; a transfer for 200,000 shares and a second transfer for 150,000 shares. The first transfer was processed on 13 October 2026; however the second transfer was delayed due to complications with the transfer from a broker account. I was on leave overseas at that time. To ensure timely lodgement, I submitted the Appendix 3Y on 20 October 2026 but inadvertently submitted the details for the second (incomplete) transfer of 150,000 shares instead of the completed transfer of 200,000 shares.

   Upon later review, I noted the incorrect amount and immediately lodged an additional Appendix 3Y with ASX on 22 October 2026 to notify of the additional 50,000 shares I had omitted in error from the initial Appendix 3Y and to ensure the "No. of securities held after change" was correct.

   I hope this adequately explains the circumstances surrounding the requirement to lodge the Appendix 3Y on 22 October.

   For full transparency, the second off-market transfer for 150,000 shares is being processed today, 30 October 2026, and an Appendix 3Y will be lodged on Monday 2 November.

2- SRV has in place a Securities Trading Policy which clearly states each Director's responsibility to obtain clearance to trade in SRV shares, and the requirement to inform the Company Secretary in writing of all transactions, as soon as reasonably possible and no later than three business days after the date of any transaction, to ensure compliance with the provisions of the Corporations Act 2001 and the ASX Listing Rules.

   Each Director has also entered into an agreement with SRV that requires disclosure to the Company of all information needed for it to comply with the obligation to notify ASX of Director's holdings and interests in its securities.

3- SRV considers that its current arrangements, as detailed in the answer to question two, are adequate, are being enforced, and are being complied with by its Directors. Mr Moufarrige did comply with his responsibilities and the ASX was notified on time, albeit that due to my error a correction was required and was made immediately I became aware.

Servcorp again apologies for the failure to notify the ASX of the full details of the transaction within the required time. Should you require any further information please contact me.

Yours sincerely



Greg Pearce
Company Secretary

28 October 2026

Mr Greg Pearce
Company Secretary
Servcorp Limited
Level 63, MLC Centre
19 Martin Place
Sydney NSW 2000

By email

Dear Mr Pearce

Servcorp Limited ('SRV'): Appendix 3Y – Change of Director's Interest Notice Query

ASX refers to the following:

1. SRV's Appendix 3Y lodged on the ASX Market Announcements Platform (**MAP**) on 22 October 2026 for Mr Alfred George Moufarrige (the **Notice**);
2. Listing Rule 3.19A which requires an entity to tell ASX the following:

> *"'3.19A.1 'The notifiable interests of a director of the entity (or in the case of a trust, a director of the responsible entity of the trust) at the following times.*
>
> - *On the date that the entity is admitted to the official list.*
> - *On the date that a director is appointed.*
>
> *The entity must complete Appendix 3X and give it to ASX no more than 5 business days after the entity's admission or a director's appointment.*
>
> *3.19A.2 A change to a notifiable interest of a director of the entity (or in the case of a trust, a director of the responsible entity of the trust) including whether the change occurred during a closed period where prior written clearance was required and, if so, whether prior written clearance was provided. The entity must complete Appendix 3Y and give it to ASX no more than 5 business days after the change occurs.*
>
> *3.19A.3 The notifiable interests of a director of the entity (or in the case of a trust, a director of the responsible entity of the trust) at the date that the director ceases to be a director. The entity must complete Appendix 3Z and give it to ASX no more than 5 business days after the director ceases to be a director."*

3. Listing rule 3.19B which states that:

> *'An entity must make such arrangements as are necessary with a director of the entity (or in the case of a trust, a director of the responsible entity of the trust) to ensure that the director discloses to the entity all the information required by the entity to give ASX completed Appendices 3X, 3Y and 3Z within the time period allowed by listing rule 3.19.A. The entity must enforce the arrangements with the director.'*

The Notice indicates that a change in Mr Moufarrige's notifiable interest occurred on 13 October 2026. It appears that the Notice should have been lodged with ASX by 20 October 2026. Consequently, SRV may have breached Listing Rules 3.19A and/or 3.19B.

Request for Information

Under Listing Rule 18.7, we ask that you answer each of the following questions having regard to Listing Rules 3.19A and 3.19B and Guidance Note 22: *Director Disclosure of Interests and Transactions in Securities - Obligations of Listed Entities*.

1. Please explain why the Appendix 3Y was lodged late.
2. What arrangements does SRV have in place under Listing Rule 3.19B with its directors to ensure that it is able to meet its disclosure obligations under Listing Rule 3.19A?
3. If the current arrangements are inadequate or not being enforced, what additional steps does SRV intend to take to ensure compliance with Listing Rule 3.19B?

When and where to send your response

This request is made under Listing Rule 18.7. Your response is required as soon as reasonably possible and, in any event, by no later than **9:00 AM AEDT Monday, 2 November 2026**. You should note that if the information requested by this letter is information required to be given to ASX under Listing Rule 3.1 and it does not fall within the exceptions mentioned in Listing Rule 3.1A, SRV's obligation is to disclose the information 'immediately'. This may require the information to be disclosed before the deadline set out in the previous paragraph and may require SRV to request a trading halt immediately.

Your response should be sent to me by e-mail at **listingssupervisionsydney@asx.com.au**. It should not be sent directly to the ASX Market Announcements Office. This is to allow me to review your response to confirm that it is in a form appropriate for release to the market, before it is published on the ASX Market Announcements Platform.

Trading halt

If you are unable to respond to this letter by the time specified above, you should discuss with us whether it is appropriate to request a trading halt in SRV's securities under Listing Rule 17.1. If you wish a trading halt, you must tell us:

- the reasons for the trading halt;
- how long you want the trading halt to last;
- the event you expect to happen that will end the trading halt;
- that you are not aware of any reason why the trading halt should not be granted; and
- any other information necessary to inform the market about the trading halt, or that we ask for.

We require the request for a trading halt to be in writing. The trading halt cannot extend past the commencement of normal trading on the second day after the day on which it is granted. You can find further information about trading halts in Guidance Note 16 *Trading Halts & Voluntary Suspensions*.

Suspension

If you are unable to respond to this letter by the time specified above, ASX will likely suspend trading in SRV's securities under Listing Rule 17.3.

Listing Rules 3.1 and 3.1A

In responding to this letter, you should have regard to SRV's obligations under Listing Rules 3.1 and 3.1A and also to Guidance Note 8 *Continuous Disclosure: Listing Rules 3.1 – 3.1B*. It should be noted that SRV's obligation to disclose information under Listing Rule 3.1 is not confined to, nor is it necessarily satisfied by, answering the questions set out in this letter.

Release of correspondence between ASX and entity

ASX reserves the right to release all or any part of this letter, your reply and any other related correspondence between us to the market under Listing Rule 18.7A.

Kind regards

ASX Supervision