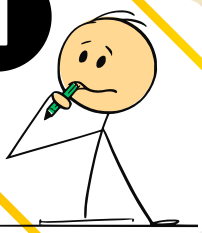


# 7 STEPS TO CONVERT A SAFE

1



## REVIEW SAFE TERMS

- Review the SAFE terms to understand how and when the SAFE converts into shares

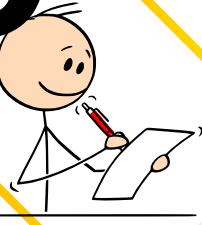
2



## CALCULATE THE NO. OF CONVERSION SHARES

- A key variation is whether the SAFE is pre-money or post-money.
- Check out the definition of 'Company Capitalisation', 'SAFE Price', or 'Conversion Price'.

3



## PREPARE THE SAFE CONVERSION LETTER

- Among others, this letter outlines how many shares will be given to the SAFE holder as well as the conditions to conversion (if any).

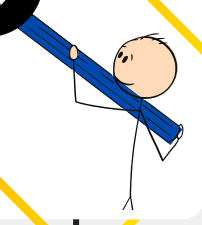
4



## REVIEW SHAREHOLDERS AGREEMENT AND CONSTITUTION

- Are there any waivers, consent, or notifications that may be required as part of the conversion?

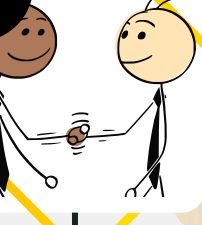
5



## PREPARE RESOLUTIONS

- Prepare the member and director resolutions required to effect the SAFE conversion

6



## LIAISE WITH COSEC

- Your cosec will need to collate KYC documentation to register the SAFE holder as a shareholder.

7



## ISSUE THE SHARES

- What class of shares will your SAFE holders hold?
- Liaise with the cosec to update ACRA and issue new share certificates