



corporate travel
management

2 December, 2013

ASX Release

**Letter to ineligible shareholders – Corporate Travel Management Limited
(ASX Code: CTD)**

Dear Shareholder

Corporate Travel Management Limited Entitlement Offer - Letter to ineligible shareholders

Please find enclosed an Information Booklet relating to Corporate Travel Management Limited (**CTM**), for a renounceable rights issue (**Entitlement Offer**). This document is provided for your information only.

Shareholders registered as holders of shares at the record date, on 28 November 2013, with a registered address outside Australia and New Zealand (**Ineligible Shareholders**) may not participate in the Entitlement Offer. CTM considers it unreasonable on this occasion to extend the Entitlement Offer to Ineligible Shareholders having regard to the costs of complying with legal and regulatory requirements in each of those jurisdictions.

CTM has appointed Berne No 132 Nominees Pty Ltd ACN 010 413 591 (**Nominee**) to act as nominee for Ineligible Shareholders to arrange for the sale of the rights which would have been offered to them. The Nominee will arrange for the net proceeds (if any) from the sale of the rights to be sent proportionally to each individual Ineligible Shareholder.

For more information:

Shareholders can contact CTM's share registry on 1800 336 109 (within Australia) or +61 1800 336 109 (outside Australia) Monday to Friday.

Thank you for your continued support of CTM and I trust you understand the company's position in this matter.

Yours sincerely

Lyndall McCabe
Company Secretary
Corporate Travel Management Limited

Brisbane | Sydney | Melbourne | Perth | Gold Coast | Auckland | USA

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About CTM:

CTM is an award-winning provider of innovative and cost effective travel management solutions to the corporate market. Its proven business strategy combines excellence in client services, advanced technologies and global buying power to deliver client-driven solutions and savings for business travel needs.

The Company employs approximately 620 FTE staff and has established a national footprint in Australia and international offices in New Zealand and the USA.

CTM has been acknowledged by the Australian Federation of Travel Agents (AFTA) as the 'Best Corporate Agency in Australia' eight times in the past ten years and was inducted into AFTA's Hall of Fame in 2010 for continued excellence.

Important information

*This announcement does not constitute an offer to sell, or a solicitation of an offer to buy, securities in the United States, or in any other jurisdiction in which such an offer would be illegal. In particular, the new shares under the Entitlement Offer have not been, and will not be, registered under the United States Securities Act of 1933 (**US Securities Act**), or under the securities laws of any state or other jurisdiction of the United States.*

The rights may not be taken up by persons in the United States or by persons (including nominees or custodians) who are acting for the account or benefit of a person in the United States, and the new shares may not be offered, sold or resold in the United States or to, or for the account or benefit of, a person in the United States except in transactions exempt from, or not subject to, the registration requirements of the US Securities Act and applicable securities laws of any state or other jurisdiction in the United States.

