

BY-LAWS OF THE
Intervention & Coiled Tubing Association
Australasia, (Australia, New Zealand &
Papua New Guinea)



Revised Feb 2026

Reference Documents

ICOTA Australian Business Number 46306566018 dated 27.02.2026,

Certificate of Incorporation A1046707T dated 25.02.2026

ICOTA Global Byelaws Dated March 2015

TABLE OF CONTENTS

1. INTRODUCTION.....4

1.1 ICOTA Chapters..... 4

1.2 Chapter Formation..... 5

1.3 Chapter Structure 5

1.4 Chapter Status on the Executive Board of Directors..... 5

1.5 Chapter Fees 6

2. ICoTA MEMBERSHIP6

2.2 Ordinary Membership 6

2.3 Honorary Membership..... 6

3. ICoTA OFFICE7

3.1 Chapter Missions Statement 7

3.2 Chapter Objectives 7

3.3 ICOTA Australasia Committee..... 8

3.4 Participation 9

3.5 Chapter Chair & Co-Chairs 9

3.6 Chapter Executive Director 9

3.7 Treasurer..... 10

3.8 Secretary..... 12

3.9 Resignations 13

3.10 Removal from Office 13

4. MEETINGS OF THE COMMITTEE14

4.1 Frequency of Meetings 14

4.2 Notice and Announcement of Meetings 14

4.3 Location and Time of Meetings 14

4.4 Meeting Conduct..... 14

4.5 Voting Procedures 15

4.6 Proxies 15

4.7 Meeting Minutes..... 15

4.8 Quorum of Committee Members..... 15

4.9 Sub Committees 16

5. AMENDMENT OF THE BY-LAWS.....16

6. DISPOSAL OF FUNDS ON DISSOLUTION16

1. INTRODUCTION

The International Coiled Tubing Association (ICoTA) was established in 1994 as a means of supporting, communicating, and promoting rapid technological advances within the coiled tubing industry. The name was changed a few years later to Intervention and Coiled Tubing Association (ICoTA) to include all well intervention technologies in the scope of the association. ICoTA seeks the participation and involvement of manufacturers, suppliers, service providers, and end-users of coiled tubing, slickline, wireline, hydraulic workover, pumping and associated technologies.

The mission of the Intervention and Coiled Tubing Association is to enhance communication, gather technical expertise and promote safety, training, competency and accepted practices within the well intervention related industries.

The business and activities of ICoTA are generally conducted at two levels: the Global level and the Chapter level. The collective skills and perspectives of ICoTA members provide a unique asset and resource for application of industry initiatives and/or cooperation with other industry bodies.

The annual SPE/ICoTA Coiled Tubing & Well Intervention Conference and Exhibition held in the U.S.A. is the flagship event for ICoTA at the Global level. The program committee, composed of volunteers from the ICoTA membership, performs key roles in the organization of the technical program and exhibition. This annual event also includes technical training short courses in association with the program.

Local events and activities, such as Lunch-and-Learn meetings or conferences, are organized and conducted at the Chapter level. The ICoTA Global Board supports such events through the Secretary/Administrator/Marketing Support, notification on the website, backing with funding (if required) and Board member attendance.

The following ICoTA by-laws are intended to provide clear guidance for the members involved in running and managing ICoTA Australasia.

1.1 ICOTA Chapters

The activities and member interaction at the Chapter level are key mechanisms for realizing the full potential of ICoTA. The local business and technical operating environment will influence the primary interests and activities of a Chapter. ICoTA

Chapters may be established where a sufficient level of member interest exists and after the proposal to create a Chapter has been approved by the Executive Board of Directors and the global board. The ICoTA Global Secretary/Administrator shall assist the organizers of a Chapter with information about the process and provide other support as necessary. A high degree of autonomy in Chapter business is encouraged. However, ICoTA Chapters shall be organized and managed in a manner consistent with the Global Bylaws. It is the responsibility of Chapter management to ensure that the Chapter operation meets the requirements of the applicable local regulations.

A proposed Chapter shall be considered a functional Chapter of ICoTA after full payment of any required fees and upon receipt of notice of acceptance as a Chapter signed by the senior Co-Chair of ICoTA. The Chapter must continue to pay the annual fee for each calendar year, unless otherwise specified by the Executive Board of Directors, to remain a recognized ICoTA Chapter.

1.2 Chapter Formation

Within the ICoTA Global Bylaws the procedure for formation of an ICoTA Chapter is described.

1.3 Chapter Structure

Where local regulations permit, ICoTA Chapters shall adopt a similar structure of committee members to that of the Global ICoTA.

1.4 Chapter Status on the Executive Board of Directors

Each functional Chapter shall have a representative on the ICoTA Executive Board of Directors. That representative shall have the same voting rights and obligations as a committee member of the Board of Directors. Due to geographical size of the chapter, the chapter will have 2 executive directors, one located on West Coast and the other on the East Coast of Australia. The chapter shall elect a member's in good standing to serve a two-year term as a representative's to the Executive Board of Directors. The elected representative's may not be either the Senior or Junior Chapter Chair but may otherwise serve as an elected committee members of the chapter and must reside in the geographical area represented by the Chapter. Each director shall only have $\frac{1}{2}$ a vote on the global board to make 1 full vote.

1.5 Chapter Fees

The Chapter shall pay an annual fee to ICoTA Global equal to that charged for a Global Director membership (currently \$1000). The Chapter may charge its members a Chapter fee or collect funds for the annual ICoTA fee through events or other means. The membership fee is set by ICoTA global and is currently 50 US dollars. The Chapter can retain any surplus funds which are to be used for the benefit of the Chapter. Each Chapter has the following responsibilities:

- a) Paying its Chapter fee when due.
- b) Providing the ICoTA Office with the current contact information for the Chapter's Committee members.
- c) Complying with regulations and tax requirements that apply within its area of operation.

2. ICoTA MEMBERSHIP

ICoTA Australasia shall have the following two (2) types of membership.

- a) Ordinary
- b) Honorary granted by Global

2.2 Ordinary Membership

Ordinary members are responsible for paying their membership fees when due and providing the ICoTA office with their current contact information. Ordinary membership carries a term of one (1) calendar year from 1st Jan to 31st December and will be charged at a flat rate of \$50 US Dollars. The fee is set by ICoTA global.

An Ordinary member may resign from ICoTA at any time by submitting a notice of resignation to the ICoTA Office. The resigning member shall forfeit all fees paid and all rights provided by that membership.

2.3 Honorary Membership

Only the Global Board of Directors may grant Honorary membership of ICoTA to an individual who has made a significant contribution to the interests of the coiled tubing or well intervention industry or ICoTA. Honorary membership has no associated fee, and it endures for the life of the individual. A candidate for Honorary membership shall be nominated by a Global Director member, seconded and approved by a 2/3 majority of the Global Director members. Honorary

membership recipients are generally part of the Chapter in which they reside within. An Honorary membership may be rescinded by vote of a 2/3 majority of the Global Director members.

3. ICoTA OFFICE

The activities of the Australasia Chapter are located mainly in Australia, New Zealand & Papua New Guinea. During any year the Chapter holds, technical conferences, several lunch-and-learns and other social events. The principal technical events in the calendar are the annual Well Intervention Conferences in Perth & Brisbane.

The following ICoTA Australasia Chapter, (hereafter abbreviated to AC) by-laws are intended to provide clear guidance for the members, committee members, and contractors involved in running and managing the association.

The Office for ICoTA AC shall be maintained at the following location until the committee members change it.

ABN Confirmation: Intervention COTA Australasia Incorporation

IARN: A1046707T, AB Status: Active from 27/02/2026

Association Certificate of Incorporation A1046707T 25.02.2026

The Bank account for ICOTA Australasia is held at Common Bank Perth WA.

3.1 Chapter Missions Statement

'To improve communication and promote the value of well intervention solutions within the oil and gas industry'

3.2 Chapter Objectives

To provide Australasia's premier well intervention technical forums.

To develop the Australasian Chapter website into a valuable technical resource for the well intervention industry.

To raise the profile of ICoTA throughout Australasia and elsewhere.

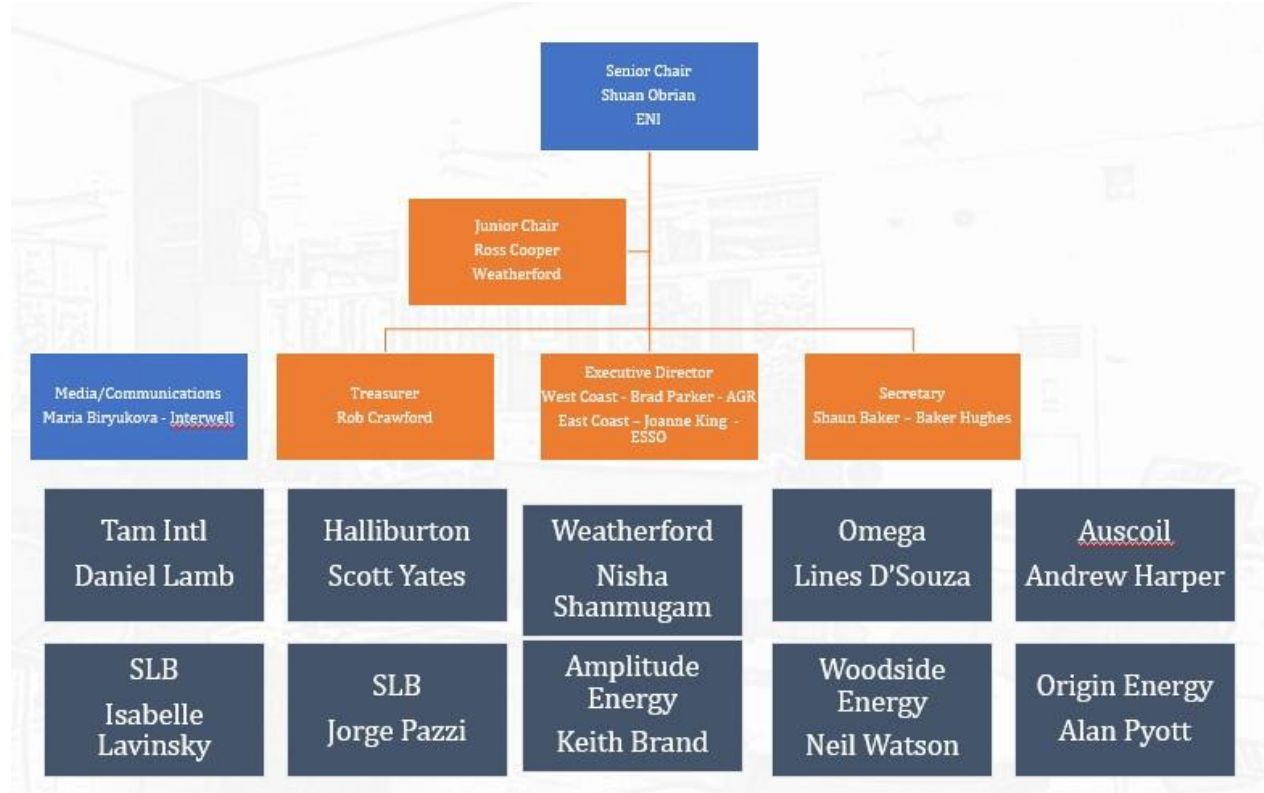
To establish relationships with academia to promote the well intervention industry to young engineers.

To increase membership and participation from professionals working in operating companies.

3.3 ICOTA Australasia Committee

The Chapter will form and maintain a single lead committee. The committee will discuss and make decisions on Chapter business. This committee consist of companies and individuals that are actively involved in well intervention in Australasia. The maximum number of committee members is forty. In practice, the number of committee members could be less. The Snr chair has the sole decision for what is representative of a good quorum of companies within the industry. The Main Committee can create sub committees as required to help better run the chapters activities. Unless stated otherwise in the ICoTA Australasian Chapter by-laws, all business requiring approval of the committee shall occur during meetings of the committee.

- Senior & Junior Chairs of Chapter
- Treasurer
- Secretary
- Two (2) Executive Directors, West & East
- Two (2) Event Snr Chairs, East and West
- Two (2) Event Jnr Chairs, West & East
- Media Chair
- Ordinary Members, max 40



3.4 Participation

Concerning AC (Australasian Chapter hereafter referred to as AC) committee meetings, the annual minimum participation level is 60%. The Snr chair is empowered to discuss and decide what subsequent action will be taken should a member fail to achieve this level of participation. Apart from the situation where the member has become incapacitated, a member must be able to explain their absence. ICoTA AC acknowledges the time commitment required and hence various options exist for the member. These include mitigating circumstances that have been rectified; thus a greater level of participation will happen in the subsequent year, alternatively they can stand down, or at the discretion of the Snr Chair nominate an alternative person to represent their company.

Should a member fail to attend a meeting over a rolling six-month calendar period of time, then they will be determined to have deserted, and they will be automatically removed from the committee.

The Committee shall elect, appoint, or confirm ICoTA senior committee members as required by 2/3 majority vote in January each year. These shall consist of the

following positions and only committee members in good standing shall (paid ICoTA members) be eligible to serve in office.

3.5 Chapter Chair & Co-Chairs

Annually, the Board of Committee shall nominate and elect a Co-Chair from the ranks of Committee Members to serve a term of two (2) years. The Co-Chairs shall serve staggered terms such that the Senior Co-Chair has one (1) year of their term remaining at the time the new (Junior) Co-Chair begins their two-year term. The Co-Chairs, in the order of their seniority, unless otherwise determined by the Board of Committee, shall perform the duties and exercise the powers commensurate with the authority of the Chair. The primary roles of the Co-Chairs include the following:

- Presiding over the meetings of the AC committee.
- Performing duties and exercising powers authorized or granted by the Global Board of Directors.
- Conducting the routine ICoTA AC business within Australasia.
- Promoting the growth and reputation of ICoTA within the industry.
- Ensuring the senior committee members ensure the association complies with the Australian association's Incorporation act 2015.
- As Chair representing the Australasian Chapter in the meetings of the Global ICoTA Board of Directors.

Individual Roles & Responsibilities of the Senior Co-Chair

The ICoTA AC Snr Chair directs and steers the Committee, sub committees and interface companies, to execute the ICoTA Annual Agenda/Plan.

- Works closely with interface companies to ensure the ICoTA AC Agenda is delivered in line with the committee and members' wishes.
- Chairs monthly committee meetings (delegating if required) and executes the agendas as appropriate.
- Approves media material/articles as required/requested for increasing ICoTA's visibility/presence in the industry.

- ICoTA Global Board member – contributes to global agenda for ‘term of office’ period

Individual Roles & Responsibilities of the Junior Co-Chair

The ICoTA AC Co-Chair supports the Chair and Committee to execute the ICoTA AC Annual Agenda/Plan with a natural succession to Chair.

- Works closely with the Chairman and interface companies to ensure the ICoTA Agenda is delivered in line with the committee and members’ wishes.
- Provides delegate cover in chairing monthly committee meetings (when Chairman not available) and executes the agendas as appropriate
- Assists in providing media material/articles as required/requested for increasing ICoTA’s visibility/presence in the industry
- Promotes the work of ICoTA in their company and with colleagues.

3.6 Chapter Executive Director

The Chapter shall elect one or two delegates to serve on the Executive Board of Directors for a term of two (2) years. The delegate may serve on the committee but shall not be the elected Senior or Junior Chair of the Chapter. The Chapter Delegate shall attend the meetings of the Executive Board of Directors and have full voting rights on the Executive Board of Directors. The Chapter’s chosen delegate or delegates should ideally should be a past Chair of Australasia and shall reside within the geographic area covered by the Chapter. The Executive Board will continue to operate should an individual Chapter be unable to provide a delegate, or should a vacancy arise. A temporary substitute may serve as Chapter Delegate at an Executive Board of Directors meeting provided written notification from the Chapter Snr. Chair is received by the ICoTA Global Snr. Chair.

- Presiding over the meetings of the Board of Committee.
- Performing duties and exercising powers authorized or granted by the Committee.
- Conducting routine ICoTA business.
- Supervising the activities of the ICoTA Secretary/Administrator.
- Promoting the growth and reputation of ICoTA within the industry.
- Conducting the Annual General Meeting of the membership.
- The executive director shall only have one vote on the global board if two directors are appointed they shall have 2 x ½ votes to make 1 vote.

3.7 Treasurer

The AC committee shall nominate and elect the Treasurer to serve for a term of one (1) year. The Treasurer can serve more than one term if re-nominated and approved by the committee. The committee may require the Treasurer to give ICoTA a bond of specific type, character, and amount. The ICoTA AC Treasurer maintains financial oversight of the ICoTA budget ensuring sufficient finance is available to execute the ICoTA Annual Agenda/Plan. The primary roles of the ICoTA AC Treasurer include, but are not limited to, those described in the following subsections.

Within the committee the Treasurer's main duties are: -

- Working closely with the Co-Chair, Committee and Interface companies to ensure the ICoTA AC Agenda is delivered in line with the committee and members' wishes
- Providing updates through monthly meetings on finances, spends and any other financially related issues affecting the Australasian Chapter.
- Supporting the planning and content of the Conferences, Social Events and Lunch Learn Plans, inputting to the themes and supporting the collation of subject matter/material
- Working closely with any Event Management teams to ensure ICoTA revenues/income are received and accounted for in line with standard industry practices.
- Assisting in providing data/information to the ICoTA appointed accountants for the purposes of audit and year end accounting process.
- Promoting the work of ICoTA in their company and with colleagues.

3.7.1 Maintain Financial Records

The Treasurer shall have custody of ICoTA AC funds and securities and shall maintain full and accurate accounts and records of receipts, disbursements, other financial transactions and maintaining the register of signatories for ICoTA AC bank account(s).

3.7.2 Make Deposits and Disbursements

The Treasurer shall deposit all monies and other valuable effects in the name and to the credit of ICoTA AC in such depositories as may be designated by the committee. The Treasurer shall disburse the funds of ICoTA as may be ordered by the committee, and or Senior or Junior Chapter Chairs.

Financial Reports

The Treasurer shall provide to the Co-Chairs and the committee a full accounting of all ICoTA financial transactions whenever requested to do so, or no less than once per quarter (every three months). The Treasurer will ensure that all necessary tax returns and financial statements are filed in a timely manner. The Treasurer will engage a Certified Accountant on behalf of ICoTA AC to prepare such returns.

3.7.3 Vacancies

In the event of a vacancy in an office of ICoTA AC occurring between meetings of the Committee, the remaining Committee members(s) shall supervise the nomination and election of a replacement Committee members by letter, FAX, or email ballot. The committee shall ideally fill any vacancy occurring in an office of ICoTA within 90 days of the vacancy.

3.8 Secretary

The Secretary of ICoTA shall report to the senior Chair. The Secretary shall maintain all records of ICoTA and shall keep permanent records of all business conducted by ICoTA including minutes of meetings and membership data.

ICoTA shall keep correct and complete records of accounts and minutes of the proceedings of its committee members. The normal term of office for the Secretary is two years. As a minimum the secretary will organize one meeting annually to elect the committee members. This meeting should take place during the second quarter of the year. i.e. between April 1st to June 30th.

Duties of the Secretary/ shall include, but not be limited to, those described in the following subsections.

3.8.1 Direct Communications with ICoTA Members

The Secretary shall strive to respond by the close of the following business day to any communication from an ICoTA member. As a minimum, the response shall

acknowledge receipt of the member's communication and indicate when a complete response will be made.

3.8.2 Maintain ICoTA Membership Rolls

The Secretary shall maintain accurate records of ICoTA membership, including both past and current members. Those records shall include the following information for each member, as a minimum.

- a) Type of membership.
- b) All known contact information.
- c) Company affiliation and position within that company.
- d) The status of their fee payments.
- e) Their service as a Committee Member or member of a committee.
- f) Affiliation with an ICoTA Chapter.

3.8.3 Reports

The Secretary/Administrator shall provide a report to both Co-Chairs and the ICoTA Treasurer containing the following information, as a minimum.

- a) Total number of Ordinary members.
- b) Any changes in membership from the previous month.

3.8.4 Maintain ICoTA Records

The Secretary/Administrator shall maintain all records of ICoTA and shall keep permanent records of all business conducted by ICoTA including minutes of Board meetings and membership data.

3.9 Media & Communications Committee Member

The Media member shall maintain and update the ICoTA website. The web site shall be updated as necessary to correspond with the most current ICoTA membership records and ICoTA activities. They will also store digital images of the chapters business and deliver conference programs and marketing flyers.

3.10 Resignations

A Committee Member of ICoTA may resign at any time. Such resignations shall be made in writing to the other Committee members of ICoTA and shall take effect at the time specified therein. If no time is specified in the resignation letter, the resignation shall take effect at the time of its receipt by the presiding Committee members. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Resignation as a Committee Member of ICoTA shall have no effect upon the membership status of that individual.

3.11 Removal from Office

The Global Board of Directors may remove a Committee Member of ICoTA at any time it judges the best interests of ICoTA would be served by such an action. A motion of proposal for removal, supported by at least four (4) Global Director Members, shall be directed to a Co-Chair, the Secretary/Administrator, and the Treasurer. A 2/3 majority vote of Global Director Members is required to unseat a Committee Member of ICoTA AUS/NZ/PNG.

Alternatively, an ICoTA AUS/NZ/PNG Committee Member or ICoTA AUS/NZ/PNG Committee Member can be removed from office with a straight majority vote of the ICoTA AUS/NZ/PNG Committee Members.

Removal from an Office of ICoTA by the Board of Committee shall have no effect upon the membership status of that individual.

3.12 Media Communications officer

The Media officer shall supervise the chapters web page and LinkedIn page. The web site shall be updated as necessary to correspond with the most current ICoTAAC membership records and ICoTA activities.

4. MEETINGS OF THE COMMITTEE

Unless stated otherwise in the ICoTA by-laws, all business requiring approval of the Committee members shall occur during meetings of Committee.

4.1 Frequency of Meetings

The Committee shall meet at least once per quarter (every three months). Normally the Committee will set the date of its next meeting at the conclusion of the current meeting. Either Co-Chair may call for a meeting of the Committee at any time or for a meeting of the Committee at any time.

A request for a special meeting of the Board of Committee, signed by at least four (4) Director Members, shall be presented to either Co-Chair. A request for a special meeting shall state the purpose(s) of the proposed meeting. Business transacted at any special meeting of the Board of Committee shall be limited to the purpose(s) stated in the notice. The Co-Chair receiving a valid request for a special meeting, shall schedule a Board of Committee meeting to occur no later than 30 days after receiving said request.

4.2 Notice and Announcement of Meetings

The Secretary shall announce a pending Committee meeting to the ICoTA membership via e-mail.

4.3 Location and Time of Meetings

The location and time of a meeting of the Committee, shall be at the discretion of the Co-Chair convening the meeting. Members, or Committee members of ICoTA, not able to attend a meeting in person shall be allowed to participate by telephone or videoconference by which all persons participating in the meeting can hear each other. Participation by telephone or videoconference shall constitute presence in person at such a meeting for the purpose of determining a quorum and conducting ICoTA business.

4.4 Meeting Conduct and Participation

The Senior Co-Chair shall preside at meetings of the Board of Committee and at meetings of the Executive Board of Committee. In the absence of the Senior Co-Chair, the Junior Co-Chair shall preside. If neither Co-Chair is able to participate in a meeting, the Senior Co-Chair shall appoint a presiding Committee Member for that meeting and notify the Committee members, of that appointment prior to the scheduled meeting time.

In the absence of the Secretary/Administrator, the presiding Committee Members shall appoint a secretary for the meeting to record minutes.

At meetings of the Committee business shall be transacted in such order as determined by the presiding committee members.

Concerning AC committee meetings, the annual minimum in person participation level is 60%. The Snr chair is empowered to discuss and decide what subsequent action will be taken should a member fail to achieve this level of participation. Apart from the situation, where the member has become incapacitated, a member must be able to explain their absence. ICoTA EC acknowledges the time commitment required and hence various options exist to the member. These include mitigating circumstances, that have been rectified, thus a greater level of participation will happen in the subsequent year, alternatively they can stand down, or at the discretion of the Snr Chair nominate an alternative person to represent their company.

Should a member fail to attend a meeting over a rolling six-month calendar period of time, then they will be determined to have deserted and they will be automatically removed from the committee.

4.5 Voting Procedures

Each Committee member shall be eligible to one (1) vote on each matter submitted by a motion, which has been seconded, within the authority of the Committee. Members eligible to vote may vote either in person or by proxy. The Committee may raise a motion and vote on items that affect the By-Laws, nomination and election of committee members, revoking committee members or memberships. The Committee may submit, in writing prior to the scheduled meeting, motions for the Committees consideration.

4.6 Proxies

A member unable to personally attend the Committee meeting, cast a vote, or otherwise perform their required duties may appoint a proxy for that purpose. The proxy shall be a senior member of the ICoTA Committee. The member appointing a proxy shall be responsible for notifying Co- Chair with the identity of the proxy member in advance of the duty to be performed.

4.7 Meeting Minutes

Minutes of all Board and Executive Board of Committee meetings shall be approved by the attending members and made available to the membership.

4.8 Quorum of Committee Members

One third (1/3) of the combined total of Committee Members, shall constitute a quorum for the transaction of ICoTA EC business. Any action by a quorum shall stand as the action by the ICoTA European Chapter.

If a quorum is present at any meeting, the vote, by a majority of the participants eligible to vote, present in person or represented by proxy, shall decide any question brought before such a meeting, unless the question is one which requires a different majority as described in these by-laws.

4.9 Sub Committees

It is expected that during a year a few focused sub-committees will be maintained by the Snr chair. These sub-committees typically include the Annual European Well Intervention Conference, the Innovation Award, the membership and marketing committee. The participants on these sub-committees are anticipated to include the members of the full committees.

5. AMENDMENT OF THE BY-LAWS

These By-Laws may be altered, amended, or repealed and replaced with new By Laws only by the committee. The process will require the appointment of a sub-committee to propose recommendations which are then brought before the Chapter's committee for discussion.

6. DISPOSAL OF FUNDS ON DISSOLUTION

On the dissolution of this Chapter, all funds remaining after the payment of its debts shall be turned over to and paid to ICoTA Global. That is unless ICoTA Global shall be non-existent or shall be in dissolution. In this event, the funds shall be distributed to other not for profit or charitable endeavours which exist with the bounds of the chapter's countries. The chair(s) and the treasurer will manage this process.