

Standard Transfer Form

How to complete the Standard Transfer Form

To minimise the risk of fraud relating to off-market transfers, the registrar has implemented fraud detection measures for all off-market transfers.

Proof of Identity

Evidence will need to be provided with each transfer form to confirm the identity of the seller as the current owner of the securities being transferred. The buyer of the securities may also be required to provide identification to meet the new Government Anti-Money Laundering (AML) requirement. If you are unsure, please call us on 1300 556 635 for further information.

Please choose either Option 1 or Option 2 and send us a certified copy of the applicable document(s). Please do not attach original documents as documents will not be returned. Proof of Identity documents will not be held on file and must be provided with each transfer form.

Option 1 – Please attach at least 1 document

Primary Photographic Identity Document

- Driver's License
- Australian Passport (that has not expired more than 2 years ago)
- International Travel Document – foreign passport (that has not expired more than 2 years ago)
- Proof of Age Card
- National Identity Card

OR Option 2 – Please attach at least 1 primary non-photographic document and 1 secondary non-photographic document

Primary Non-Photographic Identity Document; and

- Australian Birth Certificate or Extract of Birth
- Australian Citizenship Certificate
- Foreign Citizenship Certificate
- Foreign Birth Certificate
- A Centrelink Pension card or Centrelink Healthcare card

Secondary Non-Photographic Identity Document

- A financial benefit notice issued by the Commonwealth, State or Territory within the last 12 months
- An income tax assessment notice issued within the last 12 months
- A local government notice (e.g., council rates) or utilities notice (e.g., power, gas or phone bill) issued within the last 3 months

All foreign language documents must be accompanied by an English translation prepared by an accredited translator

Depending on the type of seller, additional information may be required;

Seller	Additional Documents
Individual	• Documentation requested above
Joint Holders	• Documentation requested above for each holder
Company	• Documentation requested above for each Director/Company Secretary signing the transfer for; and • A Certified copy of the Company Registration issued by a regulator
Authorized Representative for Seller	• Documentation requested above for each authorised representative signing the transfer; and • A certified copy of the document appointing the authorised representative
Parent or Guardian of a minor	• Documentation requested above for the parent or guardian signing the transfer; and • A Certified copy of Birth Certificate for the minor

Help

If you need help completing this transfer, please contact our office on 1300 55 66 35.

A. Seller Details

Full Name of Company, Corporation or Trust in which securities are held

This is the actual NAME of the Share Company, Corporation or Trust in which the securities being transferred/sold are held.

Type of Security

This is either, Fully Paid Ordinary Shares, or Options, or Unsecured Convertible Notes, or Units, or Partly Paid Shares, etc.

Note: A separate standard transfer form must be completed for each different class of security and each different registered holding.

Seller's Securityholder Reference Number (SRN)

The SRN can be found on issuer sponsored holding statements, dividend statements or certificates and starts with the letter "I". The transfer cannot be processed without the seller's SRN.

Number of Securities to be sold

The number of securities being transferred (numbers only required)

Consideration (Value of the transfer or sale)

The price paid by the buyer to the seller for the securities on the date of transfer/sale, or market value.

Full registered name(s) of Seller(s)

Enter the given and last names of all securityholder(s) or company/corporation name shown on securityholder documents.

Note: If the seller has a "CHESS HIN", (CHESS HINs usually begin with an X) then please contact the sponsoring broker, as the transfer is unable to be processed by us.

B. Buyer Details

Full name(s) of Buyer(s)

Enter the given and last names of the individual(s)/Trustee(s) or Company/Corporation acquiring the securities through this transfer. There is a maximum of three joint holders. Securities cannot be registered in an unincorporated trading name/business or in the name of a trust, a superannuation fund, a minor, or an estate or deceased person's name. If transferring into an existing holding you must write the name (and address) details of the existing holding **exactly** as they currently appear on the register.

Buyer's Securityholder Reference Number (SRN)

If the buyer is an existing **issuer sponsored** holder of securities in the company, their SRN may be entered here.

Note: If the seller has a "CHESS HIN", (CHESS HINs usually begin with an X) then please contact the sponsoring broker.

Full postal address of Buyer(s)

Insert full address including the postcode. Only one address may be recorded, irrespective of the number of buyers.

C. Sign Here

Seller(s) and Buyer(s) Signatures and the Dates **MUST** be signed, and circle capacity under signatures

(a) Individuals	The securityholder must sign in the appropriate boxes.
(b) Joint holdings	Where holdings are in two or three names, all the securityholders must sign in the appropriate boxes
(c) Power of attorney	To sign as power of attorney (POA), you must have already lodged the Power of Attorney with the registry or alternatively attach a certified photocopy of the Power of Attorney to this form.
(d) Executors	When the holding is in the name of an estate, all executor(s)/administrator(s) are required to sign. When executors and beneficiaries are the same people they will need to sign as seller and buyer. Probate requirements must also be complied with.
(e) Companies	Two Directors OR a Director and Secretary OR Sole Director and Sole Company Secretary. Please ensure you sign in the appropriate boxes and circle your capacity.

D. Payment of Fee

A fee of \$50.00 (GST Inclusive) will apply for each transfer of securities in a listed entity that requires a security validation check. Please pay by Electronic Funds Transfer using the bank account details provided. A receipt for this payment will be issued to the seller.

E. Correct registration format

Type of investor	Correct form of registration	Incorrect form of registration
Individual	Mr John Richard Sample	J R Sample
Joint Holdings	Mr John Richard Sample & Mrs Anne Sample	John Richard & Anne Sample
Company	ABC Pty Ltd	ABC P/L or ABC Co
Trusts	Mr John Richard Sample <Sample Family A/C>	John Sample Family Company
Superannuation Funds	Mr John Sample & Mrs Anne Sample <Sample Family Super A/C>	John & Anne Superannuation Fund
Partnerships	Mr John Sample & Mr Richard Sample <Sample & Son A/C>	John Sample & Son
Clubs/Unincorporated Bodies	Mr John Sample <Health Club A/C>	Health Club
Deceased Estates	Mr John Sample <Estate Late Anne Sample A/C>	Anne Sample (Deceased)

Note: Copies of documents forwarded must be **certified as a correct copy** by a person who in the state or territory of certification has the power to witness a statutory declaration. Any form or document that does not meet the company or trust's requirements will be returned without processing.

Stamp duty

Please note that it is the responsibility of the buyer and seller to pay any stamp duty if applicable.

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A SELLER DETAILS (PLEASE USE CAPITAL LETTERS)

Full name of Company, Corporation or Trust in which the securities are held

Type of Security (e.g., fully paid, partly paid, stapled security, etc.)

Number of securities to be sold

Value of the transfer or sale

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Seller Securityholder Reference Number

I

Seller - Title

Given Name(s) or Company Name

Last Name

Seller(s) daytime phone number

Seller(s) email address (Note: If provided, future correspondence will be sent to this address)

Verification Procedures: For security purposes, the registration details of the Seller and the authorization to transfer will be subject to verification. This verification process may include contacting the Seller. Where verification cannot be carried out to the satisfaction of the Registrar, the transfer may be rejected and returned with a request to provide additional information

B BUYER DETAILS (PLEASE USE CAPITAL LETTERS)

Title

Given Name(s) or Company Name

Last Name

Account Designation (if desired, e.g., <John Smith A/C>)

PO Box/RMB/Locked Bag/Care of (c-)/Property name/Building name (if applicable)

Unit Number/Level

Street Number

Street Name

Suburb/Town

State

Post Code

Country (if not Australia)

Buyer Securityholder Reference Number (if applicable)

I

Buyer(s) daytime phone number

Buyer(s) email address (Note: If provided, future correspondence will be sent to this address)

C**SIGN HERE**

The Seller(s) whose details are written above, transfers the securities shown above to the Buyer(s) and states to the Buyer(s), the Issuer of the securities and the Issuer's share registrar that they are the owner(s) of the securities and are entitled to transfer them to the Buyer(s).

All Seller(s) must sign

Securityholder 1 (Individual)

Securityholder 2 (Individual)

Securityholder 3 (Individual)

Sole Director and Sole Company Secretary/
Director

Director/Company Secretary

Date: / /

All Buyer(s) must sign

Securityholder 1 (Individual)

Securityholder 2 (Individual)

Securityholder 3 (Individual)

Sole Director and Sole Company Secretary/
Director

Director/Company Secretary

Date: / /

D**PAYMENT OF FEE**

A fee of \$50.00 (GST Inclusive) applies for each transfer that requires a security validation check. A single fee of \$50.00 (GST Inclusive) applies if multiple transfers from the same seller (registration details must be an exact match) are received by Registry Direct at the same time.

Pay by Electronic Funds Transfer

Please quote the names of the Seller when making payment.

Account name: Registry Direct Trading
BSB: 063 000
Account number: 1252 1609

E**CHECKLIST**

- Fully completed Standard Transfer form, signed and dated
- Certified copies of proof of identity from either Option 1 or Option 2 (on page 1)
- Any other additional documents are certified and included
- Payment of the fee is included
- If either buyer or seller is a Sophisticated Investor/Wholesale Client - Supply Accountants Certificate
Issuer to consult legal advisers on requirements

F**LODGEMENT**

The original transfer form and certified documents are to be returned to Registry Direct. Please ensure that all multiple transfers from the same seller are sent together as one lodgement. Fax/Email/Photocopies can be accepted. Send all documentation to:

Post
PO BOX 572, Sandringham VIC 3191

Or

Email
registry@registrydirect.com.au