

## STANDARD TRANSFER FORM

### A SELLER DETAILS (Please use CAPITAL LETTERS)

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

Type of Security (eg fully paid, partly paid, stapled security, etc) Number of securities to be sold

 

Value of the transfer or sale Seller Securityholder Reference Number

\$ , ,   I

Seller – Title	Given Name(s) or Company Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Seller(s) day time phone number **Verification Procedures:** For security purposes, the registration details of the Seller and the authorisation 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Designation (if desired, eg <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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Suburb/Town	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country (if not Australia) Buyer Securityholder Reference Number (if applicable)

 I 

### 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)/Executor	Securityholder 2 (Individual)/Executor	Securityholder 3 (Individual)/Executor
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sole Director and Sole Company Secretary/ Director (delete one)	Director/Company Secretary (delete one)	Date: ____/____/____

**All Buyer(s) must sign**

Securityholder 1 (Individual)/Executor	Securityholder 2 (Individual)/Executor	Securityholder 3 (Individual)/Executor
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sole Director and Sole Company Secretary/ Director (delete one)	Director/Company Secretary (delete one)	Date: ____/____/____

See overleaf for further information ►►

# HOW TO COMPLETE THE STANDARD TRANSFER FORM

## 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.

## 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.

### 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 of 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.

## Help

If you need help completing this transfer, please contact our office on **+61 1300 554 474**.