



## Return your information:

 **By Mail:**  
Computershare Investor Services Pty Limited  
GPO Box 5026 Melbourne  
Victoria 8060 Australia

## Enquiries:

 (within Australia) 1300 850 505  
(international) 61 3 9415 4000

 [www.investorcentre.com/contact](http://www.investorcentre.com/contact)



DJW  
MR SAM SAMPLE  
123 SAMPLE STREET  
SAMPLETOWN VIC 3000

## Please read the following instructions carefully before completing this form

The Standard Transfer Form you requested is included in this booklet. It is important that the Transfer Form is accurate and complete and all requirements have been met to avoid the form being returned to you for correction or further action.

### When should you NOT use this form?

Do not use this form if you are buying/selling/transferring broker sponsored/CHESS securities. You must contact your broker to perform this transaction. To check whether you have a broker sponsored/CHESS holding, you should look at your Holder Identification Number. If the number begins with an "X" or "L" you will need to contact your broker.

### What to do if you hold certificates

If the holding is certificated, please enclose the original certificate(s) with the transfer form when it is returned for registration. If the original certificate(s) are not provided, the transfer may be returned.

If you are unable to locate your certificates please contact Computershare on the above number.

### Stamp Duty requirements for unlisted securities

If the securities being transferred are not listed on the Australian Securities Exchange (or other recognised exchange), Stamp Duty may be payable. We understand Stamp Duty is only payable in New South Wales and South Australia, however you should confirm this. Assessment and payment of stamp duty (if applicable) must be made prior to sending the transfer form to Computershare.

### Do you need to complete more than one Transfer Form?

You must complete and return a separate Transfer Form for each class of security and each registered holding. For example, if you are transferring ordinary fully paid shares and also options, you will require two transfer forms.

### How do I complete the form?

Carefully read and follow the instructions for Sections A, B and C when completing the form.

### What if I make a mistake when I'm completing the form?

If you make any alteration to the form, it MUST be initialled by both the Seller(s) and the Buyer(s). If you increase the amount of securities being transferred or you use correction fluid or tape, we cannot accept the transfer, even if it has been initialled. You will need to complete a new Transfer Form.

### Who do I contact if I need help with completing the Transfer Form?

If you have any questions about this form or require further assistance please contact Computershare on the above number.

### Where do I return the form?

The original transfer form must be returned to Computershare. We cannot accept a copy, fax or email, so return it by post to the address above. **DO NOT DETACH any part of this form.** All pages must be returned. If all pages are not returned, we may not be able to register the transfer.

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## Your checklist – what you need to do to complete this form

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**Section A**  Follow the instructions in Section A carefully to complete the Transfer Form.

**Section B**  For security validation purposes the seller(s) must provide copies of originally certified documentation to verify their identity. Section B outlines documentation that **must** be returned depending on the type of holding and the registered details of the seller(s) and instructions to certify documents.

## Section A - Completing the transfer form.

Please use block letters and black or blue pen when completing this form, where relevant

- 1** **Details of Issuer**

**Full Name of Company/Trust in which Securities are held** - The full name of the company or trust in which the securities being transferred or sold are held.  
**ASX Code for the Company/Trust** - Please enter the three (3) letter Australian Securities Exchange (ASX) code, if the security is listed on the ASX.  
**State or Territory of Registration** - The State in which the company or trust is registered. This can usually be found on documentation relating to the securityholding.
- 2** **Description of Securities**

**Class** - for example Fully Paid Ordinary Shares, Unsecured Convertible Notes, Options and applicable expiry date, Partly Paid Shares, Units etc.  
**If not fully paid, paid to** - Only complete this section if securities are partly paid.
- 3** **Quantity of Securities**

The number of securities being transferred (amount both in words and figures).
- 4** **Consideration - value of transfer**

The consideration paid for the securities or otherwise the approximate market value of the securities on the date of transfer. The market price can be found in daily newspapers and at [www.asx.com.au](http://www.asx.com.au).  
**Date of Transfer** - Enter the date of purchase/transfer of the securities. This is the date the transfer has been effected between the Seller and Buyer.
- 5** **Full registered name(s) of Seller(s)/Transferor(s)**

Please enter the names of all securityholders as shown on related securityholder documentation such as a holding or dividend statement.
- 6** **Seller(s) Securityholder Reference Number (SRN)**

The transfer cannot be processed without the SRN. This can be found on the issuer sponsored holding statement.
- 7** **Full name(s) of Buyer(s)/Transferee(s)**

Please enter the full names of the person(s)/company acquiring the securities. There is a maximum of (3) joint holders. Securities cannot be registered in an unincorporated trading name/business or in the name of a trust, a superannuation fund, a minor, an estate or a deceased person's name. If transferred into an existing holding you must write the name (and address details) of the existing holding exactly as they currently appear on the register.
- 8** **Full postal address of Buyer(s)**

Please enter the address in full including the postcode. If transferring to an existing account, the address must match the current registration details exactly. Only one address may be recorded, irrespective of the number of buyers.
- 9** **Buyer(s) Securityholder Reference Number (SRN)**

If the Buyer is an existing holder of securities in this company please enter their SRN. This field should only be completed if applicable.
- 10 11** **Signing Requirements – Both Seller(s) and Buyer(s)**

It is important that the Transfer Form is signed correctly. Please follow the instructions below carefully to avoid it being returned to you for correction/further action.

**Signing Requirements based on the capacity of the Seller(s) and Buyer(s)**  
The signing requirements vary depending on the capacity of both the Seller(s) and Buyer(s). They are as follows:

Individual:	where the holding is in one name, the securityholder must sign.
Joint Holding:	where the holding is in more than one name, all of the securityholders must sign.
Power of Attorney:	to sign as Power of Attorney (POA), you must have already lodged the POA with the registry. Alternatively, attach an original certified copy of the POA to this form.
Companies:	either two Directors OR a Director and Secretary OR a Sole Director and Sole Company Secretary OR a Sole Director (if no Company Secretary exists) must sign (in accordance with the Corporations Act).
Overseas companies:	companies incorporated outside Australia must sign as above, or provide documentation showing that the company can sign in an alternate manner.
Deceased Estates:	when the holding is in the name of an estate, all executor(s)/administrator(s) are required to sign. When the executors and beneficiaries are the same people, they will need to sign as seller and buyer. Signing must also comply with any Probate requirements.

**All Seller(s) and Buyer(s) must:**

  - a. state the capacity in which they are signing by crossing out titles that are not applicable
  - b. sign in the appropriate boxes
  - c. enter the date on which the Transfer Form was signed
  - d. provide contact details in case we need to make contact with you about registration of the Transfer.

DO NOT DETACH

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## Section B - Documentation Requirements (these are only required to be submitted for the SELLER)

This section provides details of the documentation that must be returned with the transfer form depending on the type of holding and the registered details of the seller(s).

If you are unsure of the Identification Documentation requirements for your type of holding or you do not have the requested documents, please contact Computershare on 1300 850 505 or +61 3 9415 4000.

Holder Type	Holder Type Example	Identification Documents that <b>MUST</b> be provided
Individual	SAM SAMPLE <b>OR</b> SAM SAMPLE <SMITH FAMILY A/C>	> Original certified copy of current driver's licence or passport
Joint	SAM SAMPLE + JANE SMITH <b>OR</b> SAM SAMPLE + JANE SMITH <SMITH FAMILY A/C>	> Original certified copy of current driver's licence or passport for each registered holder
Company	ABC PTY LIMITED <b>OR</b> ABC PTY LIMITED <SMITH FAMILY A/C>  ABC PLC <b>OR</b> ABC PLC <SMITH FAMILY A/C>	> Original certified copy of the most recent Company Statement issued by ASIC and original certified copy of current driver's licence or passport for each Officeholder who has signed the transfer form. Please ensure that the Company Key on your Company Statement is masked so that it is not visible  <b>OR</b> > Foreign registered companies must provide a document issued by the relevant foreign registration body outlining current Officeholders and original certified copy of current driver's licence or passport for each Officeholder or joint holder who has signed the transfer form

### Important Note:

Where the transfer form has been signed under **Power of Attorney**, the Power of Attorney must have already been lodged with Computershare or an original certified copy must be provided with the transfer form. Additionally, ALL required Identification Documentation outlined above must be provided for the seller(s). If the seller(s) include a company, then Identification Documentation must be provided for any two of the Officeholders listed in the Company Statement or equivalent document (unless there is a Sole Director or Sole Director/Secretary in which case documentation for that Officeholder only is required).

### HOW TO CERTIFY YOUR DOCUMENT

1. The document must be certified by someone who has permission to do so under State law such as Justice of the Peace, Chartered Accountant, Postmaster etc.
2. The certifying officer's name, position and contact number must be clearly stated on the document.
3. All pages of the document must be certified.
4. The certification must contain a statement to the effect that it is a 'true and correct copy' of the original.
5. The stamp and/or statement and signature of the authorised person must be original. No photocopies or faxes of the certification are acceptable.

### THE FOLLOWING ARE EXAMPLES OF INDIVIDUALS WHO MAY CERTIFY A DOCUMENT:

- |  |  |   |
|--|--|---|
| > Chartered accountant (C.A)                                     | > Diplomatic or consular officer                                     | > Certified practicing accountant (C.P.A)             |
| > Barrister or solicitor or a clerk to a barrister and solicitor | > Postmaster   | > Sheriff or a deputy sheriff                         |
| > Australian Defence Force officer                               | > Notary public  | > Justice of the Peace                                |
| > Commissioner for affidavits or declarations                    | > Member of the police force   | > Officer of the court-Magistrates. County or Supreme |
| > Legally qualified medical practitioner                         | > Minister of Parliament of the Commonwealth or the State Government | > Pharmacist  |
| > A Fellow of the Institute of Legal Executives (Victoria only)  | > Manager of a bank, building society or credit union                | > Marriage celebrant-civil or religious               |

**Important note:** Computershare will not accept documents certified by individual(s) who are also signatories to the requested transaction.

The list of persons, outlined above, able to certify documents is only intended as a guide and should in no way be regarded as a complete list of approved certifiers under federal and state laws.

### IMPORTANT NOTICE

The documentation requirements in Section B are a reasonable measure to provide an assurance that the transfer form has been validly authorised by the seller. Computershare reserves the right to request additional information in circumstances where a transfer form has not been properly completed or where the transfer appears to be improper or unauthorised and to delay or refuse processing the transfer in those circumstances. However, Computershare's processing, accepting or registering a transfer is not equivalent to a guarantee or any assurance that the transfer is genuine, effective or has been authorised.

### Privacy notice

Personal information is collected by Computershare for the purpose of conducting reasonable security checks and maintaining registers of securityholders as required or permitted by the *Corporations Act 2001* and other legislation. Your personal information may be disclosed to our related bodies corporate, to external service companies such as print or mail service providers, or as otherwise required or permitted by law. It may also be disclosed to other service providers for the purpose of undertaking independent verification of the information provided, including by means of electronic verification. You acknowledge that Computershare and its service providers may perform checks against third party electronic data sources and use your personal information to assist with the verification of your identity. If you would like details of your personal information held by Computershare, or you would like to correct information that is inaccurate, incorrect or out of date, please contact Computershare using the details provided on the front of this form or e-mail [privacy@computershare.com.au](mailto:privacy@computershare.com.au).

DO NOT DETACH

# Standard Transfer Form

Please use block letters and black or blue pen when completing this form, where relevant

<b>1</b>	<b>Details of Issuer</b>	Full Name of Company/Trust in which Securities are held	ASX Code for the Company/Trust	State or Territory of Registration	
<b>2</b>	<b>Description of Securities</b>	Class (for example Ordinary Fully Paid Shares, Options and applicable expiry date, etc.)		If not fully paid, paid to:	
<b>3</b>	<b>Quantity of Securities</b>	Amount in Words		Figures	
<b>4</b>	<b>Consideration - value of transfer</b>	\$		Date of Transfer ____/____/____	
<b>5</b>	<b>Full registered name(s) of Seller(s)/ Transferor(s)</b>	Title	Given name(s)/Company name/Estate name	Surname	
		.....	.....	.....	
		.....	.....	.....	
		.....	.....	.....	
<b>6</b>	<b>Seller(s) Securityholder Reference Number</b>	SRN (must be quoted)	<input type="text"/>		
<b>Buyer must be a legal entity Please refer to Section A</b>	<b>7</b>	<b>Full name(s) of Buyer(s)/ Transferee(s)</b>	Title	Given name(s)/Company name	Surname
			.....	.....	.....
			.....	.....	.....
			.....	.....	.....
	<b>8</b>	<b>Full postal address of Buyer(s)</b>	.....		
			.....	Postcode	Country
			.....	.....	.....
<b>9</b>	<b>Buyer(s) Securityholder Reference Number</b>	SRN (if transferring to an existing account)	<input type="text"/>		

I/We the registered holder(s) and undersigned seller(s) for the above consideration do hereby transfer to the above named hereinafter called the buyer(s) the securities as specified above standing in my/our name(s) in the books of the above company, subject to the several conditions on which I/we held the same at the time of signing hereof and I/We the buyer(s) do hereby agree to accept the said securities subject to the same conditions.  
I/We have not received any notice of revocation of the Power of Attorney by death of the grantor or otherwise, under which this transfer is signed (if applicable).

<b>Please ensure you sign in the box matching to your capacity Important: Full signing requirements in Section A</b>	<b>10</b>	<b>All Seller(s) must sign here</b>	<b>Individual or Securityholder 1 or Executor 1</b>	<b>Securityholder 2 or Executor 2</b>	<b>Securityholder 3 or Executor 3</b>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
			Sole Director and Sole Company Secretary/ Sole Director (no Company Secretary) (cross out titles as applicable)	Director	Director/Company Secretary (cross out titles as applicable)
			Names of Signatory 1 (please print)	Names of Signatory 2 (please print)	Names of Signatory 3 (please print)
			Date: ____/____/____ Contact Name: _____		
			Daytime Phone Number : _____ Email Address: _____		
	<b>11</b>	<b>All Buyer(s) must sign here</b>	<b>Individual or Securityholder 1 or Executor 1</b>	<b>Securityholder 2 or Executor 2</b>	<b>Securityholder 3 or Executor 3</b>
			<input type="text"/>	<input type="text"/>	<input type="text"/>
			Sole Director and Sole Company Secretary/ Sole Director (no Company Secretary) (cross out titles as applicable)	Director	Director/Company Secretary (cross out titles as applicable)
			Names of Signatory 1 (please print)	Names of Signatory 2 (please print)	Names of Signatory 3 (please print)
			Date: ____/____/____ Contact Name: _____		
			Daytime Phone Number : _____ Email Address: _____		

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