

## Australian Standard Transfer Form

**CHESS Holdings:** This form must be forwarded to the Chess Sponsoring Broker or Non-Broker Participant.

**Issuer Sponsored Holdings:** The ORIGINAL form must be forwarded to Advanced Share Registry or your broker as appropriate.

**Please Note:**

- Any alterations must be initialed by the seller/s and the buyer/s.
- Any amendments to the quantity of securities being transferred will require a new form.
- The use of correction fluid or tape will void the transfer.

### PROOF OF IDENTIFICATION

Proof of Identification is required for each transfer form to confirm the identity of the seller and the buyer:

Option 1: one document from list A, **or**

Option 2: one document from list B and one from list C.

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.

**Minors:** Securities cannot be directly registered in the name of a minor (individuals under the age of 18)

**Corporations:** You must either provide a certified copy of the Company Statement or alternatively you can provide an extract of the company registration. Either must include a listing of the directors together with identity documents as below for the signing directors/company secretary.

Seller	Buyer	Proof of identity documents
<b>List A:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Australian Driver's License
<input type="checkbox"/>	<input type="checkbox"/>	Australian Passport
<input type="checkbox"/>	<input type="checkbox"/>	International Travel Document – Foreign Passport
<input type="checkbox"/>	<input type="checkbox"/>	Australian Proof of Age Card
<input type="checkbox"/>	<input type="checkbox"/>	Australian National Identity Card
<b>List B:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Australian Birth Certificate or Extract of Birth
<input type="checkbox"/>	<input type="checkbox"/>	Australian Citizenship Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Citizenship Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Birth Certificate
<input type="checkbox"/>	<input type="checkbox"/>	A Medicare Card, Centrelink Pension Card or Centrelink Healthcare Card
<b>List C:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	A financial benefit notice issued by the Commonwealth, State or Territory within the last 12 months
<input type="checkbox"/>	<input type="checkbox"/>	An income tax assessment notice issued within the last 12 months
<input type="checkbox"/>	<input type="checkbox"/>	A local government notice (e.g. council rates) or utilities notice issued within the last 3 months

**Note:** Copies of documents forwarded must be originally certified as a correct copy by a person who in the State or Territory of certification has the power to witness a Statutory Declaration.

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

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>Chartered accountant (C.A)</li> <li>Barrister or solicitor or a clerk to a barrister and solicitor</li> <li>Australian Defence Force officer</li> <li>Commissioner for affidavits or declarations</li> <li>Legally qualified medical practitioner</li> <li>A Fellow of the Institute of Legal Executives (Victoria only)</li> </ul> | <ul style="list-style-type: none"> <li>Diplomatic or consular officer</li> <li>Postmaster</li> <li>Notary public</li> <li>Member of the police force</li> <li>Minister of Parliament of the Commonwealth or the State Government</li> <li>Manager of a bank, building society or credit union</li> </ul> | <ul style="list-style-type: none"> <li>Certified practicing accountant (C.P.A)</li> <li>Sheriff or a deputy sheriff</li> <li>Justice of the Peace</li> <li>Officer of the court-Magistrates County or Supreme</li> <li>Pharmacist</li> <li>Marriage celebrant-civil or religious</li> </ul> |
|--|--|---|

## How to complete the Australian Standard Transfer Form

### A1. Name of Company/Corporation in which the securities are held

This is the name of the company/corporation or trust in which the securities being transferred are held.

### A2. Description of Securities

e.g., Fully Paid Ordinary Shares, Options (expiry date), Unsecured Convertible Notes etc.

A separate transfer form is required for each class of security.

### A4. Number of Securities to be transferred

The number of securities being transferred (in figures).

### A5. Consideration

The full amount paid in settlement of the transfer of securities. It should reflect the market price of shares as at the date of transfer.

### B1. Full Registered Name(s) of Seller(s)

Enter the name(s) of all security holder(s) exactly as shown on security holder documents.

### B2. Account Designation

Enter the Account Designation exactly as shown on security holder documents.

### B3. Registered Address of Seller(s)

Enter the address of security holder(s) exactly as shown on security holder documents.

### B4. Securityholder Reference Number (SRN) of Seller(s)

The Securityholder Reference Number can be found on the securities statement. The transfer cannot be processed without the Seller's SRN.

### C1. Full Name(s) of Buyer(s)

Full names of all Buyer(s) (a maximum of three joint holders).

Securities may not be registered in the name(s) of a partnership or business name, a fund or a trust, a person under 18 years of age, or an estate or deceased person. If transferring into an existing holding, you must enter the name and address exactly as they currently appear on the register (and provide the SRN under section C4).

### C2. Account Designation

You may enter the name of any unincorporated entity, family account, superannuation fund or deceased estate.

e.g. <Jones Super Fund A/C> or <Jones Family A/C>

The words or reference to "trust", "as trustee for", "ATF", "TF" should be not used.

### C3. Full Address of Buyer(s)

Insert full address including the postcode. Only one address may be recorded.

### C4. Securityholder Reference Number (SRN) of Buyer(s)

For existing securityholder, the Securityholder Reference Number can be found on the securities statement.

### D1-2. Seller(s) Signature(s) & Date Signed (circle capacity under signatures)

- i) Joint holders - All holders must sign.
- ii) Under Power of Attorney - If not already noted by the Registry Office, a certified copy of this document must be included.
- iii) Deceased Estate - All executors should sign and, if not already noted by the Registry Office, a certified copy of Probate or Letters of Administration must be included.
- iv) Company - Signed by Sole Director *OR* at least 2 Directors *OR* a Director & Secretary.  
If the company's constitution states that only one signature is required, a copy of this document must be included unless already noted by the Registry Office.

### D3-4. Buyer(s) Signature(s) & Date Signed (circle capacity under signatures)

- i) Joint holders - All holders must sign.
- ii) Under Power of Attorney - If not already noted by the Registry Office, a certified copy of this document must be included.
- iii) Company - Signed by Sole Director *OR* at least 2 Directors *OR* a Director & Secretary.  
If the company's constitution states that only one signature is required, a copy of this document must be included unless already noted by the Registry Office.

## SECTION A – SECURITIES DETAILS

1	Name of Company/ Corporation in which the securities are held	<input type="text"/>	
2	Description of Securities	<input type="text"/>	3
4	Number of Securities to be transferred (in figures)	<input type="text"/>	Security Code <input type="text"/>
5	Consideration	AUD \$ <input type="text"/>	

## SECTION B – SELLER DETAILS (Please use CAPITAL LETTERS)

1	Full Registered Name(s) of Seller(s)	<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		
2	Account Designation (if applicable)	<input type="text"/>		
3	Registered Address of Seller(s)	Unit	Street Number	Street Name
		<input type="text"/>		
	OR Post Office Box or other mail details (if applicable)	<input type="text"/>		
		<input type="text"/>		
	Suburb / Town	State	Postcode	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Country	<input type="text"/>		
		<input type="text"/>		
4	Securityholder Reference Number (SRN) of Seller(s)	SRN	<input type="text"/>	
5	Seller's Contact Number	<input type="text"/>		
6	Seller's Email Address	<input type="text"/>		

## SECTION C – BUYER DETAILS (Please use CAPITAL LETTERS)

1	Full Name(s) of Buyer(s)	<input type="text"/>		
		<input type="text"/>		
		<input type="text"/>		
2	Account Designation (if applicable)	<input type="text"/>		
3	Full Address of Buyer(s)	Unit	Street Number	Street Name
		<input type="text"/>		
	OR Post Office Box or other mail details (if applicable)	<input type="text"/>		
		<input type="text"/>		
	Suburb / Town	State	Postcode	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Country	<input type="text"/>		
		<input type="text"/>		
4	Securityholder Reference Number (SRN) of Buyer(s)	SRN	<input type="text"/>	
5	Buyer's Contact Number	<input type="text"/>		
6	Buyer's Email Address	<input type="text"/>		

## SECTION D – SIGN HERE

I/We the registered holder(s) and undersigned Seller(s) for the above consideration do hereby transfer to the above name(s) hereinafter called the Buyer(s) the securities as specified above standing in my/our name(s) in the books of the above-named 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 the transfer is signed.

**1 Seller** sign here

Individual or Securityholder 1

Director or  
Sole Director and Company Secretary  
(delete one)

Securityholder 2

Director

Securityholder 3

Director / Company Secretary

**2** Signature Date

Name of Signatory 1 (please print)

Name of Signatory 2 (please print)

Name of Signatory 3 (please print)

**3 Buyer** sign here

Individual or Securityholder 1

Director or  
Sole Director and Company Secretary  
(delete one)

Securityholder 2

Director

Securityholder 3

Director / Company Secretary

**4** Signature Date

Name of Signatory 1 (please print)

Name of Signatory 2 (please print)

Name of Signatory 3 (please print)

## SECTION E – PAYMENT OF FEE

A fee of AUD \$55.00 (including GST) is payable per transfer.

☐ Option A: EFT

Please return the payment confirmation/receipt together with this transfer form.

Account Name: Advanced Share Registry Limited  
Bank Address: 27 Bayview Terrace Claremont WA  
BSB: 036-304  
Account Number: 270119  
Reference (mandatory): Seller's SRN quoted in the section B

☐ Option B: Cheque

Cheques must be drawn on an Australian branch of a financial institution in Australian currency, made payable to **"Advanced Share Registry Limited"** crossed **"Not Negotiable"** and forwarded to Advanced Share Registry together with this transfer form

☐ Option C: Credit Card

☐ Visa Card or ☐ Master Card

Card Number

Expiry Date

 / 

Month Year

Name on card

Signature of Card Holder

CW

## SECTION F – CHECKLIST

- ☐ Original Transfer form is fully completed, signed and dated (Electronic Signatures are not accepted)
- ☐ Certified copies of proof of identity from either Option 1 or Option 2 are provided
- ☐ Any other additional documents are certified and included
- ☐ Payment of the fee is included