

How to complete the Standard Transfer Form

To minimise the risk of fraud, Link has implemented security validation measures for all off-market transfers of ASX listed securities.

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 to be transferred. The buyer of the securities may also be required to provide identification to comply with the Know your Customer (KYC) requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF). If you are unsure, please call us on **1300 554 474** for further information.

Identification documents and eVerification (electronic verification of identity)

Link can verify the identity of Australian and New Zealand individuals electronically using government issued identity documents such as passports, driver's licences and Medicare Card. If you consent to your identity being verified electronically, complete the identity documents section on the back of the attached transfer form at section G. Your Australian identity document details will be submitted electronically to the Australian Attorney General's Document Verification Service (DVS). Your New Zealand identity document details will be submitted electronically to the New Zealand Department of Internal Affairs Confirmation Service other than New Zealand driver's licences which are verified using the AA (NZ Transport Authority).

Please choose either Option 1, 2 or 3. If you select option 2 or 3, send us a certified copy of the applicable identity 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 lodgement. If you are unable to provide the requested identity documents, please contact us for a list of alternatives that we can accept.

Option 1 – eVerification of Identity. Please complete section G on the transfer form

Option 2 – Please attach at least 1 document

Primary photographic identity document (Certified)
Drivers Licence (not expired)
Australian Passport (that has not expired more than 2 years ago)
International Travel Document – foreign passport (not expired)
Australian State or Territory Proof of Age Card or Identity Card (not expired)
Foreign National Identity Card (not expired)

Option 3 – Please attach at least 1 primary non-photographic document and 1 secondary non-photographic document.

Alternatively, attach 2 Primary non-photographic identity documents

Primary non-photographic identity document (Certified)
Australian Birth Certificate or Extract of Birth including an Abridged Birth Certificate or a NSW Birth Card (please provide full birth certificate for a minor)
Australian Citizenship Certificate
Foreign Citizenship Certificate
Foreign Birth Certificate (please provide full birth certificate for a minor)
A Centrelink Pension card or Centrelink Healthcare card
Secondary non-photographic identity document which contains the person's name and residential street address (Certified)
A financial benefit notice issued by a Commonwealth, State or Territory agency within the last 12 months (benefit information blacked-out)
An income tax assessment notice issued within the last 12 months (TFN, income and tax information blacked-out)
A local government notice (e.g. council rates) or utilities notice (e.g. power, gas or phone bill) issued within the last 3 months
A Medicare or Private Health Insurance refund notice issued within the last 3 months (medical practitioner information blacked-out)
An insurance policy for a house, property, home contents or motor vehicle issued within the last 12 months
A vehicle registration notice or third party insurance notice (e.g. NSW Greenslip) issued within the last 12 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	<ul style="list-style-type: none"> Documentation requested above
Joint Holders	<ul style="list-style-type: none"> Documentation requested above for each joint holder
Company	<ul style="list-style-type: none"> Documentation requested above for each director/secretary signing the transfer; and A certified copy of the current Annual Statement issued by a regulator (e.g. ASIC) or a full Company Search purchased in the last 3 months - must list the company officers, OR provide us with the Australian company ACN or New Zealand company NZBN if you consent to eVerification.
Authorised Representative for the seller	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Documentation requested above for the parent or guardian signing the transfer; and A certified copy of full Birth Certificate for the minor; and A certified copy of the Guardianship orders (if applicable)

Payment of Fee

Refer to Section D on the following page and section D of the Transfer form.

Help

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

* Exceptions – the security validation fee will not apply for the following transfers;

1. a security that is not listed on the ASX
2. a transfer out of a deceased estate
3. an Employee/Director of the Issuer

A. Seller Details

Full Name of Security Issuer in which securities are held

This is the actual NAME of the Share Company 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 transferred or 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 names of all securityholder(s) exactly as shown on securityholder documents.

Note: If either the seller or buyer 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 legal name of the Individual(s) or Incorporated Entity(s) that is/are acquiring the securities through this transfer. A maximum of three joint holders is permitted. Securities cannot be registered in an unincorporated trading name/business name or in the name of a trust (other than an incorporated trust), a superannuation fund, a minor, an estate or a deceased person's name. You may enter the name of any unincorporated entity or another person such as a minor child in the 'Account Designation' field of section B on the transfer. 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 Security Issuer, their SRN may be entered here.

Note: If either the seller or buyer 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, state/territory and country. Only one address may be recorded, irrespective of the number of buyers. All registry communications to be sent by mail will be posted to this address.

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 and Administrators When the holding is held by one or more executor(s)/administrator(s), all executor(s)/administrator(s) for an estate, each is 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. To sign as an Executor or Administrator, you must have already lodged the Grant of Probate or Letters of Administration with the registry or alternatively attach a certified copy to this form.
- 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 \$69.00 (GST inclusive) will apply for each transfer of securities in a listed entity that requires a security validation check. For payments made by cheque, an additional cheque handling fee of \$10 (GST inclusive) will apply. Please provide your credit or debit card details in section D of the form or attach either a cheque/money order/bank cheque payable to Link Market Services Limited in Australian currency. A receipt for this payment will be issued to the seller. If payment is received from a third party, the receipt will be issued to the seller as we cannot issue a receipt to a third party address.

Note: Copies of documents forwarded must be **certified as a correct copy** by a person who under the Statutory Declarations Regulations 2018 has the power to certify documents e.g. JP, doctor, lawyer, accountant, judge etc. Any form or document that does not meet the transfer or identification requirements specified within this form will be returned without processing.

Important Note for transfers of unlisted securities – Stamp Duty

For securities that are **listed** on the Australian Securities Exchange (ASX) – stamp duty is **NOT** payable (unless the date signed is **before** 1 July 2001).

For **unlisted** securities – transfer forms for unlisted securities must be submitted to the **Revenue Office** in the State or Territory where the Share Company was incorporated, or where the Trust was established for assessment and payment of stamp duty **before** sending to Link Market Services Limited.

Personal Information Collection Notification Statement: Link Group advises that personal information it holds about you (including your name, address, date of birth and details of the financial assets) is collected by Link Group organisations to administer your investment. Personal information other than date of birth is held on the public register in accordance with Chapter 2C of the *Corporations Act 2001*. Some or all of your personal information may be disclosed to contracted third parties, or related Link Group companies in Australia and overseas. Your information may also be disclosed to Australian government agencies, law enforcement agencies and regulators, or as required under other Australian law, contract, and court or tribunal order. For further details about our personal information handling practices, including how you may access and correct your personal information and raise privacy concerns, visit our website at www.linkmarketservices.com.au for a copy of the Link Group privacy policy, or contact us by phone on +61 1800 502 355 (free call within Australia) 9am–5pm (Sydney time) Monday to Friday (excluding public holidays) to request a copy.

STANDARD TRANSFER FORM

A SELLER DETAILS (Please use CAPITAL LETTERS)

Full name of the Security Issuer (Share Company or Trust) in which the securities are held

Type of Security (eg fully paid, partly paid, stapled security, etc) Number of securities to be transferred/sold
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Value of the transfer or sale (\$AUD) , , . Seller Securityholder Reference Number
I

Title Given Name(s) or Company Name Last Name

Seller's day time phone number (include overseas country code if not Australia) Seller's Email Address

Verification Procedures: For security purposes, the registration details of the Seller and the authorisation to transfer will be subject to verification. This 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 (please use legal names) Last Name (please use legal names)

Account Designation (if desired, eg <John Smith A/c>, <Citizen SMSF A/c>, <ABC Family A/c>, Estate of Jillian Jones A/c etc<>)

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

Unit Number/Level Street Number Street Name

Suburb/Town State/Territory Post Code / Zip Code

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/Authorised Representative, or Sole Director and Sole Company Secretary <input type="text"/> Print Name <input type="text"/>	Securityholder 2 Individual/Authorised Representative, or Director/Company Secretary <input type="text"/> Print Name <input type="text"/>	Securityholder 3 Individual/Authorised Representative, or Director/Company Secretary <input type="text"/> Print Name <input type="text"/>
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Date: ___/___/___

All Buyer(s) must sign

Securityholder 1 Individual/Authorised Representative, or Sole Director and Sole Company Secretary <input type="text"/> Print Name <input type="text"/>	Securityholder 2 Individual/Authorised Representative, or Director/Company Secretary <input type="text"/> Print Name <input type="text"/>	Securityholder 3 Individual/Authorised Representative, or Director/Company Secretary <input type="text"/> Print Name <input type="text"/>
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Date: ___/___/___

