



# How to Complete the Australian Standard Transfer Form for an ASX Listed Company or Trust

- 1. Name of Company**  
The full name of the company or trust in which the securities are held.
  - 2. State of Incorporation/Principal Register**  
State in which the Company (refer 2) is incorporated or the Principal Register of a trust. This can be found on the statement, certificate or other notices received from the company or trust.
  - 3. Description of Securities**  
e.g. Fully Paid Ordinary Shares, Options (expiry date), 9% Unsecured Convertible Notes etc... A separate transfer form is required for each class of security.
  - 4. Register**  
The state on which the seller's holding is registered. This can be found on the statement or certificate. This section is mandatory only for securities of a company incorporated outside Australia.
  - 5. Quantity**  
Number of securities being transferred (in both words and figures).
  - 6. Full Name(s) of Seller(s) (Full names must be included)**  
Deceased Estates should be entered: "(the full names of the executors) as Executor(s) of the Estate of (full name of deceased securityholder)".  
**Email**  
An email address is to be stated for communication purposes.
  - 7. Securityholder Reference Number (SRN) of Seller**  
This number can be found on the securities statement or certificates. For Issuer Sponsored Holdings (uncertificated), this number must be quoted.
  - 8. Consideration & Date of Purchase**  
Is the full amount paid in settlement of the transfer of securities. Purchase should reflect the market price of shares as at the date of purchase. (Refer to 1 above if not a purchase or for the full market value). Market values are quoted in the financial or business section of daily newspapers.
  - 9. Full Name(s) of the Buyer(s)**  
Full names of all buyers (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, an estate or deceased person or a person under 18 years of age.  
**Email**  
An email address is to be stated for communication purposes.
  - 10. Full Postal Address of Buyer(s)**  
Insert full address including the postcode. Only one address may be recorded.
  - 11. Securityholder Reference Number (SRN) of Buyer**  
For existing securityholder the requirements are as above under (8).
  - 12. Register Request**  
Insert register on which the buyer's shares should be registered (the shares will be recorded on this register if the company maintains a branch register in that state).
  - 13. Seller(s) Signature(s) & Date Signed**
    - 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 2 Directors or a Director and a Secretary in accordance with Company's Constitution. If the Company's Constitution states that only one signature is required, if not already noted by the **Registry Office** a copy of this document must be included. This is not required where the company is "Sole Director & Sole Secretary company". Signing capacity must always be included. Insert date signed by seller.
  - 14. Buyer(s) Signature(s) & Date Signed**
    - i) *Joint holders -* All holders must sign.
    - ii) *Under Power of Attorney -* A certified copy of this document, must be included if not previously noted by the Registry Office.
    - iii) *Company -* Requirements are as above under 14(iv).
    - iv) *Insert date signed by buyer.*
- Note 1** Copies of documents forwarded must be certified as a true copy by a person who in the State or Territory of certification has the power to witness a Statutory Declaration.
- Note 2** Transfers or other documents that do not fully meet the company's requirements are liable to return, without registration.
- Note 3** Where the seller or buyer is CHESSE sponsored, this form must be forwarded to the CHESSE sponsoring broker or non-broker participant.