



## How to complete this form

This form is used where the original share certificate(s) cannot be located and the shareholder (a company) seeks to have it replaced.

### **A** Replacement Request – Statutory Declaration

- Enter the number of shares covered by the lost/destroyed share certificate(s).
- Enter the certificate number(s) (if known) that have been lost/destroyed and you wish to have replaced along with the number of shares that relate to each of these individual certificate number(s).

### **B** Sign and Date

**Companies:** This form is to be signed by two directors, a director and a secretary or the sole director. Please indicate the office held by signing in the appropriate space.

This form **must** be accompanied by a certified copy of the most recent company statement issued by ASIC and a certified copy of current drivers licence or passport for each office bearer signing the form. Please ensure the company key on the company statement is not visible.

**Power of Attorney:** To sign as power of attorney attach a certified copy of the power of attorney to this form if not previously provided to the registry.

**Witness Requirements:** Persons who may witness the signing of a statutory declaration and certify documents include:

- |                                   |  |  |                          |
|-----------------------------------|--|--|--------------------------|
| ▪ Chartered Accountant            | ▪ Member of the Police Force   | ▪ Barrister or Solicitor                     | ▪ Pharmacist             |
| ▪ Certified Practising Accountant | ▪ Australian Defence Force Officer   | ▪ Diplomatic or Consular Officer             | ▪ Notary Public          |
| ▪ Postmaster                      | ▪ Legally qualified Medical Practitioner   | ▪ Sheriff or Deputy Sheriff                  | ▪ Clerk of the Court     |
| ▪ Justice of the Peace            | ▪ Manager of a Bank or Credit Union or Building Society with 5 or more years of continuous service | ▪ Commissioner for Affidavits & Declarations | ▪ Minister of Parliament |
| ▪ Veterinary Surgeon              |  |  | ▪ Marriage Celebrant     |

Overseas – Please complete this statutory declaration in accordance with the laws of the country in which it is declared and ensure it is legally witnessed.

### **C** False Statements

The *Corporations Act 2001* imposes severe penalties for making a false statement (\$10,000 or two years imprisonment or both) or failing to ensure a statement is not false or misleading (\$5,000 or one year imprisonment or both).

### **D** Please return your completed form and documents to:

**AFS & Associates Pty Ltd  
Share Registry  
PO Box 454  
Bendigo VIC 3552**