

**COMPANY (OR COMMUNITY BANK) WHERE SHARES ARE HELD**



PO Box 454  
Bendigo VIC 3552  
Phone (03) 5443 0344  
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[shareregistry@afsbendigo.com.au](mailto:shareregistry@afsbendigo.com.au)  
[www.afsbendigo.com.au](http://www.afsbendigo.com.au)  
ABN 51 061 795 337

**Transfer Form**

- ✓ Please use a black pen and print in CAPITAL letters.
- ✓ Please refer to instructions on the back of this form.

<b>A Shares to be Transferred</b>		
Description of Shares	/ /	\$
	Date of Transfer	Consideration
Number of Shares (figures)	Number of Shares (words)	

<b>B Transferor/s (Seller/s)</b> * Seller/s must attach original share certificate(s) and certified photo ID	
SRN (Holder number):	
Shareholder 1 (Full Name):	
Shareholder 2 (Full Name):	
Shareholder 3 (Full Name):	

<b>C Transferee/s (Buyer/s)</b>		
Shareholder 1 (Full Name):		
Shareholder 2 (Full Name):		
Shareholder 3 (Full Name):		
Holding Designation:	<	A/C>
Full Postal Address:		
	Unit	Street Number
	Street	
	City/Suburb/Town	State
		Postcode

**D Sign and Date**  
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 shares 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 shares 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>Transferor/s (Seller/s) Sign Here</b>	Individual/Shareholder 1	Shareholder 2	Shareholder 3
	Sign .....	Sign .....	Sign .....
	Print .....	Print .....	Print .....
	Director	Director/Company Secretary	Sole Director and Company Secretary
	/ /		
	Day Month Year		Contact Phone Number

<b>Transferee/s (Buyer/s) Sign Here</b>	Individual/Shareholder 1	Shareholder 2	Shareholder 3
	Sign .....	Sign .....	Sign .....
	Print .....	Print .....	Print .....
	Director	Director/Company Secretary	Sole Director and Company Secretary
	/ /		
	Day Month Year		Contact Phone Number

## How to complete this form

This form is used to record a change to the beneficial ownership of a shareholding.

### A Shares

- Description of Shares: eg fully paid ordinary shares, partly paid ordinary shares, options etc.
- Date of Transfer: Insert date of purchase or completion of the transfer.
- Consideration: The amount paid in settlement of the share transfer. Purchases should reflect the market price of shares as at the date of purchase.  
The market price may be found in daily newspapers, [www.asx.com.au](http://www.asx.com.au) or [www.nsx.com.au](http://www.nsx.com.au). If the shares are held in an unlisted company please consult with the Board of Directors.
- Number of Shares: The number of shares being transferred (in both figures and words).

### B Transferor/s (Seller/s)

- SRN: This can be found on the issuer sponsored holding statement or share certificate.
- Name(s): The full registered name/s of each of the seller/s as per the share register/share certificate.

### C Transferee/s (Buyer/s)

- Name(s): Provide the full names of the person(s)/company acquiring the shares through the transfer. A maximum of three (3) joint holders can be recorded. Salutations should be included, eg Mr, Mrs, Miss, Ms, Dr. Shares cannot be registered in the name of a business, estate, deceased person, minor, fund or trust. A holding may include an account designation, on one line and with the <> symbols. The last word of the designation must be account or A/C.
- Address: The full postal address of the buyer including the postcode. Only one address can be recorded.

### D Sign and Date - both Transferor(s) and Transferee(s)

- Individual: This form is to be signed by the shareholder.
- Joint Holding: Where the holding is in more than one name, all of the shareholders must sign.
- Power of Attorney: Attach a certified copy of the power of attorney if not previously provided to the registry.
- Companies: Please indicate the office held by signing in the appropriate space.

### E Identification of Transferor(s) (to protect your investment)

- Individual: This form must be accompanied by a certified copy of a photo identification document such as an Australian drivers licence or passport.
- Companies: 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.

The certification must contain a statement that it is a 'true and correct copy' of the original. The certification must be original (that is, no photocopies or faxes). Documents can be certified by:

- |                                   |  |  |                          |
|-----------------------------------|--|--|--------------------------|
| ■ 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                  | ■ Officer of the Court   |
| ■ Justice of the Peace            | ■ Manager of a Bank or Credit Union      | ■ Commissioner for Affidavits & Declarations | ■ Minister of Parliament |
| ■ Veterinary Surgeon              | ■ or Building Society                    |  | ■ Marriage Celebrant     |

### F Stamp Duty

If the shares to be transferred are not listed on an Australian Stock Exchange, stamp duty may be payable. Transfers of shares that are listed and quoted on an Australian Stock Exchange are exempt from Stamp Duty. Stamp Duty is payable on all other shares by the buyer at the rate applicable to the State or Territory in which the share issuer company is incorporated. In the States/Territories where it is payable, transfers must be submitted to the respective Stamp Duty office for assessment and payment prior to the transfer being registered.

### G Please return the completed form and documents to:

(including original share certificate(s) and certified ID)

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

If the original share certificate has been lost or destroyed please also complete the relevant Certificate Replacement Request form. You may download this from <http://www.afsbendigo.com.au/share-registry-guides-and-forms/>

**Privacy Clause:** AFS & Associates Pty Ltd advises that Chapter 2C of the *Corporations Act 2001* requires information about you as a shareholder (including your name, address and details of the shares you hold) to be included in the public register of the entity in which you hold shares. Information is collected to administer your shareholding and if some or all of the information is not collected then it might not be possible to administer your shareholding. Your personal information may be disclosed to the entity which you hold shares. You can obtain access to your personal information by contacting us at the address or telephone number shown on this form. Our privacy policy is available on our website ([www.afsbendigo.com.au](http://www.afsbendigo.com.au)).