



# HOW TO COMPLETE THE TRANSFER FORM FOR NON-MARKET TRANSACTIONS WHEN TRANSFERRING RIGHTS IN A LISTED COMPANY

1. **FULL NAME OF COMPANY OR CORPORATION**  
The full name of the company or corporation in which securities are held.
2. **DESCRIPTION OF SECURITIES**  
Rights
3. **QUANTITY**  
Number of Rights being transferred (in both words and figures).
4. **FULL NAME OF TRANSFEROR/S OR SELLER/S**  
Full names must be included.
5. **SECURITYHOLDER REFERENCE NUMBER**  
This number must be quoted when transferring rights on the issuer sponsored subregister.
6. **CONSIDERATION**  
Is the full amount paid in settlement of the transfer of rights. Purchases should reflect the market price of rights as at the date of purchase. Market values are quoted in the daily newspapers.
7. **DATE OF PURCHASE**  
Insert date of purchase or completion of the transfer.
8. **FULL NAME OF TRANSFEREE/S OR BUYER/S**  
Insert the full names of buyer/s (a maximum of three joint holders).  
Rights may not be registered in the names of a firm or business name, an estate or deceased person, a minor, a fund or a trust.
9. **SECURITYHOLDER REFERENCE NUMBER (SRN)**  
If the buyer is an existing holder in the company and is registered on the Issuer Sponsored (uncertificated) subregister, please quote the existing SRN.
10. **FULL POSTAL ADDRESS OF TRANSFEREE/S OR BUYER/S**  
Insert full address including the postcode. Only one address may be recorded.
11. **APPLICATION MONIES**  
Insert the amount of application monies calculated by multiplying the number of rights purchased by the amount payable per new share.
12. **SELLER SIGNATURE/S**
  - (i) Individuals - The securityholder must sign
  - (ii) Joint Holdings – Where the holding is in more than one name, all of the securityholders must sign
  - (iii) Power of Attorney - To sign as power of attorney, you must have already lodged it with the registry.  
Alternatively, attach a certified photocopy of the power of attorney to this form.
  - (iv) Deceased Estate - When the holding is in the name of an estate, all executors/administrators are required to sign.  
(Probate requirements must also be complied with)
  - (v) Companies - Director, Company Secretary, Sole Director and Sole Company Secretary can sign.  
Please indicate the office held under your signature.
13. **DATE SIGNED**  
Insert date signed by the seller/s.
14. **BUYER SIGNATURE/S**
  - (vi) Individuals - The securityholder must sign
  - (vii) Joint Holdings – Where the holding is to be registered in more than one name, all of the proposed securityholders must sign
  - (viii) Power of Attorney - To sign as power of attorney, you must have already lodged it with the registry.  
Alternatively, attach a certified photocopy of the power of attorney to this form.
  - (ix) Deceased Estate - When the holding is in the name of an estate, all executors/administrators are required to sign.  
(Probate requirements must also be complied with)
  - (x) Companies - Director, Company Secretary, Sole Director and Sole Company Secretary can sign.  
Please indicate the office held under your signature.
15. **DATE SIGNED**  
Insert date signed by the buyer/s.

**Note 1.** Copies of documents forwarded must be certified as a correct 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 be returned unregistered.

## Privacy Statement

The personal information in this form is collected by Boardroom Pty Limited ("Boardroom"), as registrar for the issuer of the securities you hold.

Boardroom's privacy policy can be viewed on our website ([www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)).

Your personal information is required for administration of the register of securityholdings. Should some or all of the requested information not be provided correct administration of your securityholding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited.

You can obtain access to you personal information and (if required) advise of any incorrect, inaccurate or out of date data information held, by contacting Boardroom Pty Limited on 1300 737 760