

STANDARD TRANSFER FORM

FOR NON-MARKET TRANSACTIONS

1. AFFIX OR IMPRESS STAMP DUTY HERE

2. Full Name of Company/Trust or Corporation			3. State of Incorporation/Principal Register
4. Full Description of Security	Class	If not fully paid to	5. Register
6. Quantity	Words		Figures
7. Full Names of Seller(s) (Please use BLOCK letters)	Given Name(s) (Mr/Mrs/Miss) _____ _____ Surname(s) _____ _____		BROKER TRANSFER IDENTIFICATION STAMP
7a. Seller's Securityholder Reference Number (SRN)	<u>This information MUST be provided</u>		
8. Consideration			9. Date of Purchase / /
10. Full Name(s) of Buyer(s) (Please use BLOCK letters)	Given Name(s) (Mr/Mrs/Miss) _____ _____ Surname(s) _____ _____		
11. Full Postal Address of Buyer(s) (Please use BLOCK letters)	_____ _____ _____ _____ <div style="display: flex; justify-content: space-between;"> State Postcode </div>		
12. Buyer's Securityholder Reference Number (SRN), if known			

I/We the registered holder(s) and undersigned seller(s) for the above consideration do hereby transfer to the name(s) hereinafter called the Buyer(s) the securities as specified above standing in my/our name(s) in the books of the abovenamed Company/Trust, 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 securities 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.

13. Signature(s) of Seller(s)		FOR REGISTRAR USE
14. Date Signed	/ /	
15. Signature(s) of Buyer(s)		
16. Date Signed	/ /	

ASX PERPETUAL REGISTRARS LIMITED



HOW TO COMPLETE THE AUSTRALIAN STANDARD TRANSFER FORM WHEN TRANSFERRING SECURITIES IN A LISTED COMPANY (OR TRUST)

1. Stamp Duty

Stamp duty is payable by the buyer of the securities and is based on the amount of consideration (refer 8). The stamp duty is calculated at the rate applicable for the state in which the company is incorporated or, for trusts, the state in which the principal register is held. If the company is incorporated outside Australia, the duty payable is determined by the register on which the securities are held.

Transfers must be submitted to the respective State Revenue Office (SRO) for assessment and payment of duty, if applicable. However, where the consideration (refer 8) on the transfer is the full market value, adhesive stamp duty may be substituted for Victorian and NSW duty. This may be obtained from the relevant SRO.

Where the consideration (refer 8) on the transfer is the full market value, stamp duty may be calculated at the rate of 30 cents duty for every \$100.00 consideration or part thereof, and a cheque for the respective amount may be submitted to the SRO with the transfer. (There is a minimum of \$20 payable on ACT transfers).

Where the consideration is other than for the full market value, as in the case of transfers between spouses or from an estate to the beneficiary, there may be a reduced rate or no duty payable. All transfers that do not reflect the full market value must be submitted to the respective SRO for assessment and impression of the payment of duty if applicable. Adhesive stamps are not acceptable.

Any queries regarding stamp duty should be directed to the following offices in each state.

ACT	PO Box 293	CIVIC SQUARE ACT	2608	PH: 02 6207 0028
NSW	Locked Bag 5661	PARRAMATTA NSW	2124	PH: 02 9685 2122
NT	GPO Box 154	DARWIN NT	0801	PH: 08 8999 7949
QLD	GPO Box 2593	BRISBANE QLD	4001	PH: 07 3227 8733
SA	GPO Box 1353	ADELAIDE SA	5001	PH: 08 8226 3750
TAS	GPO Box 1374	HOBART TAS	7001	PH: 03 6233 3722
VIC	GPO Box 164IN	MELBOURNE VIC	3001	PH: 03 9628 6777
WA	GPO Box T1600	PERTH WA	6845	PH: 08 9262 1100

Once stamp duty has been affixed or impressed please forward the transfer to ASX Perpetual Registrars Limited, Locked Bag A14, Sydney South, NSW 1232. If you are sponsored by a broker, it should be forwarded to the broker. The seller's certificates must be included where holdings are represented by certificates.

2. Name of Company/Trust

The full name of the company or trust in which the securities are held.

3. State of Incorporation/Principal Register

State in which the company 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.

4. Full Description of Security

eg. Fully Paid Ordinary Shares, Instalment Receipts, 9% Unsecured Convertible Notes, Ordinary Units, etc. A separate transfer form should be completed for each different class of security.

5. 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.

6. Quantity

Number of securities being transferred (in both words and figures).

7. **Full Name of Seller**

Given names of seller on first line, surname on second line. Company names should be written in full. Deceased Estates should read: “(the full names of the executors) as Executors of the Estate of (name of deceased shareholder)”.

7a. **Seller’s Securityholder Reference Number (SRN)**

This number can be found on statements or certificates. For issuer sponsored holdings (uncertificated), the **seller’s SRN must be quoted** as confirmation of the seller’s authority for the transfer to be registered. Failure to include the seller’s SRN may result in the transfer being rejected.

8. **Consideration**

The full amount paid in settlement of the transfer of securities. The consideration should reflect the market price of securities as at the date of purchase. (Refer to the section on stamp duty if not a purchase, or if consideration is not the full market value). Market prices are quoted in the daily newspapers, and the price used should be the price on the date of purchase.

9. **Date of Purchase**

Insert date of purchase.

10. **Full Name of Buyer**

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, an estate or deceased person, a minor, a fund or a trust.

11. **Full Postal Address of Buyer**

Insert full address including the postcode.

12. **Buyer’s Securityholder Reference Number (SRN)**

The buyer’s existing SRN may be inserted if known. This may be found on statements or certificates. Please note these are unique to each security.

13. **Seller Signature**

- (i) **Joint holders** - all holders must sign.
- (ii) **Under Power of Attorney** - the words “Power of Attorney” must be written below the signature and if not already noted by Perpetual Registrars Limited, a certified copy of this document must be included (see Note 1 below).
- (iii) **Deceased Estate** - all executors should sign and, if not already noted by ASX Perpetual Registrars Limited, a certified copy of Probate or Letters of Administration must be included (see Note 1 below).
- (iv) **Company** - must be signed by 2 directors or a director and company secretary. Titles of all signatories should be stated. For companies with a sole director and sole company secretary, this must be stated.

14. **Date Signed**

Insert date signed by seller.

15. **Buyer Signature**

- (i) **Joint holders** - refer to 13 above for requirements.
- (ii) **Under Power of Attorney** - refer to 13 above for requirements.
- (iii) **Company** - refer to 13 above for requirements.
- (iv) **Deceased Estate** - a deceased estate may not be registered as a buyer.

16. **Date Signed**

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.