

# Off Market Transfer Form

**Note: Any alterations must be initialed by the seller/s and buyer/s. Any increase to the quantity of securities being transferred is not accepted even if initialed. Correction fluid or tape must not be used.**

PLEASE COMPLETE THIS FORM USING BLOCK LETTERS AND BLACK OR BLUE PEN

1.	Full Name of Stock/Security				Code:
2.	Full Description of Security	Class:			If not fully paid, paid to:
3.	Quantity	Words:			Figures:
4.	Full Name(s) of Seller(s) / (Transferor/s)	First Name(s):			
		Last Name(s) / Company:			
		A/C designation:		A/c no.:	
5.	Full Address of Seller(s)				
6.	SRN or HIN			7.	Broker PID or Name:
8.	Contact Details (Seller)	Work Phone:		Mobile:	
		Email:			
9.	Date of Purchase			10.	Consideration AUD\$
11.	Full Name(s) of Buyer(s) / (Transferees)	First Name(s):			
		Last Name(s) / Company:			
		A/C Designation:		A/C No.:	
12.	Full Address of Buyer(s)				
13.	SRN or HIN			14.	Broker PID or Name:
15.	Contact Details (Buyer)	Work phone:		Mobile:	
		Email:			

I/We the Registered Holder/s and undersigned seller/s for the above consideration do hereby transfer to the above names/s hereinafter called the Buyer/s securities as specified above standing in my/our name/s in the books of the above named company, subject to the several conditions on which I/We held the same at the time of signing hereof and I/We the Buyers do hereby agree to accept the said securities subject to the same conditions. I/We have not received any notice of Power of Attorney by death of the grantor or otherwise, under which this transfer is signed.

16.	Seller(s) / Transferor(s) Sign here										
	Print Name										
	Please tick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date Signed										
17.	Buyer(s) / Transferee(s) Sign here										
	Print Name										
	Please tick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Date Signed										

**INFORMATION**

- As set out in Shaw's FSG, a fee is payable to Shaw for the processing of the transfer per transfer form;
- Both Seller(s) and Buyer(s) must provide a copy of a current drivers licence or passport;
- Any alterations MUST be initialled by the Seller/s and the Buyer/s;
- Any increase to the quantity of securities being transferred is not acceptable even if initialled;
- Correction Fluid or Tape must not be used;
- Completed forms should be posted to:  
Shaw and Partners Limited  
GPO Box 3604  
Sydney NSW 2001

**HOW TO COMPLETE THE FORM**

1. Full Name of Stock/Security - The full name of the company or corporation in which the securities are held (e.g. BHP Billiton Limited - Code BHP);
2. Full Description of Securities - e.g. Fully Paid Ordinary Shares (FPO), 12% Unsecured Convertible Notes etc.;
3. Quantity - Number of securities to be transferred, written in both words and figures;
4. Full Name(s) of Seller(s) / Transferor(s) - Name(s) in which the shares are currently registered including account designation if applicable. Add Shaw account number if applicable;
5. Full Address of Seller(s) - Seller(s) registration address for the shares. This may be obtained from the Holding Statement;
6. SRN and HIN - If the holding is issuer sponsored, this number can be found on the Issuer Holding Statement. If the holding is broker sponsored, it can be found on the CHESS Holding Statement;
7. Broker PID and Name - If the Seller's holding is broker sponsored, this is the Broker's Participant Identification Number. If unknown, enter the Broker's name;
8. Contact Details (Seller) - Contact number(s) of the Seller in case further information is required;
9. Date of Purchase - Insert the date of the transaction as agreed between the Seller(s) and Buyer(s);
10. Consideration AUD\$ - Amount paid in full for the transfer of securities;
11. Full Name(s) of Buyer(s) / Transferee(s) - Full name of the Buyer(s) (to a maximum of three joint holders). Add Shaw account number if applicable Securities may not be registered in a business name, an estate or deceased person, a fund or a trust or a minor;
12. Full Address of Buyer(s) - Buyer(s) registration address for the shares;
13. SRN and HIN - If the holding is to be issuer sponsored, leave blank for a new SRN or if the holding is to be amalgamated the exact SRN on the latest statement or if the holding is to be registered to a HIN, enter the HIN;
14. Broker PID or Name - If the Buyers holding is to be Broker sponsored, this is the Broker's Participant Identification Number. If unknown, enter the Broker's name;
15. Contact Details (Buyer) - Contact number/s of the Buyer in case further information is required;
16. Seller(s) / Transferor(s) Signature - Signatures of Seller(s) as well as the name of the signatory, position held and date signed;  
Company - Signature of two directors unless it is sole director company;  
Joint holders - All holders must sign;  
Deceased Estates - All executors must sign and an original certified copy of Probate or Letters of Administration must be forwarded with this form, if not already provided to Shaw;  
Power of Attorney - An original certified copy of the Power of Attorney must be forwarded with this form;
17. Buyer(s) / Transferee(s) Signature - Same requirements as above (point16).