

AU-CPsha08

Share transfer form: proprietary company

Guidance notes:

1. The constitution of the company will usually state the following:
 - Transfers must be in writing in any usual form or any other form which the directors may from time to time determine; and
 - The directors may refuse to recognise an instrument of transfer unless it is in respect of only one class of share and it is duly stamped.
2. Non market transactions are ones where the stock exchange is not involved and which do not relate to shares which are listed on a stock exchange.
3. The transfer form is executed by the transferor. If the shares are nil or partly paid, the transferee must also execute the transfer form.
4. The transfer form and the relevant share certificate(s) are delivered to the transferee who usually arranges for the transfer form to be stamped (if necessary) and share certificate to be delivered to the company. If the transfer is not subject to stamp duty then the relevant section of the transfer form must be completed.
5. The transfer form and the relevant share certificate(s) are then lodged with the company.
6. The company secretary must send a share certificate to the transferee. This must be done within one month of the date of the transfer.
7. If the transfer appears to be in order it is then presented to the board of directors to approve registration of the transfer, the cancellation of the old share certificate and the issue of a new share certificate in the name of the transferee (if necessary), and the relevant entries are made in the register of transfers, the register of members and, if necessary, the register of directors' interest.
8. The appropriate entries are made in the register of transfers, the register of members and, if necessary, the register of directors' interest. Note that a director must specifically give notification to the company of a change in his shareholding.
9. It is a good idea to keep a photo copy of the transfer form and share certificate.

The transfer procedure in summary is:

1. Complete or print the share transfer form.
2. Transferor signs the form.
3. The transfer form and the relevant certificate(s) are ■■■■■■■■■■ .
4. The transfer form is, if necessary; ■■■■ .
5. The transferee lodges the transfer form and the relevant certificate(s) ■■■■ ■■■■■■■■■■ .
6. The board of directors approve the transfer.
7. The registers are updated, the old certificates are cancelled and any new certificates issued and sent ■■■■■■■■■■ .

1. We supply this form to you in ■ ■ ■ ■ ■ ■ ■ ■ ■ .

[illegible]

This form also contains all the information necessary for a valid transfer. You can type ■■■■■■■■■■■■■■■■■■■■■■.

Share transfer form: proprietary company

Standard Form

Transfer form for non-market transactions

Please use a black pen / print ■■■■■■■■■■

Stamp Duty (if applicable)

Any alterations made to this form **MUST** be initialled by both the Buyer(s) and the Seller(s). The use of correction fluid or tape is not acceptable. Any increase to the amount of securities being transferred is not acceptable, even if initialised. Do NOT use this form if you are buying, selling or transferring broker sponsored / CHESS held securities. You should contract your broker to perform this transaction.

1 Full name of Company or Corporation		ASX Code	State of incorporation										
2 Description of securities	Class		If not fully paid, paid to:										
3 Quantity of securities	In Words		Figures										
4 Full name(s) of Seller(s) / ■■■ (■■■■) SRN (must be quoted)	<i>Use full registered names with title</i> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
5 Consideration – value of transfer			Date of Purchase / /20										
6 Full name(s) of Buyer(■■■■) / ■■■■ (■■■■)	<i>Use full registered names with title</i>												

[illegible]

Postcode.....Country.....

**8 Buyer(s) SRN
(if known)**

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 securities as specified above standing in my / our name on the books _____, _____ / _____, _____ / _____, _____ (_____) _____.

**9 All Seller(s)
sign here:**

Individual or Security holder 1

Sole Director or Sole Secretary

Director

Director / Secretary

**10 All Buyer(s)
sign here:**

Individual or Security holder 1

	<div></div> <div>Sole Director or Sole Secretary</div>
	<div>Security holder 2</div> <div></div> <div>Director</div>
	<div>Security holder 3</div> <div></div> <div>Director / Secretary</div> <div>Day month year</div> <div>// 20</div>

Form's sections specific notes:

Note:

Certificated Holdings: If the holding is certificated, enclose
..... (.....)
..... (.....) ,
.....

Stamp Duty on Unlisted Securities: If the securities
..... ,
.....
..... ,

A separate Transfer Form is required for each class of security and each registered holding.

1. Details of issuer

Full name of company / trust in :
.....
.....

ASX Code for the company / trust: (3)
..... (.....) ,
.....

State or Territory of incorporation: write
.....
.....

2. Description of Securities

Class: write the class, for example “ ”, “
..... ”, “ ” (.....), “
..... ”, “ ”

If not fully , :
.....

3. Quantity of securities

Write the
.....

4. Full registered name(.....) (.....) / (.....)

Enter the names of
.....

Seller(s) Security holder reference number ():
.....,
.....
.....

5. Consideration –value of transfer

Write the approximate market value of the securities on the date of transfer.
The market price can be found daily in newspapers and at www.asx.com.au

Date of transfer: Enter the /
.....
.....

6. Full name() () / ()

Enter the full names of the person(s)/
.....,
.....,
.....

7. Full postal address of Buyer(s)

Enter the full address including the postcode

8. Buyer() ()

Complete only if applicable.

9&10 Signatures:

Sign and date the form (.....)
..... (.....) :

Individual: where ,
.....

Joint Holding:
..... ,

Power of Attorney: to sign as an Attorney, the Power of Attorney ()
.....
.....
..... ,

Companies:

either two directors, or a director and a company secretary must sign _____ . _____ (_____) _____ . _____ , _____ ‘ _____ .

[illegible]

Share transfer form: proprietary company
Net Lawman version

Share transfer form: private company

To: the registrar or company secretary

Name of company:

State ■ ■ ■ ■ ■ ■ ■ ■ : ■ ■ ■ ■ ■ ■ ■ ■ : \$[■ ■ ■ ■]

Amount in words:

Number or ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ , ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ :

Number in words:

Nominal value of one share or unit:

Name ():

Address of registered holder(s):

If the transfer is made by _____, _____, _____.

I/We hereby transfer the _____
 _____ (_____) _____ (_____) _____.

[illegible]

Signed:

Signed:

Signed:

Full name of transferee:

Address of transferee:

Include names and addresses

of all joint transferees

I / We request that _____
_____.

Date of transfer: