

Guide to the Completion of an Off-Market Transfer Form for Issuer Sponsored and Certificated Securities

This is a smart PDF form For your convenience; please type directly into the highlighted fields. This form will then need to be printed for signature and returned. Otherwise, please use a black or blue pen and print in capital letters when completing this form.

To avoid the need for the form to be returned for correction or clarification, it is important that all requested information is supplied. Instructions to assist in completion are included for all sections.

This form should not be used for the transfer of listed securities that are on the CHESSE subregister. That can be determined from the Reference Number shown on your holding statement. If your number begins with an "X" or "L", you will need to contact your sponsoring broker.

If you have any questions in relation to the manner in which this form is to be completed or the information that is required to be provided, please call us on +61 2 9276 1700.

Documentary Identity Verification Requirements

To protect all parties against fraudulent activity, Next Registries completes a security check on the authenticity of the seller's details. A fee is payable for this service (see below). Documentary evidence of the identity is only required in respect of the SELLER(S) or TRANSFEROR(S) named in the off-market form. You should review the requirements listed overleaf and supply a certified copy of each required document.

Please only send certified copies of the document(s). Do not send original documents, as they will not be returned. Also, the required proof of identity documents will not be held on file. Therefore, they must be supplied on each occasion that a transfer is submitted.

Payment of Fee

A fee of \$55.00 (inclusive of GST) is payable. Where more than one off-market transfer with the same seller(s) or transferor(s) named lodged at the same time (the registration name and address details must be an exact match) only one fee of \$55.00 is payable. Otherwise, the fee is payable for each off-market transfer lodged.

A fee is not payable where the off-market transfer:

- is out of a deceased estate and is to transfer securities to the executors or the beneficiaries of the estate;
- or
- is a transfer in relation to an Employee Share Plan.

The fee may be paid by:

- Cheque payable to Nexia Sydney Group Pty Limited attached to the transfer form (please note that the transfer will not be processed until the cheque has cleared).
- Bank Transfer to the following bank account:
 - Macquarie Bank
 - 1 Shelley Street, Sydney NSW 2000
 - BSB:** 182 222
 - Account No.** 303358014
 - Account Name:** Nexia Sydney Group Pty Ltd
 Please provide receipt of payment with the transfer form.

- Credit Card:
 - Visa Mastercard

Card number _____ Expiry date ____/____

Cardholder name _____

DOCUMENTARY EVIDENCE REQUIRED TO VERIFY THE IDENTITY OF THE SELLER

Holder Type	Example	Documentary evidence of identity required
Individual	John Jones or John Jones <Jones Family A/c>	Original certified copy of current driver's licence or passport
Joint Holding	John Jones and Suzie Jones or John Jones and Suzie Jones <Jones Family A/C>	Original certified copy of current driver's licence or passport for each registered holder.
Australian Registered Company	XYZ Pty Limited or XYZ Pty Limited <Jones Family A/C>	Originally certified copy of the most recent annual Company Statement issued by ASIC for the company and original certified copy of current driver's licence or passport for each officeholder who has signed the transfer form. Please ensure the Corporate Key on the ASIC statement is masked so it is not visible.
Overseas Incorporated Company	XYZ PLC or XYZ PLC <Jones Family A/C>	Companies incorporated overseas must provide an original certified copy of a document which outlines the current officeholders that has been issued by the relevant foreign registration body, and an original certified copy of current driver's licence or passport for each office holder who has signed the transfer form.

Please Note:

- All foreign language documents (e.g. foreign passports or a documents in relation to a companies that have been issued by a relevant foreign registration body) must be certified as true copies and must be accompanied by an English translation prepared by an accredited translator; and
- Where the off-market transfer form has been signed on behalf of the investor under a power of attorney, a certified copy of the power of attorney must have already been lodged for noting or must accompany the off-market transfer when it is lodged. Further, the person(s) signing the off-market transfer form in accordance with the power of attorney must provide the appropriate documentary evidence of identity as required above and the applicable documentary evidence of identity must also be provided for the seller(s) or transferor(s) named on the off-market transfer. Where the seller or transferor is a company, documentary evidence of identity must be provided for any two of the Officeholders named in the Company Statement or overseas equivalent document unless the company statement or overseas equivalent shows there is a sole director or sole director/company secretary in which case only documentary evidence of identity for that person is required.

Individuals who are signatories to this transfer cannot certify any associated documents. Examples of individuals who may certify documents include:

- o Chartered Accountant
- o Barrister or solicitor
- o Australian Defence Force officer
- o Diplomatic or consular officer
- o Commissioner for affidavits or declarations
- o Medical practitioner
- o Postmaster
- o Notary public
- o Member of Police Force
- o Member of Federal or State Parliament
- o Manager of a bank, building society or credit union
- o Certified practicing accountant
- o Sheriff or deputy sheriff
- o Justice of the peace
- o Pharmacist
- o Trade marks attorney
- o Religious or civil marriage celebrant
- o Fellow of the Institute of Legal Executives (Victoria only)

The person certifying documents must:

- provide their title, name and contact details (eg. telephone number);
- certify that the copy is a true and correct copy of the original;
- if there is more than one page to the original, either state the number of pages in the certification or certify each page.

The signature of the person certifying must be original, not a photocopy

Terms & Conditions

- By submitting an off-market transfer form to Next Registries and requesting that Next Registries proceed to register the transfer, you agree to be bound by these terms and conditions.
- Next Registries will conduct reasonable security validation checks (**Services**) on receipt of an off-market transfer form (with requested accompanying documentation).
- Next Registries will require a reasonable time to perform the Services and process the transfer and this may take longer than the standard settlement time of 3 business days, particularly for international transfers.
- Next Registries reserves the right to request additional information in circumstances where a transfer form has not been properly completed or where the transfer appears to be improper or unauthorised and to delay or refuse processing the transfer in those circumstances.
- Next Registries performs the Services as a reasonable precaution to reduce the risk that a transfer is fraudulent, unauthorised or improper, however, Next Registries' processing, accepting or registering a transfer is not equivalent to a guarantee or any assurance that the transfer is genuine, effective or has been authorised.
- Nothing in these terms and conditions operates to exclude, restrict or modify the application of any provision, the exercise of any right or remedy, or the imposition of any liability under the *Competition and Consumer Act 2010* or any other applicable statute, where to do so would contravene that statute, or cause any part of these terms and conditions to be void (**Non-excludable Obligation**).
- If a transfer is withdrawn for a reason other than a material breach of these terms and conditions by Next Registries or contravention of a Non-Excludable Obligation by Next Registries, Next Registries is entitled to retain any fee already provided.
- Subject to clause 6 above, Next Registries will not be liable to you or any third party for any loss or damage, including, without limitation, economic loss, loss of contract, loss of profit or revenue, loss of opportunity or indirect or consequential loss or damage suffered or incurred due to:
 - (a) delays in processing, or a refusal to process, the transfer; or
 - (b) Next Registries registering a transfer in good faith which is subsequently shown to be fraudulent, unauthorised or improper.
- These terms and conditions are governed by the laws of the State within the Commonwealth of Australia in which the services are performed by Next Registries.

CLARIFICATION OF REQUIRED FIELDS

- 1. Full Name Of Company or Corporation**
The full name of the company or corporation in which the securities are held.
- 2. Description Of Securities**
For example, "Fully Paid Ordinary Shares", "9% Unsecured Convertible Notes", etc.
- 3. Register**
The state in which the securities are registered. This can be found on the securities certificate or statement.
- 4. Quantity**
The number of securities being transferred (in both words and figures). The alteration of either number, even when initialled, invalidates the form.
- 5. Full Name Of Transferor(s) Or Seller(s)**
Full names must be included.
- 6. Seller's Daytime Contact Telephone Number**
Please provide this in the case Next Registries needs to contact you in relation to this transfer.
- 7. Securityholder Reference Number (SRN)**
This number must be quoted when transferring securities not represented by certificates (i.e. securities registered on the issuer sponsored uncertificated subregister). If the security is certificated, the original share certificate (or replacement certificate form) must be attached to the transfer form.
- 8. Consideration**
This is the full amount paid in settlement for the transfer of securities. Purchases should reflect the market price of shares as at the date of purchase. Market values can be obtained from the daily newspapers and a number of web sites.
- 9. Date Of Purchase**
Insert the date of purchase or completion of the transfer.
- 10. Full Name Of Transferee(s) or Buyer(s)**
Insert the full names of the buyer(s), up to a maximum of three joint holders. Securities 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.
- 11. Securityholder Reference Number (SRN)**
If the transferee or buyer is already a securityholder in the company, insert the relevant SRN.
- 12. Full Postal Address of the Transferee(s) or Buyer(s)**
Insert the full address including the postcode. Only one address may be recorded.
- 13. Transferee(s) or Buyer(s) Email Address**
Insert an email address of the Buyer/Transferee(s).
- 14. Seller Signature(s) – the form must be signed in accordance with the type of holder:**
 - Individuals The securityholder must sign.
 - Joint holdings All the securityholders must sign.
 - Powers of attorney To sign under a power of attorney, you must have already lodged it with the registry, or attach a certified copy of the power of attorney to this form.
 - Deceased estates All executors or administrators are required to sign. (Probate requirements must also be complied with).
 - Companies Director, Company Secretary, Sole Director and Sole Company Secretary can sign. Please indicate the office held under each signature.
- 15. Date Signed (seller)**
Insert the date signed by the seller(s).
- 16. Buyer Signature(s) – the form must be signed in accordance with the type of holder:**
 - Individuals The buyer must sign.
 - Joint holdings All the buyers must sign.
 - Powers of attorney To sign under a power of attorney, you must have already lodged it with the registry, or attach a certified copy of the power of attorney to this form.
 - Deceased estates All executors or administrators are required to sign. (Probate requirements must also be complied with).
 - Companies Director, Company Secretary, Sole Director and Sole Company Secretary can sign. Please indicate the office held under each signature.
- 17. Date Signed (buyer)**
Insert the date signed by the buyer(s)

Amendments

All alterations to the form must be initialled by all parties. The use of liquid paper will render the form invalid.

Note that transfers or other documents which do not meet our requirements are liable to be returned unregistered.

Privacy Statement

Personal information is collected by Next Registries for the purpose of conducting reasonable security checks and maintaining registers of securityholders as required or permitted by the Corporations Act 2001 and other legislation. Your personal information may be disclosed to our related bodies corporate, to external service companies such as print or mail service providers, or as otherwise required or permitted by law. It may also be used for the purpose of undertaking independent verification of the information provided. If you would like details of your personal information held by Next Registries, or you would like to correct information that is inaccurate, incorrect or out of date, please contact Next Registries using the details provided on the front of this form or email mail@nextregistries.com.au

AUSTRALIAN STANDARD OFF-MARKET TRANSFER FORM



Level 16, 1 Market Street
 SYDNEY NSW 2000
 PO Box H195
 Australia Square NSW 1215

P: +61 2 9276 1700
F: +61 2 9251 7138
E: mail@nextregistries.com.au

Uncertificated CHESS Holdings - This form must be forwarded to the CHESS Sponsoring Broker or Non-Broker Participant.
Uncertificated Issuer Sponsored Holdings - This originally signed form must be forwarded to the Issuer's Registry.
Certificated Holdings - This originally signed form and the original certificate (or replacement certificate form) must be forwarded to the Issuer's Registry.

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1.	Full name of Company or Corporation		
2.	Description of Securities (Shares, options etc.)	Class	If not fully paid, paid to
3.		Register	
4.	Quantity	Words:	Figures:
5.	Full name(s) of Transferor(s) (Seller(s))	
6.		Seller's daytime contact telephone number (required should Next Registries need to query any part of this form)	
7.	Securityholder Reference Number	SRN :	
		(Must be quoted for uncertificated securities. Otherwise original certificate must be returned)	
8.	Consideration	\$	9. Date of Purchase ____/____/____
10.	Full name(s) of Transferee(s) (Buyer(s))	Mr Mrs Ms
11.	Securityholder Reference Number (if applicable)	SRN :	
12.	Full postal address of Transferee(s) (Buyer(s))	
13.	Buyer(s) Contact Details	State/Territory:	Postcode:
		Email(s):	

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(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 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.

14. Transferor(s) (Seller(s)) sign here	Individual or Securityholder 1	Securityholder 2	Securityholder 3
 Sole Director & Sole Company Secretary Director Director/Company Secretary
			15. Day Month Year ____/____/____
16. Transferee(s) (Buyer(s)) sign here	Individual or Securityholder 1	Securityholder 2	Securityholder 3
 Sole Director & Sole Company Secretary Director Director/Company Secretary
			17. Day Month Year ____/____/____