



# Off Market Transfer Form

Complete this form using **BLACK INK** and print well within the boxes in **CAPITAL LETTERS**.

Please ensure you have completed all fields and signed this form. You can return it by:

Fax to: 61 3 8663 2799 or

Post to: GPO BOX 1630, Sydney NSW 2001

Email to: [support@trading.macquarie.com](mailto:support@trading.macquarie.com)

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## Details

Full Name of Stock/Security	<input type="text"/>	Code:	<input type="text"/>
Full Description of Securities			
Class	<input type="text"/>	If not fully paid, paid to	<input type="text"/>
Quantity			
Words	<input type="text"/>	Figures	<input type="text"/>
Full Name(s) of Seller(s)/(Transferor/s)			
Title	<input type="text"/>	First Name(s)	<input type="text"/>
Last Name(s)/Company	<input type="text"/>		
A/C Designation	<input type="text"/>		
Full Postal Address of Seller(s)			
Street name	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
SRN or HIN	<input type="text"/>	Broker PID or Name	<input type="text"/>
Contact Details (Seller)			
Work phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Date of Purchase	<input type="text"/>	Consideration AUD\$	<input type="text"/>

Full Name(s) of Buyer(s)/Transferee(s)

Title [ ] First Name(s) [ ]

Last Name(s)/Company [ ]

A/C Designation [ ]

Full Postal Address of Buyer(s)

Street name [ ]

Suburb [ ]

State [ ] Postcode [ ]

SRN or HIN [ ] Broker PID or Name [ ]

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 name/s 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 Power of Attorney by death of the grantor or otherwise, under which this transfer is signed.

Seller(s)/Transferor(s) Sign Here

[ ]

Print Name

[ ]

- Individual  Executor  Sole Director  Secretary  Director

Date Signed

[ ]

Seller(s)/Transferor(s) Sign Here

[ ]

Print Name

[ ]

- Individual  Executor  Sole Director  Secretary  Director

Date Signed

[ ]

Buyer(s)/Transferee(s) Sign Here

[ ]

Print Name

[ ]

- Individual  Executor  Sole Director  Secretary  Director

Date Signed

[ ]

Buyer(s)/Transferee(s) Sign Here

[ ]

Print Name

[ ]

- Individual  Executor  Sole Director  Secretary  Director

Date Signed

[ ]

## Information

- A fee of \$55 (inclusive of GST) is applied per transfer form
- Both Seller(s) and Buyer(s) must provide a copy of a current drivers licence or passport with a utility bill
- Pen must be used
- Any alterations MUST be initialed by the Seller/s and the Buyer/s
- Any increase to the quantity of securities being transferred is not acceptable even if initialed
- Correction Fluid or Tape must not be used as the form will be deemed void

### Forms may be faxed to:

+ 61 3 8663 2799

### Forms may be emailed to:

support@macquarie.trading.com

### Forms may be posted to:

Macquarie Online Trading  
GPO Box 1630  
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. Bell Financial Group—Code BFG).
2. Full Description of Securities—e.g. Fully Paid Ordinary Shares (FPO), 9% Unsecured Convertible Notes etc
3. Quantity—written in both words and figures, the number of securities being transferred
4. Full Name(s) of Seller(s)/Transferor(s)—Name/s of which the shares are currently registered including designation if applicable
5. Full Postal Address of Seller(s)—Address of Seller(s) which shares are currently registered. This may be obtained from the holding statement
6. SRN or 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 CHES holding statement
7. Broker PID or Name—If the sellers holding is Broker sponsored, this is the Brokers Participant Identification Number. If unknown, enter the Broker's name
8. Contact Details (Seller)—Contact number/s of the seller incase further information is required
9. Date of Purchase—Insert the date of the transaction of which the seller(s) and buyer(s) agree upon
10. Consideration AUD\$—Amount paid in full for the transfer of securities. Please consult independent tax advice in relation to Capital Gains Tax
11. Full Name(s) of Buyer(s)/Transferee(s)—Full name of the Buyer(s) (to a maximum of three joint holders). Securities may not be registered in a business name, an estate or deceased person, a fund or a trust or a minor (this can be entered at the Account Designation). If the holding is to be amalgamated, the exact name must be entered which is contained on the latest statement
12. Full Postal Address of Buyer(s)—Address of the Buyer(s). If the holding is to be amalgamated, the exact address on the latest statement must be entered
13. SRN or 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 Brokers Participant Identification Number. If unknown, enter the Broker's name
15. Contact Details (Buyer)—Contact number/s of the buyer incase 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
  - (a) Company—signature of two directors unless it is a sole director company
  - (b) Joint holders—all holders must sign
  - (c) Deceased Estate—all executors to sign and an original certified copy of Probate or Letters of Administration must be forwarded with this form, if not already noted
17. Buyer(s)/Transferee(s) Signature—same requirements as above (point 16)