

**STANDARD TRANSFER FORM – GRAZIER'S INVESTMENT COMPANY LIMITED**

**A SELLER DETAILS (Please use CAPITAL LETTERS)**

Full registered name in which the units are held

Name of Fund  Number of Units to be sold

Value of the transfer or sale \$ , , .  Unitholder/Portfolio Number

Seller – Title  Given Name(s) or Company Name  Last Name

Seller(s) day time phone number  **Verification Procedures:** For security purposes, the registration details of the Seller and the authorisation to transfer will be subject to verification. This verification process may include contacting the Seller. Where verification cannot be carried out to the satisfaction of the Registrar, the transfer may be rejected and returned with a request to provide additional information.

**B BUYER DETAILS (Please use CAPITAL LETTERS)**

Title  Given Name(s) or Company Name  Last Name

Account Designation (if desired, eg <John Smith A/C>)

PO Box/RMB/Locked Bag/Care of (c-)/Property name/Building name (if applicable)

Unit Number/Level  Street Number  Street Name

Suburb/Town  State  Post Code

Country (if not Australia)  Unitholder Number (if applicable)

**C SIGN HERE**

The Seller(s) whose details are written above, transfers the units shown above to the Buyer(s) and states to the Buyer(s), the Issuer of the units and the Issuer's registrar that they are the owner(s) of the units and are entitled to transfer them to the Buyer(s).

**All Seller(s) must sign**

Unitholder 1 (Individual)/Executor  Unitholder 2 (Individual)/Executor  Unitholder 3 (Individual)/Executor

Sole Director and Sole Company Secretary/ Director (delete one)  Director/Company Secretary (delete one)  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**All Buyer(s) must sign**

Unitholder 1 (Individual)/Executor  Unitholder 2 (Individual)/Executor  Unitholder 3 (Individual)/Executor

Sole Director and Sole Company Secretary/ Director (delete one)  Director/Company Secretary (delete one)  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# How to complete the Standard Transfer Form

## A. Seller Details

### Full registered name in which the units being transferred are held

This is the actual registered NAME in which the units being transferred/sold are held.

### Fund Name

A brief description of the name of the fund in which units are held.

**Note:** A separate standard transfer form must be completed for each different fund and each different registered holding.

### Unitholder/Portfolio Number (UHN)

The UHN can be found on holding statements or payment statements.

The transfer cannot be processed without the seller's UHN.

### Number of Units to be sold

The number of units being transferred (numbers only required)

### Consideration (Value of the transfer or sale)

The price paid by the buyer to the seller for the units on the date of transfer/sale.

### Full registered name(s) of Seller(s)

Enter the given and last names of all unitholder(s) or company/corporation name shown on unitholder documents.

## B. Buyer Details

### Full name(s) of Buyer(s)

Enter the given and last names of the individual(s)/Trustee(s) or Company/Corporation acquiring the units through this transfer. There is a maximum of three joint holders. If transferring into an existing holding you must write the name (and address) details of the existing holding **exactly** as they currently appear on the register.

### Buyer's Unitholder/Portfolio Number (UHN)

If the buyer is an existing holder of units in the Fund, their UHN may be entered here.

### Full postal address of Buyer(s)

Insert full address including the postcode. Only one address may be recorded, irrespective of the number of buyers.

## C. Sign Here

### Seller(s) and Buyer(s) Signatures and the Dates **MUST** be signed, and circle capacity under signatures

- a) Individuals      The unitholder must sign in the appropriate boxes.
- b) Joint holdings      Where holdings are in two or three names, all of the unitholders must sign in the appropriate boxes
- c) Power of attorney      To sign as power of attorney (POA), you must have already lodged the Power Of Attorney with the registry or alternatively attach a certified photocopy of the Power of Attorney to this form.
- d) Executors      When the holding is in the name of an estate, all executor(s)/administrator(s) are required to sign. When executors and beneficiaries are the same people they will need to sign as seller and buyer. Probate requirements must also be complied with.
- e) Companies      Two Directors OR a Director and Secretary OR Sole Director and Sole Company Secretary. Please ensure you sign in the appropriate boxes and circle your capacity.

**Note:** Copies of documents forwarded must be **certified as a correct copy** by a person who in the state or territory of certification has the power to witness a statutory declaration. Any form or document that does not meet the company or trust's requirements will be returned without processing.

**Privacy Clause:** Link Market Services Limited advises that Chapter 2C of the Corporations Act 2001 requires information about you as a unitholder (including your name, address and details of the units you hold) to be included in the public register of the entity in which you hold units. Information is collected to administer your unitholding and if some or all of the information is not collected then it might not be possible to administer your unitholding. Your personal information may be disclosed to the entity in which you hold units. Also certain personal information may be disclosed to the Australian Taxation Office on request.