

Company or Trust in which investment is held – THIS MUST BE COMPLETED

(The full name of the Share Company or Trust in which the securities being transferred are held)

Full Name(s) of Registered Holding

(Enter the given and last names of all securityholder(s) shown on the securityholder documents)

Account Designation

Registered Address

(The actual address that is shown on the securityholder documents)

Postcode

Securityholder Reference Number (SRN)

A

SMALL ESTATE STATEMENT AND INDEMNITY

Please complete this form in BLACK INK using capital letters. Photocopies will not be accepted.

1. Description of Securities (Shares, Options, etc) 2. Number of Securities held

I/We do solemnly and sincerely declare I am/we are the legal representative(s) for the above deceased estate.

3. Full name(s) of Executor(s) or Administrator(s)

4. Address of Executor(s) or Administrator(s). Only one address can be recorded.

Unit Number/Level	Street Number	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Town	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. I/We request the security issuer to permit transmission of the securities detailed above to ourselves as legal representative(s) of the estate without requiring a Grant of Probate or Letters of Administration or reseal of grant of probate to be obtained in the state of:

 (Australian State or Territory where the securities are registered)

In consideration of the security issuer registering the securities in my/our name(s) I/We hereby covenant to indemnify and forever keep indemnified the security issuer, the directors and the trustees of the security issuer, the security registrar and the directors and officers of the security registrar from and against all losses in respect thereof and all claims, actions, proceedings, demands, costs and expenses whatsoever which may be made or brought against them by reason of compliance with this request.

6. Contact Name Telephone Number (Business Hours) Telephone Number (After Hours)
-

B

SIGNATURE(S) OF EXECUTOR(S)/ADMINISTRATOR(S) – THIS MUST BE COMPLETED

Executor/Administrator (delete one)	Executor/Administrator (delete one)	Executor/Administrator (delete one)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Witness	Witness	Witness
<input type="text"/>	<input type="text"/>	<input type="text"/>

The witness(es) certifies that the person(s) who has/have signed this statement is/are known to them and has/have signed in the presence of the witness with their normal signature(s).

Date: / /

HOW TO COMPLETE THIS FORM

A Small estates statement and indemnity. Enter the following in the spaces provided:

- | | | |
|---|--|--|
| 1. A brief description of the type of securities eg. shares, options etc. | 4. The address details to be entered on the register. Please note that only one address can be recorded. This should be the address for the delivery of all future correspondence. | 5. The Australian State or Territory where the securities are registered. |
| 2. The number of securities held in figures. | | 6. A contact name and telephone number of a person in the event that the registry has a query regarding this form. |
| 3. The full name(s) of all Executor(s) or Administrator(s). | | |

Important notice: If the holding is a broker sponsored holding in CHESS, do not send this completed form to Link Market Services Limited. You must contact the sponsoring broker to lodge a Small Estates Statement and Indemnity.

B Signature – All Executor(s)/Administrator(s) must sign in the presence of a witness who is known to them.

Personal Information Collection Notification Statement: Personal information about you is held on the public register in accordance with Chapter 2C of the *Corporations Act 2001*. For details about Link Group's personal information handling practices including collection, use and disclosure, how you may access and correct your personal information and raise privacy concerns, visit our website at www.linkmarketservices.com.au for a copy of the Link Group condensed privacy statement, or contact us by phone on +61 1800 502 355 (free call within Australia) 9am–5pm (Sydney time) Monday to Friday (excluding public holidays) to request a copy of our complete privacy policy.

How to complete the Deceased Estate Transfer / Transmission Application Form

To minimise the risk of fraud, Link has implemented a securityholder verification procedure for all off-market transfers / transmissions of ASX listed securities.

Proof of Identity for all executors/administrators

Evidence will need to be provided with each transfer / transmission form to confirm the identity of the executors/administrators as the current owner of the securities to be transferred / transmitted. The beneficiary(s) of the securities may also be required to provide identification to comply with the Know your Customer (KYC) requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF). If you are unsure, please call us on **1300 554 474** for further information.

Identification documents and eVerification (electronic verification of identity)

Link can verify the identity of Australian and New Zealand individuals electronically using government issued identity documents such as passports, driver's licences and Medicare Card. If you consent to your identity being verified electronically, complete the identity documents section on the back of the attached transfer form at Section F. Your Australian identity document details will be submitted electronically to the Australian Attorney General's Document Verification Service (DVS). Your New Zealand identity document details will be submitted electronically to the New Zealand Department of Internal Affairs Confirmation Service other than New Zealand driver's licences which are verified using the AA (NZ Transport Authority).

Please choose either Option 1, 2 or 3. If you select option 2 or 3, send us a certified copy of the applicable identity document(s). Please DO NOT attach original documents as documents will not be returned. Proof of Identity documents will not be held on file and must be provided with each lodgement. If you are unable to provide the requested identity documents, please contact us for a list of alternatives that we can accept.

Option 1 – eVerification of Identity. Please complete section F on the transfer form

Option 2 – Please attach at least 1 document

Primary photographic identity document (Certified)
Drivers Licence (not expired)
Australian Passport (that has not expired more than 2 years ago)
International Travel Document – foreign passport (not expired)
Australian State or Territory Proof of Age Card or Identity Card (not expired)
Foreign National Identity Card (not expired)

Option 3 – Please attach at least 1 primary non-photographic document and 1 secondary non-photographic document.

Alternatively, attach 2 Primary non-photographic identity documents

Primary non-photographic identity document (Certified)
Australian Birth Certificate or Extract of Birth including an Abridged Birth Certificate or a NSW Birth Card (please provide full birth certificate for a minor)
Australian Citizenship Certificate
Foreign Citizenship Certificate
Foreign Birth Certificate (please provide full birth certificate for a minor)
A Centrelink Pension card or Centrelink Healthcare card
Secondary non-photographic identity document which contains the person's name and residential street address (Certified)
A financial benefit notice issued by a Commonwealth, State or Territory agency within the last 12 months (benefit information blacked-out)
An income tax assessment notice issued within the last 12 months (TFN, income and tax information blacked-out)
A local government notice (e.g. council rates) or utilities notice (e.g. power, gas or phone bill) issued within the last 3 months
A Medicare or Private Health Insurance refund notice issued within the last 3 months (medical practitioner information blacked-out)
An insurance policy for a house, property, home contents or motor vehicle issued within the last 12 months
A vehicle registration notice or third party insurance notice (e.g. NSW Greenslip) issued within the last 12 months

All foreign language documents must be accompanied by an English translation prepared by an accredited translator

Depending on the type of estate, additional information may be required;

Additional Documents

Individual	• Documentation requested above
Joint Holders	• Documentation requested above for each surviving joint holder

Help

If you need help completing the transfer / transmission application, please contact our office on **1300 554 474**.

A

TRANSMISSION APPLICATION

Please complete this form in BLACK INK using capital letters. Photocopies will not be accepted.

1. Full name of Share Company, Corporation or Trust in which the securities being transmitted are held.

2. Securityholder Reference Number (SRN)

3. Type of Security (eg fully paid, partly paid, stapled security, etc)

4. Name of Deceased (Given Name(s))

Last Name

I/We claiming to be legal personal representative(s) of the abovenamed deceased in respect of such security described above do hereby apply to be registered as the holder(s) of such security as described above in the abovenamed company.

I/We agree to take and hold the said holding of the type of security as described above subject to the several conditions on which the abovenamed deceased held the same. I/We give notice that my/our name(s) and address is/are notified below and request the same be entered into the register of the abovenamed company.

5. Title and Full Name(s) of Executor(s) or Administrator(s)

6. Address for Notices, Dividends etc.

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

B

SIGNATURE(S) OF EXECUTOR(S)/ADMINISTRATOR(S) – THIS MUST BE COMPLETED

Executor/Administrator (delete one)

Executor/Administrator (delete one)

Executor/Administrator (delete one)

Instructions

1. This form is to be used when removing the shares from the name of the deceased to the Executor(s)/ Administrator(s) of the estate.
2. Where the Executor(s)/Administrator(s) of the estate are also the sole beneficiaries a standard transfer form must be completed.
3. There is no requirement to formally register the securities in the name of the Executor(s)/Administrator(s) prior to selling the securities.

Date

HOW TO COMPLETE THIS FORM

A

Transmission application

Enter the following in the spaces provided.

Complete the full name(s) of all Executor(s)/Administrator(s) and one address.

1. The full name of the share company in which the securities are held.
2. The Securityholder Reference Number (SRN, starts with "I").
3. A brief description of the type of security eg. fully paid; stapled security etc.
4. The name of the deceased holder.
5. The title(s) and full name(s) of the Executor(s) or Administrator(s).
6. The address details to be entered on the register. Please note that only one address can be recorded. This should be the address for the delivery of all future correspondence.

Important notice: If the holding is a broker sponsored holding in CHESS, do not send this completed form to Link Market Services Limited. You must contact the sponsoring broker to lodge a Transmission Application.

B

Signature – All Executor(s)/Administrator(s) must sign.

Personal Information Collection Notification Statement: Link Group advises that personal information it holds about you (including your name, address, date of birth and details of the financial assets) is collected by Link Group organisations to administer your investment. Personal information is held on the public register in accordance with Chapter 2C of the *Corporations Act 2001*. Some or all of your personal information may be disclosed to contracted third parties, or related Link Group companies in Australia and overseas. Your information may also be disclosed to Australian government agencies, law enforcement agencies and regulators, or as required under other Australian law, contract, and court or tribunal order. For further details about our personal information handling practices, including how you may access and correct your personal information and raise privacy concerns, visit our website at www.linkmarketservices.com.au for a copy of the Link Group condensed privacy statement, or contact us by phone on +61 1800 502 355 (free call within Australia) 9am–5pm (Sydney time) Monday to Friday (excluding public holidays) to request a copy of our complete privacy policy.

TRANSMISSION FORM

A	PAYMENT OF FEE
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A fee of \$55.00 (GST inclusive) applies for each transmission that requires a securityholder verification procedure. For payments made by cheque, an additional cheque handling fee of \$10 (GST inclusive) will apply. A single fee of \$55.00 (GST inclusive) applies if multiple transmissions from the same estate (registration details must be an exact match) are received by Link at the same time. Payment options are:

OPTION 1: Pay By Credit Card or Debit Card

☐ Visa ☐ MasterCard

No other credit cards will be accepted

Card Number _____ Expiry Date (MM/YY) _____

Card Number _____ Expiry Date (MM/YY) _____

Name on Card

Signature of Cardholder _____ Total _____

Signature of Cardholder _____ Total _____

Signature of Cardholder  Total \$, .

OPTION 2: Pay By Cheque, Money Order or Bank Cheque

☐ Cheque/Money Order/ Bank Cheque – payable to Link Market Services Limited in Australian currency

 A receipt for this payment will be issued to the executor.

D

CHECKLIST

☐ Transfer / Transmission form is fully completed, signed and dated

☐ Any other additional documents are certified and included

☐ Certified copies of proof of identity from either Option 2 or Option 3 (on page 1) are provided or Option 1 eVerification has been selected - complete section F below

Examples include but are not limited to: POA, Guardianship Orders, Grant of Probate or Letters of Administration, Notice of Appointment of Bankruptcy Trustee, Notice of Appointment of Administrator, Receiver or Liquidator of a Company etc.

E

LODGE

The original transfer / transmission form and certified documents (if any) are to be returned to Link by post. Please ensure that all multiple transfers / transmissions from the same deceased estate are posted together as one lodgement. Send all documentation to Locked Bag A14, Sydney South NSW 1235. Fax/Email/Photocopies cannot be accepted as original signatures are required to be sighted. Only one set of identification documents is required from the deceased estate if sending in one lodgement.

F

eVERIFICATION OF IDENTITY

Option 1 – eVerification of Individual executors / Administrators or Authorised Representative

Tick ✓ Below

Primary identity document of each executor(s) / administrator (s) or Authorised Representative, signing this transfer / transmission form

Full Name - executor / administrator 1, or Authorised Representative

Residential Street Address

Suburb/Town

State/Territory

Post Code / Zip Code

Country (if not Australia)

Date of Birth DD/MM/YYYY

DD / MM / YYYY

☐ I agree that my information is checked with the Issuer or Official Record Holder of the identity document selected below

Select 2 choices

Group 1

Select at least one option and complete the document details below exactly as shown on the document.

☐ Australian passport☐ New Zealand passport

☐ Australian driver's licence issued by a state or territory☐ New Zealand driver's licence

☐ Australian citizenship certificate☐ New Zealand birth certificate

☐ Australian ImmiCard☐ New Zealand citizenship certificate

☐ Australian birth certificate (must match your name in the register)

See important notes overleaf **

State/Territory of Issue

Document Number: e.g. DL number

Expiry or Issue Date

DD / MM / YYYY

Driver's License card number

Note: For a drivers licence, please provide both the DL card number and DL number.

Group 2

Select at least one option and complete the document details below exactly as shown on the document.

☐ Medicare card Ref. Nbr: _____

☐ Green ☐ Blue ☐ Yellow

☐ Centrelink Pension Card or Healthcare Card

☐ Australian Electoral Roll (AEC)

State/Territory of Issue

Document Number: e.g. Medicare number

Expiry or Issue Date

DD / MM / YYYY

Other information

Full Name - executor / administrator 2, or Authorised Representative

Residential Street Address

Suburb/Town

State/Territory

Post Code / Zip Code

Country (if not Australia)

Date of Birth DD/MM/YYYY

DD / MM / YYYY

☐ I agree that my information is checked with the Issuer or Official Record Holder of the identity document selected below

Select 2 choices

Group 1

Select at least one option and complete the document details below exactly as shown on the document.

☐ Australian passport☐ New Zealand passport

☐ Australian driver's licence issued by a state or territory☐ New Zealand driver's licence

☐ Australian citizenship certificate☐ New Zealand birth certificate

☐ Australian ImmiCard☐ New Zealand citizenship certificate

☐ Australian birth certificate (must match your name in the register)

See important notes overleaf **

State/Territory of Issue

Document Number: e.g. DL number

Expiry or Issue Date

DD / MM / YYYY

Driver's License card number

Note: For a drivers licence, please provide both the DL card number and DL number.

Group 2

Select at least one option and complete the document details below exactly as shown on the document.

☐ Medicare card Ref. Nbr: _____

☐ Green ☐ Blue ☐ Yellow

☐ Centrelink Pension Card or Healthcare Card

☐ Australian Electoral Roll (AEC)

State/Territory of Issue

Document Number: e.g. Medicare number

Expiry or Issue Date

DD / MM / YYYY

Other information

If there are more than 2 individuals signing this form, then copy this page and complete Section F for the other individuals.

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Identification sources – you may choose one (1) source each from group 1 and group 2 OR you may choose two (2) sources from group 1. We are unable to accept only group 2 sources for eVerification.

Document number means the registration number of the document. This will typically be the driver's licence number, passport number, Medicare card number or birth certificate registration number etc.

**** Important notes about birth certificates:**

Only A.C.T. birth certificates issued from 1930 onwards can be verified electronically. If you were born in the A.C.T. before 1930 either select a different group 1 identification source or provide a certified copy of your birth certificate and also choose a group 2 identification source. For A.C.T. birth certificates issued between 1930 and May 2002, provide the **registration number** and also the **certificate issue date** e.g. 21 Jan 1963 using the 'Expiry or Issue Date' field. For A.C.T. birth certificates issued after May 2002, provide the **registration number** and **certificate issue date** and also provide the **certificate number** using the 'Other Information' field.

For N.S.W. birth certificates provide the **registration number** and the **registration year** e.g. 1952 using the 'Expiry or Issue Date' field.

For N.T. birth certificates provide the **registration number** and the **certificate issue date** e.g. 21 Jan 1963 using the 'Expiry or Issue Date' field and if your N.T. birth certificate was issued from 1999 onwards, also provide the **certificate number** using the 'Other Information' field.

For QLD birth certificates, provide the **registration number** and the **registration date** using the 'Expiry or Issue Date' field above.

For S.A. birth certificates provide the **registration number** and the **certificate issue date** e.g. 21 Jan 1963 using the 'Expiry or Issue Date' field and also provide the **certificate number** (if any) in the 'Other Information' field. Typically, more recent S.A. birth certificates issued on multi-coloured or light blue paper will have a certificate number.

For TAS birth certificates provide the **registration number** and the **registration year** e.g. 1952 using the 'Expiry or Issue Date' field.

For VIC birth certificates provide the **registration number** and the **registration year** e.g. 1952 using the 'Expiry or Issue Date' field.

Only W.A. birth certificates issued from 1930 onwards can be verified electronically. If you were born in W.A. before 1930 either select a different group 1 identification source or provide a certified copy of your birth certificate and also choose a group 2 identification source. For W.A. birth certificates issued from 1930 onwards, provide the **registration number** and the **registration year** e.g. 1952 using the 'Expiry or Issue Date' field and provide the **registration district** noted on birth certificates typically issued between 1930 and 1983 using the 'Other Information' field.