

Share Transfer Form – For accounts in a different name or to another party

Use this form to transfer existing holdings from another broker or share registry (issuer) to a Geared Investments Loan **in a different name, or to another party.**

Please refer to the end of this document for submission instructions.

Read Before Proceeding

- Use this form to transfer either Broker (CHESS) or Issuer Sponsored shares from one party to another, or between accounts in different names, without buying and selling on the market.
- This form can also be used to transfer shares from a Deceased Estate account. In this case, the executor/trustee is the **seller** and the beneficiary is the **buyer**.
- Any alterations made to this form **MUST** be initialled by both the buyer/s and the seller/s. The use of whiteout on this form deems it invalid.
- Any increase to the amount of securities (shares) being transferred is not acceptable, even if initialled. A new form will need to be completed for any amount changes.
- The transfer of stocks could give rise to tax consequences. You should ensure that you have considered the tax implications of the transfer before completing and returning this form. Information in relation to the tax implications of stock transfers is available on the ATO website. You should seek independent, professional tax advice before making any decision in relation to the transfer.
- Commonwealth Bank is not a registered tax (financial) adviser under the Tax Agent Services Act 2009 and is unable to provide you with tax advice in relation to this communication.
- If you are the seller of Issuer Sponsored holdings and not an existing client, additional information is required as per the **Identification Requirements for Issuer Sponsored Holdings** section.
- For general information on share transfers or assistance in completing the forms, please refer to the **Guidelines for Completing This Form**.

Transfer Types and Instructions for Completion

Seller	Buyer	Process	Our Charges
Transfer from a Geared Investments Loan	To an existing Geared Investments Loan	Complete Section 1 – Transfer Details	\$54.00 inc GST per transfer
Transfer from a Geared Investments Loan	To an Issuer Sponsored holding	Complete Section 1 – Transfer Details	\$54.00 inc GST per transfer
Transfer from another broker's account	To an existing Geared Investments Loan	Complete Section 1 – Transfer Details	\$54.00 inc GST per transfer
Transfer from a Geared Investments Loan	To a CHESS Sponsored account with another broker	Contact the other Broker to initiate the request.	No fee The other Broker may charge a fee
Transfer your Issuer Sponsored Shares	To an existing Geared Investments Loan	Complete Section 1 – Transfer Details Seller must complete Section 2 – Identification Requirements for Issuer Sponsored holdings	No fee
Transfer your Issuer Sponsored Shares	To an Issuer Sponsored holding in a different name	Contact the relevant Share Registry and confirm process applicable	We are unable to assist with these transfers

For general information on Off Market Transfer or assistance completing the form. Please contact us on 13 15 20 between 8am and 6pm (Sydney time), Monday to Friday.

Section 1. Transfer Details

Seller/s/Transferror/s Details

- **ACCOUNT REGISTRATION NAME OF SELLER:** The full name, company name or name of estate as per the holding registration details of the seller/s.
Deceased estates should read "(the full names of the executors) as Executors of the estate of (name of deceased shareholder)".
For companies, insert the company legal name.
For trusts, if the trustee is an individual, please insert the trustee's Full Name.
If the trustee is a company, insert the company legal name.
- **ACCOUNT DESIGNATION** is the trust name as per the trust deed (up to 23 characters including spaces). Must not include TRUST, TRUSTEE, TRSTEE, ACF, ATF, TEST, AS CUSTODIAN FOR or any of the following special characters ,.^[]`.
- **REGISTERED ADDRESS:** Insert the full address including the postcode exactly as printed on seller's holding statement. For Issuer Sponsored share transfers, the registered address must **exactly match** the address on the share certificate from the issuing Share Registry.
- **CONTACT DETAILS:** Insert the seller's email address and contact phone number/s including area code.
- **PID (PARTICIPANT IDENTIFICATION NUMBER):** Insert Participant Identification Number (if applicable). This is the seller's sponsoring broker where security is held (e.g. Commonwealth Securities Limited PID 1402).
- **TRADING ACCOUNT NUMBER:** Insert the Trading account number where securities are currently held (where applicable).
- **SRN (SHAREHOLDER REFERENCE NUMBER) or HIN (HOLDER IDENTIFICATION NUMBER):** This number can be found on the Issuer Holding statement or a CHESS holding statement. For Issuer Sponsored and broker sponsored holdings (uncertificated), the seller's SRN or HIN must be quoted as confirmation of the seller's authority for the transfer to be processed. Failure to include the seller's SRN or HIN may result in the transfer being returned to you for clarification.

Buyer/s/Transferee/s Details

- **ACCOUNT REGISTRATION NAME OF BUYER:** Full name/s of all buyers (a maximum of three joint holders). Securities can only be registered in the name of a living person or an incorporated company.
For companies, insert the company legal name. Securities may not be registered in the name/s of a firm or business name, an estate or deceased person, a fund or a trust, although these may be inserted as an account designation underneath the registered names.
Some companies may also have restrictions on minors being registered (e.g. BHP and CBA).
If the trust or trustee is an individual, insert the trustee's Full Name.
If the trustee is a company, insert the company legal name.
- **ACCOUNT DESIGNATION** is the trust name as per the trust deed (up to 23 characters including spaces). Must not include TRUST, TRUSTEE, TRSTEE, ACF, ATF, TEST, AS CUSTODIAN FOR or any of the following special characters ,.^[]`.
- **REGISTERED ADDRESS:** Insert the full address including the postcode exactly as printed on the buyer's holding statement, trading account or within postal guidelines of new holdings.
- **CONTACT DETAILS:** Insert the buyer's email address and contact phone number/s including area code.

Guidelines for Completing this Form (continued)

- **PID (PARTICIPANT IDENTIFICATION NUMBER):** Insert Participant Identification Number (if applicable). This is the buyer's sponsoring broker where security will be held (e.g. Commonwealth Securities Limited PID 1402).
- **TRADING ACCOUNT NUMBER:** Insert the Trading account number where the securities are to be held (where applicable).
- **SRN (SHAREHOLDER REFERENCE NUMBER) or HIN (HOLDER IDENTIFICATION NUMBER):** The buyer's SRN or HIN may be inserted, if known, so that any previous holdings may be amalgamated.

Security Details

- **SECURITY CODE:** The unique trading code of the security used by the Australian Stock Exchange (ASX) (e.g. the Security code for the Insurance Australia Group Ltd is IAG, for Woolworths Limited is WOW, for Reef Casino Trust is RCT).
- **SECURITY NAME:** The full name of the company or trust in which the securities are held (e.g. Insurance Australia Group Ltd, Woolworths Limited, Reef Casino Trust) and the ASX Code.
- **UNITS:** Number of securities being transferred (both in numbers and words).
- **CONSIDERATION:** The full amount paid in settlement of securities. You may set your own consideration.
- **DATE OF TRANSFER:** Insert date of purchase. Please note this is not the date of the purchase agreement but the date of completion of the transfer. This should be on or before the date the seller and buyer sign and date this form below.
- **FEE TO BE DEBITED FROM LINKED SETTLEMENT BANK ACCOUNT:** Tick 'yes' to debit the fee from the buyer's bank account. If no box is ticked, the fee will be charged to the financial adviser's Dealer Group.

Signatures

- **SELLER SIGNATURE/S:** Joint accounts – all account holders must sign.
Under Power of Attorney – if not already noted, a certified copy of the Power of Attorney must be sent with the transfer form to the share registry.
Deceased Estate – all executors should sign and, if not already noted, a certified copy of Probate or Letters of Administration must be sent with the transfer form.
Company – signatures of two directors (or a director and the secretary) or if there is a sole director, signature of that director.
- **DATE SIGNED (Seller):** Insert the date signed by the seller. This should be the same as or after the date of transfer.
- **BUYER SIGNATURE/S:** Same requirements as 'seller signature' above.
- **DATE SIGNED (Buyer):** Insert the date signed by the buyer. This should be the same as or after the date of transfer.

Section 2. Identification Requirements for Issuer Sponsored holdings

Complete this section only where you are transferring **Issuer Sponsored shares** to an existing share trading account.

Section 1 – Transfer Details

Seller/s/Transferor/s Details

Account registration name (full name, company name or name of estate – exactly as per holding registration details)

Account designation (if applicable for your trust account)

Registered address

<input type="text"/>		
<input type="text"/>	State	Postcode

Seller phone number

PID (if applicable)

Trading account number
(if applicable)

SRN or HIN

Buyer/s/Transferee/s Details

Account registration name (full name, company name or name of estate – exactly as per holding registration details)

Account designation (if applicable for your trust)

Registered address

<input type="text"/>		
<input type="text"/>	State	Postcode

Buyer phone number

PID (if applicable)

Trading account number
(if applicable)

SRN or HIN

Section 1 – Transfer Details (continued)

Security Details

Security Code	Security name	SRN (If applicable)	Quantity (No. of shares)	Consideration (\$AUD)
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

To transfer more than 10 different holdings, photocopy this page, complete and attach to this form.

Date of transfer (DD/MM/YYYY)

Fee to be debited from Buyer’s linked settlement bank account? ☐ Yes ☐ No

Section 1 – Transfer Details (continued)

Signatures

I/We the registered holder/s and the undersigned Seller/s for the above consideration do hereby transfer to the above name/s hereinafter called the Buyer/s the security 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 do hereby agree to accept the said securities subject to the same conditions. I/We have not received any revocation of the Power of Attorney by death of the grantor or otherwise, under which this transfer is signed.

Seller/Transferor 1

Full name

Date signed (DD/MM/YYYY)

Signature

(must be signed pen to paper)

Seller/Transferor 2

(if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature

(must be signed pen to paper)

Seller/Transferor 3

(if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature

(must be signed pen to paper)

Buyer/Transferee 1

Full name

Date signed (DD/MM/YYYY)

Signature

(must be signed pen to paper)

Buyer/Transferee 2

(if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature

(must be signed pen to paper)

Buyer/Transferee 3

(if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature

(must be signed pen to paper)

Where to from here?

If transferring Issuer Sponsored shares to a Investment Loan account, proceed to section 2.
For all other transfers, this form is now complete. Refer to the end of this document for submission instructions.

Section 2 – Identification Requirements for Issuer Sponsored Holdings

A. Existing Commonwealth Bank customer



Note:

Complete the details below if you are the seller of Issuer sponsored holdings and **have a Commonwealth Bank account in the same name as the Issuer statement.**

Depending on the type of seller, the following information is required:

- **Individuals (including directors and trustees)** – provide the existing Commonwealth Bank account details for individual account holders.
- **Trusts and Companies** – provide the Commonwealth Bank account details for the company or trust as well as the director/s or trustee/s that are operating on the account and signing the share transfer form.

Client 1 full name

Client 2 full name

Client 3 full name

CBA Bank Account

Bank State Branch (BSB)

CBA Bank Account

Bank State Branch (BSB)

CBA Bank Account

Bank State Branch (BSB)

Bank Account Number

Bank Account Number

Bank Account Number

Section 2 – Identification Requirements for Issuer Sponsored Holdings (continued)

B. Not an existing Commonwealth Bank customer



Note:

Complete the details below if you are the seller of Issuer sponsored holdings and you **do not** have a **Commonwealth Bank account in the same name as the Issuer statement**.

Depending on the type of seller, the following information is required:

Type of Buyer/ Seller	Sections That Need to be Completed	ID Requirements
Individual and joint (includes Sole traders)	Section 2.1 – Individual details Section 2.4 – Declaration & Signatures	All Individual/s to sign. <ul style="list-style-type: none">• Individuals – Certified photocopy of a passport or an Australian driver licence AND a Medicare Card.• Joint individuals – Certified photocopy of a passport or an Australian driver licence AND a Medicare Card for each individual seller.
Company	Section 2.1 – Individual details (of Directors) Section 2.2 – Company details Section 2.4 – Declaration & Signatures	We require minimum 2 signatures unless you are a Sole Director. The Company must be established in Australia. <ul style="list-style-type: none">• Companies – Certified photocopy of a passport or an Australian driver licence AND a Medicare Card of the directors that are signing the standard transfer form.
Trusts with Individual Trustees	Section 2.1 – Individual details (of Trustees) Section 2.3 – Trust/ Superannuation Fund Details Section 2.4 – Declaration & Signatures	We require all trustees to sign. The Trust must be established in Australia. Trusts: <ol style="list-style-type: none">1. Certified photocopy of a passport or an Australian driver licence AND a Medicare Card of the trustees that are signing the standard transfer AND;2. Certified photocopy of the trust deed extract showing the trust name, name of trustee/s and signature of trustee/s.
Trusts with Company Trustees	Section 2.1 – Individual details (of Directors) Section 2.2 – Company details Section 2.3 – Trust/ Superannuation Fund Details Section 2.4 – Declaration & Signatures	We require minimum 2 signatures unless you are a Sole Director. The Trust must be established in Australia. Trusts: <ol style="list-style-type: none">1. Certified photocopy of a passport or an Australian driver licence AND a Medicare Card of the trustees that are signing the standard transfer AND;2. Certified photocopy of the trust deed extract showing the trust name, name of trustee/s and signature of trustee/s.

Section 2 – Identification Requirements for Issuer Sponsored Holdings (continued)

Acceptable ID

- Australian Driver Licence (front and back of licence is required); or
- Passport.

How should the identification documentation be certified?

For for a list of eligible certifiers and how to certify, please refer to the 'Identification Documentation Requirements' available from our website.

2.1 Additional Individual Details

Primary seller information will be taken from Section 1 - Transfer Details. Please provide details of any additional seller account holders below.

Individual/Trustee/Director/Secretary 1

Title	Full given name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other name/s commonly known by (if applicable)	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>

Gender ☐ Male ☐ Female

Registered address (must be an Australian address. Cannot be a PO Box)

<input type="text"/>		
State		Postcode

Primary contact number	Email address
<input type="text"/>	<input type="text"/>

Individual/Trustee/Director/Secretary 2

Title	Full given name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other name/s commonly known by (if applicable)	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>

Gender ☐ Male ☐ Female

Registered address (must be an Australian address. Cannot be a PO Box)

<input type="text"/>		
State		Postcode

Primary contact number	Email address
<input type="text"/>	<input type="text"/>

Section 2 – Identification Requirements for Issuer Sponsored Holdings (continued)

2.2 Company Details

If you are a Company applicant, you must also provide the details of each Director in Section 2.1.

Company name

ACN (Australian Company Number)

Registered address (Cannot be a PO Box)

<input type="text"/>		
<input type="text"/>	State	Postcode

Postal address (if same as registered address write 'As above')

<input type="text"/>		
<input type="text"/>	State	Postcode
<input type="text"/>	<input type="text"/>	Country

2.3 Trust Details

Individual/s as trustees operating on the account: you must also provide the details of each Trustee in Section 2.1.

Company as a trustee operating on the account: you must also provide the details of each Director in Section 2.1 and the company details in Section 2.2.

Trust name

ABN (Australian Business Number) (if applicable)

Business name (of the Trustee of the Trust (if any))

Trust Type ☐ Deceased Estate ☐ Family ☐ Other

Is the trust a Deed? ☐ Yes ☐ No

If 'Yes', you will need to provide a certified photocopy of the trust deed extract. The extract should include those pages which show the trust name, name of trustee/s, signature of trustee/s and date of execution.

Beneficiaries

Complete the full name of each beneficiary of the trust. If there are more than two beneficiaries, please photocopy this page, complete and attach with your request.

Beneficiary 1

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

First name

Middle name/s

Surname

Beneficiary 2

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr ☐ Other

First name

Middle name/s

Surname

2.4 Declaration and Signatures

We collect information from your identity documents (e.g. a driver's licence or passport) to verify your identity. We collect this information for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*. We may disclose this information to credit reporting bodies, Commonwealth and state government departments and other verification partners who match your information with the information held by the issuer or official record holder via third party systems. You can find out more information about the operation and management of these services at the IDMatch website.

Our Group Privacy Statement contains details about:

- how you may exercise your rights to access and seek correction of your information; and
- how to make a complaint about the way we handle your identity information.

By signing, you:

- acknowledge you understand that providing false or misleading information about your identity is an offence under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006*;
- confirm you are authorised to provide us the information in the identity document;
- consent to your information being checked with the document issuer or official record holder via third party systems; and
- consent to your information being disclosed to a credit reporting body and checked against information held by the credit reporting body.

If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.

If you do not consent to be verified electronically, please contact us for alternative options of confirming your identity. This may still involve your information being checked with the document issuer or official record holder via third party systems.

Individual/Trustee/Director 1 or Secretary

Full name

Date signed (DD/MM/YYYY)

Signature
(must be signed pen to paper)

Individual/Trustee/Director 2 or Secretary (if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature
(must be signed pen to paper)

Individual/Trustee/Director 3 or Secretary (if applicable)

Full name

Date signed (DD/MM/YYYY)

Signature
(must be signed pen to paper)

Commonwealth Bank Geared Investments Loan is issued by Commonwealth Bank of Australia ABN 48 123 123 124 AFSL 234945. This product is administered by Commonwealth Securities Limited ABN 60 067 254 399 AFSL 238814 (CommSec), a wholly owned but non-guaranteed subsidiary of the Commonwealth Bank of Australia. CommSec is a Market Participant of ASX Limited and Cboe Australia Pty Limited, a Clearing Participant of ASX Clear Pty Limited and a Settlement Participant of ASX Settlement Pty Limited.

How to submit your documents

Clients

Please provide your completed and signed form with relevant supporting documents to your adviser.

If you are required to send Original Certified Copies of documents please send via post to:



Geared Investments, Locked Bag 34, Australia Square NSW 1215



gearedinvestments@cba.com.au



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commbank.com.au/gearedinvestments