



## How to complete the Standard Transfer Form

In order to minimise the risk of fraud relating to off-market transfers, Registry Direct has implemented fraud detection measures for all off-market transfers on listed entities.

### Proof of Identity

Evidence will need to be provided with each transfer form to confirm the identity of the seller as the current owner of the securities to be transferred. The buyer of the securities may also be required to provide identification to meet the new Government Anti-Money Laundering (AML) requirement. If you are unsure, please call us on 03 9008 7555 for further information.

Please choose either Option 1 or Option 2 and send us a certified copy of the applicable 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 transfer form.

#### Option 1 – Please attach at least 1 document

##### Primary Photographic Identity Document

Driver's License

Australian Passport (that has not expired more than 2 years ago)

International Travel Document – foreign passport (that has not expired more than 2 years ago)

Proof of Age Card

National Identity Card

#### OR Option 2 – Please attach at least 1 primary non-photographic document and 1 secondary non-photographic document

##### Primary Non Photographic Identity Document; and

Australian Birth Certificate or Extract of Birth

Australian Citizenship Certificate

Foreign Citizenship Certificate

Foreign Birth Certificate

A Centrelink Pension card or Centrelink Healthcare card

##### Secondary Non Photographic Identity Document

A financial benefit notice issued by the Commonwealth, State or Territory within the last 12 months

An income tax assessment notice issued within the last 12 months

A local government notice (e.g. council rates) or utilities notice (e.g. power, gas or phone bill) issued within the last 3 months

In relation to a minor (under 18 years of age) a notice issued by a school principal within the last 3 months

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

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

Seller	Additional Documents
Individual	<ul style="list-style-type: none"> <li>Documentation requested above</li> </ul>
Joint Holders	<ul style="list-style-type: none"> <li>Documentation requested above for each holder</li> </ul>
Company	<ul style="list-style-type: none"> <li>Documentation requested above for each Director/Company Secretary signing the transfer for; and</li> <li>A Certified copy of the Company Registration issued by a regulator</li> </ul>
Authorized Representative for Seller	<ul style="list-style-type: none"> <li>Documentation requested above for each authorised representative signing the transfer and;</li> <li>A certified copy of the document appointing the authorised representative</li> </ul>
Parent or Guardian of a minor	<ul style="list-style-type: none"> <li>Documentation requested above for the parent or guardian signing the transfer and;</li> <li>A Certified copy of Birth Certificate for the minor</li> </ul>

### Help

If you need help completing this transfer, please contact our office on 03 9008 7555.

## A. Seller Details

### Full Name of Company, Corporation or Trust in which securities are held

This is the actual NAME of the Share Company, Corporation or Trust in which the securities being transferred/sold are held.

### Type of Security

This is either, Fully Paid Ordinary Shares, or Options, or Unsecured Convertible Notes, or Units, or Partly Paid Shares, etc...

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

### Seller's Securityholder Reference Number (SRN)

The SRN can be found on issuer sponsored holding statements, dividend statements or certificates and starts with the letter "I".

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

### Number of Securities to be sold

The number of securities being transferred (numbers only required)

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

The price paid by the buyer to the seller for the securities on the date of transfer/sale, or market value.

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

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

**Note: If the seller has a "CHESS HIN", (CHESS HINs usually begin with an X) then please contact the sponsoring broker, as the transfer is unable to be processed by us.**

## 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 securities through this transfer. There is a maximum of three joint holders. Securities cannot be registered in an unincorporated trading name/business or in the name of a trust, a superannuation fund, a minor, or an estate or deceased person's name. 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 Securityholder Reference Number (SRN)

If the buyer is an existing **issuer sponsored** holder of securities in the company, their SRN may be entered here.

**Note:** If the seller has a "CHESS HIN", (CHESS HINs usually begin with an X) then please contact the sponsoring broker.

### 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 securityholder must sign in the appropriate boxes.
- (b) Joint holdings        Where holdings are in two or three names, all of the securityholders 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.

### Important Note for transfers of unlisted securities – Stamp Duty

For securities that are **listed** on the Australian Securities Exchange – stamp duty is **NOT** payable (unless the date signed is **before** 1 July 2001).

For **unlisted** securities – transfer forms for unlisted securities must be submitted to the **Revenue Office** in the State or Territory the share company is incorporated, for assessment and payment of stamp duty, **before** sending to Registry Direct.

**Privacy Clause:** Registry Direct advises that Chapter 2C of the *Corporations Act 2001* requires information about you as a securityholder (including your name, address and details of the securities you hold) to be included in the public register of the entity in which you hold securities. Information is collected to administer your securityholding and if some or all of the information is not collected then it might not be possible to administer your securityholding. Your personal information may be disclosed to the entity in which you hold securities. You can obtain access to your personal information by contacting us at the address or telephone number shown on this form. Our privacy policy is available on our website ([www.registrydirect.com.au](http://www.registrydirect.com.au)).



**A SELLER DETAILS (PLEASE USE CAPITAL LETTERS)**

Full name of Company, Corporation or Trust in which the securities are held

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

Number of securities to be sold



Value of the transfer or sale

\$  ,  ,  .

Seller Securityholder Reference Number

**I**

Seller – Title

Given Name(s) or Company Name

LastName




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

LastName




Account Designation (Full Name of Individual or joint, Company, Trust/Superfund)

ABN and/or ACN (if applicable)

Unit Number/Level

Street Number

Street Name




Suburb/Town

State

Post Code




Country (if not Australia)

Buyer's Phone Number

**C****SIGN HERE**

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

**All Seller(s) must sign**

Securityholder 1 (Individual)/Executor

Securityholder 2 (Individual)/Executor

Securityholder 3 (Individual)/Executor

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 Sole Director and Sole Company Secretary/  
 Director

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 Director/Company Secretary

Date: / /

**All Buyer(s) must sign**

Securityholder 1 (Individual)/Executor

Securityholder 2 (Individual)/Executor

Securityholder 3 (Individual)/Executor

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 Sole Director and Sole Company Secretary/  
 Director

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 Director/Company Secretary

Date: / /

**D****CHECKLIST**

- Fully completed Standard Transfer form, signed and dated
- Certified copies of proof of identity from either Option 1 or Option 2 (on page 1) are included
- Any other additional documents are certified and included

**E****LODGEMENT**

Please submit the original completed transfer form along with the certified documents to:

Info@gcpfund.com.au

Or

Mail your completed form to:

Global Capital Property Fund Limited  
 Level 33, 360 Collins Street  
 Melbourne VIC 3000

Please ensure that all multiple transfer forms from the same seller are posted together in one envelope.