

ONE OFF TRADE FORM

Commonwealth Securities Limited
 ABN 60 067 254 399 AFSL 238814 (CommSec)
 A Participant of the ASX Group and Chi-X Australia

Commonwealth Securities Limited
 Locked Bag 22 Australia Square NSW 1215
 Phone: **13 15 19**
commsec.com.au

IMPORTANT INFORMATION

READ BEFORE PROCEEDING

Use this form to sell **issuer sponsored shares** if you **DO NOT** have a CommSec trading account in the same name as the share registration details, and you are either:

- An individual investor who wishes to sell shares registered in your name/joint names with others and you and all joint owners hold, or are a signatory for a Commonwealth Bank account, Commonwealth Bank credit card or CommSec Trading Account.
- An entity (company, trust or estate) that has a Commonwealth Bank account or Commonwealth Bank credit card in the same name and you are the authorised signatory to that account, or an executor selling shares on behalf of an estate.

Brokerage is charged at \$66 for trades up to \$10,000 (0.66% thereafter, GST included).

We accept this form returned to us by post or email. All pages must be present for the form to be processed.

Post: CommSec – One Off Trades Locked Bag 22 Australia Square NSW 1215

Email: OneOffTrades@commsec.com.au

ONE OFF TRADE FORM INSTRUCTIONS

If you don't have a trading account and need to sell your shares fast, CommSec can help. CommSec's One Off Trade service allows you to sell your issuer sponsored shares¹ quickly and in a secure environment, without the need to open a trading account.

HOW TO COMPLETE THIS FORM:

For instructions on how to complete the One Off Trade Form please follow the Form Completion Guide on page 5 of this form. The existing account details you provide on this form are for identification purposes only and are not used for payment.

ISSUER SPONSORED SHARES:

Are those not sponsored by a broker and can be identified by looking at the Holding Statement, which displays a 10-digit number, usually headed by the letter "I". This number is called the SRN (Shareholder Reference Number).

If the letter "X" heads your number, your shares are broker sponsored. You will need to sell them through the original broker or transfer your shares to us by opening a CommSec Trading Account. You cannot sell broker sponsored shares using our One Off Trade service.

THE ONE OFF TRADE SERVICE IS FOR INVESTORS:

- Without a trading account who wish to sell urgently.
- Who don't want to open a trading account.
- Who have an existing Commonwealth Bank account or Credit Card or a CommSec trading account.
- Who hold shares from floats² and now wish to sell those shares.

YOU NEED TO PROVIDE:

- Details of your existing Commonwealth Bank account or Credit Card or CommSec Trading Account.
- Your Shareholder Reference Number (SRN—this can be found on your Issuer Sponsored Holding Statement, and most dividend notices).
- A copy of your most recent Sponsored Holding Statement(s).
- **Minor Trusts** - you must provide a certified copy of the birth certificate for the minor, or other acceptable certified form of ID (Learners Licence or Passport).
- If you are a POA or Administrator, you will be required to include your information in the Shareholder details section.
- **Selling shares for an Estate** - please contact us to discuss which documents are required to sell for the ESTATE.

TO SELL YOUR SHARES:

- **Read** and accept the Trading Terms and Conditions available to download from the CommSec website.
- **Print** out the One Off Trade form accompanying this page and complete in full, ensuring the registered shareholders sign the form and the SRN is included.

- **Attach** a copy of the Issuer Sponsored Holding Statement(s).
- **Send** the completed form and attachment(s) to us via email or post.
- **Note:** If there are any discrepancies with your details we will endeavour to contact you on the telephone number or email address provided for Individual 1.

WHEN WE RECEIVE YOUR REQUEST WE WILL:

- Confirm the holding details with the Share Registry and if correct, we will sell your shares at the prevailing market price as soon as practicable.
- Once your shares have been sold, settlement will occur two business days later (T+2).

BEST EXECUTION POLICY DISCLOSURE:

Before you submit your One Off Trade request, please take due time to view the CommSec Best Execution Client Disclosure document on the CommSec website.

HOW WE PAY YOU:

- CommSec will **post a cheque made payable only to the registered holder(s) of the securities to the registered address** as shown on your Issuer Sponsored Holding Statement on the settlement day.
- Payment can only be made in \$AUD.

GENERAL ADVICE WARNING

This form has been prepared without taking account of the objectives, financial situation or needs of any particular individual. For this reason, any individual should, before acting on the information in this form, consider the appropriateness of the information, having regard to the individual's objectives, financial situation and needs and, if necessary, seek professional advice.

PRIVACY STATEMENT

CommSec is collecting your personal information in connection with executing your One-Off Trade transaction. For details of CommSec's privacy and information handling practices, including how you may access your information, seek correction of that information and how you may complain, please refer to our Privacy Policy which is available at commsec.com.au.

SHAREHOLDERS WITH A FOREIGN ADDRESS

If you are currently living overseas and the registered address of your shareholding is outside of Australia, you may be able to complete a One Off Trade request. Please be aware that some restrictions apply to One Off Trade requests from different jurisdictions depending on various legal and regulatory requirements.

For further details on performing a One Off Trade with an overseas address please contact us on 13 15 19 or +61 2 9115 1417 if calling from overseas (Monday to Friday, 8am to 7pm, Sydney time).

¹ Please note that the One Off Trade service is only available to investors whose registered Issuer Sponsored shares are listed on the Australian Securities Exchange.

² Please note that some new floats may trade on a deferred settlement basis.

ONE OFF TRADE FORM

INDIVIDUAL SHAREHOLDER 1 IDENTIFICATION DETAILS 1

Individual shareholders, the first party in a joint shareholding or the authorised signatory to a company or trust, or the executor of the estate, to complete this section. Shareholder 1 will be the primary contact. **Note:** For identification purposes the personal and contact details that you have provided on this form **MUST match** the details on your existing Client ID/account.

PERSONAL DETAILS A

Title Given Name(s)

Surname

Date of Birth Gender

Residential Address (Cannot be a PO Box)

STATE POSTCODE

COUNTRY

E-mail Address*

***Note:** If you would like an electronic copy of your One Off Trade confirmation you **MUST** provide your email address.

Contact Phone Number

EXISTING COMMSEC/COMMONWEALTH BANK DETAILS B

Please provide details of your existing CommSec or Commonwealth Bank account

Client ID/Account Name

Please tick and complete ONE of the following options below:

I have an existing CommSec Client ID or Share Trading account
 Client ID/Account No.

OR

I have a Commonwealth Bank account
 Bank State Branch (BSB) Account Number

OR

I have a Commonwealth Bank Credit Card

I have attended a branch to be identified on

INDIVIDUAL SHAREHOLDER 2 IDENTIFICATION DETAILS 2

The second party in a joint shareholding, **the Power of Attorney, Administrator, or Executor of the Estate** to complete this section. Note: For identification purposes the personal and contact details that you have provided on this form **MUST match** the details on your existing Client ID/account

PERSONAL DETAILS A

Title Given Name(s)

Surname

Date of Birth Gender

Residential Address (Cannot be a PO Box)

STATE POSTCODE

COUNTRY

E-mail Address

Contact Phone Number

EXISTING COMMSEC/COMMONWEALTH BANK DETAILS B

Please provide details of your existing CommSec or Commonwealth Bank account

Client ID/Account Name

Please tick and complete **ONE** of the following options below:

I have an existing CommSec Client ID or Share Trading account
 Client ID/Account No.

OR

I have a Commonwealth Bank account
 Bank State Branch (BSB) Account Number

OR

I have a Commonwealth Bank Credit Card

I have attended a branch to be identified on

INDIVIDUAL SHAREHOLDER 3 IDENTIFICATION DETAILS

3

The third party in a joint shareholding, **the Power of Attorney, Administrator, or Executor of the Estate** to complete this section. **Note:** For identification purposes the personal and contact details that you have provided on this form **MUST match** the details on your existing Client ID/account

PERSONAL DETAILS

A

Title Given Name(s)

Surname

Date of Birth Gender

Residential Address (Cannot be a PO Box)

STATE POSTCODE

COUNTRY

E-mail Address

Contact Phone Number

EXISTING COMMSEC/COMMONWEALTH BANK DETAILS

B

Please provide details of your existing CommSec or Commonwealth Bank account

Client ID/Account Name

Please tick and complete **ONE** of the following options below:
 I have an existing CommSec Client ID or Share Trading account
 Client ID/Account No.

OR
 I have a Commonwealth Bank account
 Bank State Branch (BSB) Account Number

OR
 I have a Commonwealth Bank Credit Card

I have attended a branch to be identified on

COMPANY DETAILS

4

Only company shareholders and company as trustee shareholders to complete this section. **Note:** For identification purposes the company details that you have provided on this form **MUST match** the details on your existing account.

COMPANY DETAILS

A

Company Name

Registered Business Address (cannot be a PO Box)

STATE POSTCODE

COUNTRY

ABN ACN (tick as appropriate)

EXISTING COMMONWEALTH BANK DETAILS

B

Please provide details of your existing Commonwealth Bank account

Account Name

Please tick and complete **ONE** of the following options below:
 I have a Commonwealth Bank account
 Bank State Branch (BSB) Account Number

OR
 I have a Commonwealth Bank Credit Card

TRUST DETAILS

5

All trust shareholders (including superannuation funds) to complete this section. **Note:** For identification purposes the trust details that you have provided on this form **MUST match** the details on your existing account.

SUPERANNUATION FUNDS AND TRUSTS

A

Full name of trust

ABN (if applicable)

TRUST TYPE

- Family
- Self Managed Super Fund
- Settlement
- Minor Trust (under the age of 18 years)
- Estate Trust

EXISTING COMMONWEALTH BANK DETAILS

B

Please provide details of your existing Commonwealth Bank account

Account Name

Please tick and complete **ONE** of the following options below:

I have a Commonwealth Bank account

Bank State Branch (BSB)

Account Number

OR

I have a Commonwealth Bank Credit Card

I have attached certified ID for the Minor I have attached certified ID for the Minor Beneficiary for the trust

SHARE REGISTRATION DETAILS

6

As per the Issuer Sponsored Holding Statement

Registered stockholder's name as recorded on your latest Issuer Sponsored Holding Statement(s)

Registered stockholder's address as recorded on your latest Issuer Sponsored Holding Statement(s)

Account designation or trust (if applicable) eg: <X&Y Superfund A/C>

NAME OF SHARES (EG TLS, CBA, IAG, AMP)	SHAREHOLDER REFERENCE NO. (SRN)	NUMBER OF UNITS TO BE SOLD

CONFIRMATION

7

By signing this document, I/We confirm that I/We:

- Hold and own the above mentioned securities on the SRN(s) provided and the instruction(s) is/are therefore not a short sale.
- Instruct CommSec to sell the above mentioned securities at the prevailing market price as soon as practicable after CommSec receives this form.
- Have read and accept the CommSec Trading Terms and Conditions and have received a copy of the latest Financial Services Guide, both available to download from the CommSec website.

Name of Individual 1

Signature of Individual 1

DD / MM / YYYY

Name of Individual 2

Signature of Individual 2

DD / MM / YYYY

Name of Individual 3

Signature of Individual 3

DD / MM / YYYY

FORM COMPLETION GUIDE

Shareholding Type	Mandatory Sections	Instructions
Individual e.g. Peter John Brown	1, 6 & 7	No Account Designation or Trust Use full given and last names of individual Individual to sign
Joint e.g. Peter John Brown & Susan Alice Brown	1, 2, 6 & 7 (and 3 if there are more than 2 joint holders)	No Account Designation or Trust Use full given and last names of individuals All individuals to sign
Company e.g. Bokum Pty Ltd	1, 4, 6 & 7	No Account Designation Use full company name One authorised signatory to sign
Trust (Individual as Trustee) e.g. Peter John Brown & Susan Alice Brown <Brown Family A/C>	1, 5, 6 & 7	Account Designation e.g. Brown Family A/C. Use full name(s) of individual trustee(s) or custodian(s) as well as full trust name, fund name or name of minor. One authorised signatory to sign
Trust (Company as Trustee) e.g. Bokum Pty Ltd <Bokum Super A/C>	1, 4, 5, 6 & 7	Account Designation e.g. Bokum Family A/C. Use full name(s) of company trustee(s) or custodian(s) as well as full trust name, fund name or name of minor. One authorised signatory to sign
Trust (minor) e.g. John Smith <James Smith A/C>	1,5,6,7 (2 and 3 if there is more than 1 trustee for the minor)	Account Designation e.g James Smith A/C. Use full name(s) of individual trustee(s) or custodian(s) as well as full trust Name. One authorised signatory to sign
Estate Trust e.g. John Smith <EST John Citizen>	1,5,6,7 (2 and 3 if there is more than 1 Executor)	Account Designation e.g EST John Citizen. Use full name(s) of individual executor(s) as well as full Estate trust Name. All Executors to sign