

## OFF MARKET TRANSFER DOCUMENT

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

Full name of Company/Issuer in which the securities are held

Type of Security (eg fully paid, partly paid, units, etc)

Number of Securities to be transferred

CSN/Holder Number

Value of the transfer

\$

Gift (tick box)

OR

Date

/  /

If joint holders details of all holders must be entered here  
 Given Name(s) or Company Name

Last Name(s)

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

Registered Address

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** SIGN HERE – ALL SELLER(S) MUST SIGN

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).

Securityholder 1 (individual)

Joint Securityholder 2 (Individual)

Joint Securityholder 3 (Individual)

Sole Director and Sole Company  
 Secretary/Director (delete one)

Director/Secretary (delete one)

Signature of Witness

Signature of Witness

Signature of Witness

Phone Number of Witness

Phone Number of Witness

Phone Number of Witness



Complete this section if you are acting on behalf of a securityholder(s) on this Off Market Transfer Document for whom you have power of attorney.

Full Name

I

Place and Country or residence

of

Occupation

Date of instrument creating the Power of Attorney

Hereby certify that by deed dated

Full Name of person/body corporate which granted Power of Attorney

Place and Country or residence of person/body corporate which granted Power of Attorney, (if donor is a body corporate, state place of registered office or principal place of business of donor and, if that is not in New Zealand, state the country in which the principal place of business is situated)

of

appointed me (his/hers/its) attorney

That I have executed the request for Share Transfer printed on this Off Market Transfer Document under that appointment and pursuant to the powers thereby conferred upon me; and

That I have not received notice of any event revoking the power of attorney.

Signed at

Date

Signature(s)

Signature(s)

Signature(s) of Attorney(s)

**Privacy Clause:** Link Market Services Limited advises that Section 87 of the *Companies Act 1993* requires certain 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 Issuer in which you hold securities. Personal information is collected in order to administer your securityholding. If part or all of the information is not provided, then it might not be possible to administer your securityholding. Please note that the personal information collected may be disclosed to the Issuer 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.linkmarketservices.co.nz](http://www.linkmarketservices.co.nz)).

# HOW TO COMPLETE THE OFF MARKET TRANSFER DOCUMENT

## Seller Details

### Full Name of Company/Issuer 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, Partly Paid Shares, Units, Options, or Convertible Notes, etc...

**Note:** A separate Off Market Transfer Document must be completed for each different class of security and each different registered holding.

### Seller's CSN/Holder Number

The CSN/Holder Number can be found on your FASTER Transaction Statements, Dividend or Interest Payment Advices.

The transfer cannot be processed without the seller's CSN/Holder Number.

### Number of Securities to be transferred

The number of securities being transferred (numbers only required). Please print clearly.

### 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 – to be completed if applicable.

### 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.

## 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. Under Sec 92 of the *Companies Act, 1993*, securities may not be registered into the name of a Trust (unless it is a Registered Charitable Trust, and documented evidence produced to our office for noting). In the case of other trusts, securities must be registered in the name/s of the trustee/s. The word 'Trust' must not be used in any part of the registered name or address.

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 CSN/Holder Number

If the buyer is an existing holder of securities in the company, their CSN/Holder Number 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.

## Signatures

### 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 box.
- 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.  
  
If the registry has previously sighted the POA document, you will need to complete the Certificate of Non-Revocation of Power of Attorney Section.
- 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. Refer to the Estate Pack.
- e) Companies      If the Seller/Buyer is a company, we require the signatures of 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.
- f) Minors      If you are signing on behalf of a Minor, please refer to the Minor Statement and Indemnity Form – for further instructions.

**Note:** Copies of documents forwarded must be **certified as a correct copy** by an authorised person who 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.