

Signing Requirements –

It is important that the form is signed correctly. Please follow the instructions below carefully to avoid it being returned to you for correction/further action

Signing Requirements based on the capacity of the Transferor(s)

The signing requirements vary depending on the capacity of the Transferor(s). They are as follows:

Individual: where the holding is in one name, the Securityholder must sign.

Joint Holding: where the holding is in more than one name, all of the Securityholders must sign.

Power of Attorney: to sign as Power of Attorney (POA), you must have already lodged the POA with the registry. Alternatively, attach an original certified copy of the POA to this form.

Companies: either two Directors or a Director or Secretary or a Sole Director and Sole Company Secretary or a Sole Director (if no Company Secretary exists) must sign (in accordance with the *Corporations Act*).

Overseas companies: companies incorporated outside Australia must sign as above, or provide documentation showing that the company can sign in an alternate manner.

All Transferor(s) must:

- state the capacity in which they are signing by crossing out titles that are not applicable
- sign in the appropriate boxes
- enter the date on which the DI Issuance was signed

Documentation Requirements -

This section provides details of the documentation that must be returned with the form depending on the type of holding and the registered details of the Transferor(s).

If you are unsure of the Identification Documentation requirements for your type of holding or you do not have the requested documents, please contact Global Transactions on 1300 731 056 or +61 3 9415 5361

Identification Documents that **MUST** be provided –

Individual - Original certified copy of current driver's licence or passport

Joint - Original certified copy of current driver's licence or passport for each registered holder

Company - Original certified copy of the most recent Company Statement issued by ASIC. Please ensure that the Company Key on your Company Statement is masked so that it is not visible

OR

Foreign registered companies must provide a document issued by the relevant foreign registration body outlining current Officeholders.

Important Note:

Where the form has been signed under **Power of Attorney**, the Power of Attorney must have already been lodged with Computershare or an original certified copy must be provided with the form. Additionally, ALL required Identification Documentation outlined above must be provided for the seller(s).

HOW TO CERTIFY YOUR DOCUMENT

- The document must be certified by someone who has permission to do so under State law such as Justice of the Peace, Chartered Accountant, Postmaster etc.
- The certifying officer's name, position and contact number must be clearly stated on the document.
- All pages of the document must be certified.
- The certification must contain a statement to the effect that it is a 'true and correct copy' of the original.
- The stamp and/or statement and signature of the authorised person must be original. No photocopies or faxes of the certification are acceptable.

THE FOLLOWING ARE EXAMPLES OF INDIVIDUALS WHO MAY CERTIFY A DOCUMENT:

- | | | |
|---|---|--|
| > Chartered accountant (C.A) | > Certified practicing accountant (C.P.A) | > Barrister or solicitor |
| > Postmaster | > Sheriff or a deputy sheriff | > Australian Defence Force officer |
| > Notary public | > Justice of the Peace | > Member of the police force |
| > Officer of the court-Magistrates. County or Supreme | | > Legally qualified medical practitioner |
| > Pharmacist | > Manager of a bank, building society or credit union | |

Important note: Computershare will not accept documents certified by individual(s) who are also signatories to the requested transaction. The list of persons, outlined above, able to certify documents is only intended as a guide and should in no way be regarded as a complete list of approved certifiers under federal and state laws.

The documentation requirements as set out above are a reasonable measure to provide an assurance that the DI Issuance has been validly authorised by the transferor. Computershare reserves the right to request additional information in circumstances where a DI Issuance has not been properly completed or where the DI Issuance appears to be improper or unauthorised and to delay or refuse processing the DI Issuance in those circumstances. However, Computershare's processing, accepting or registering a DI Issuance is not equivalent to a guarantee or any assurance that the DI Issuance is genuine, effective or has been authorised by the Transferor(s).

Privacy notice

Personal information is collected by Computershare for the purpose of conducting reasonable security checks and maintaining registers of securityholders as required or permitted by the *Corporations Act 2001* and other legislation. Your personal information may be disclosed to our related bodies corporate, to external service companies such as print or mail service providers, or as otherwise required or permitted by law. It may also be disclosed to other service providers for the purpose of undertaking independent verification of the information provided, including by means of electronic verification. You acknowledge that Computershare and its service providers may perform checks against third party electronic data sources and use your personal information to assist with the verification of your identity. If you would like details of your personal information held by Computershare, or you would like to correct information that is inaccurate, incorrect or out of date, please contact Computershare using the details provided on the front of this form or e-mail privacy@computershare.com.au.