

**i** This form uses JavaScript for optimal performance. Please ensure you have this enabled if completing electronically. Refer to the end of this document for [submission instructions](#).

## Important

**Before starting this form please ensure a new CommSec account has been opened in the new trust structure. Detail of the new account is required.**

The purpose of this form is to advise CommSec of a change in trustee/s, e.g. Adding or removing trustee/s to a trust and the transfer of Securities from the Old Trustee's Trading Account to the New Trustee's Trading Account.

## 1. Account Information

Account name

Account designation – e.g. *trust name*

Account number

## 2. Old Trustee's Trading Account – All account holders to sign

- Upon processing this form all Buy Instructions will not be accepted on the Old Trustee's Trading Account as the trustee/s is no longer valid. All Sell Instructions received on the Old Trustee's Trading Account will follow the existing settlement process. Proceeds will be paid to the existing bank account linked to the Old Trustee's Trading Account.  
The account will be made to accept sell instructions only and will subsequently close once the Securities have been transferred to the New Trustee's Trading Account or sold.
- To close your Commonwealth Direct Investment Account (CDIA) please call 13 22 21 or attend a CBA branch. If you are subscribed to the Dividend Direction Service, you will need to contact the relevant share registries and nominate a new bank account for Dividend Payments for any existing shareholdings in your CHESS sponsored CommSec Share Trading Account. This form only applies to the specific account number provided, if you have other accounts with CommSec that you wish to update in regard to trustee changes please call 13 15 19.

Account name

Account designation – e.g. *trust name*

Account number

## Old Trustee/s Signatures

### Trustee/Director 1

Full name

Date Signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

### Trustee/Director 2 – If applicable

Full name

Date Signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

### Trustee/Director 3 – If applicable

Full name

Date Signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

## Where to from here?

Proceed to next page to complete the CommSec Internal Bulk Off Market Transfer form if you have securities you wish to transfer.

The purpose of the CommSec Internal Bulk Off Market Transfer form is to instruct CommSec to transfer the ownership of securities from the Old Trustee's Trading Account to the New Trustee's Trading Account. If there are no securities to be transferred then you do not have to complete the Bulk Off Market Transfer form.

**Note 1:** All trustee/s/director/s of the Old Trustee's Trading Account and the New Trustee's Trading Account are required to complete the CommSec Internal Bulk Off Market Transfer form.

**Note 2:** In the CommSec Internal Bulk Off Market Transfer form the old trustees are referred to as seller/s/transferor/s and new trustees are referred to as Buyer/s or Transferee/s.

 Refer to the end of this document for [submission instructions](#).

## Important Information

**Use this form to transfer the ownership of multiple stocks from one CommSec account to another CommSec account.**

**A fee of \$54 PER SECURITY TRANSFER (GST inclusive) will be debited from the bank account linked to the buyer's trading account.**

- Any alterations made to this form MUST be initialled by both the Buyer/s and the Seller/s.
- Any increase to the amount of securities being transferred will not be accepted, even if initialled, you will need to complete a new form without amendments to the amount.
- This form is used to transfer a maximum of 10 securities. Please print a separate form to transfer additional securities.
- 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.
- CBA 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.
- For general information on Off Market Transfers or assistance in completing the form, please refer to the **Guidelines for completing this form**. Or contact us on 13 15 19, 8am and 6pm (Sydney time) Monday to Friday.

## Guidelines For Completing This Form

### Section 1: Seller/s/Transferrer/s Details

**Account registration name of seller:** The given names and surname of the seller/s.

Deceased estate 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 superannuation fund, family trust or minor, if the trustee is an individual, insert the trustee given names and surname.

If the trustee is a company, insert the company legal name.

<sup>1</sup> For account designation, ensure you insert the name of the Superannuation fund, trust name as per trust deed, or minor's name as per birth certificate.

**Registered address:** Insert the full address including the postcode exactly as printed on seller's holding statement.

**Trading A/C:** Insert the trading account number where securities are currently held.

Please ensure that the registration details (name & address) correspond to those registered under the trading account and HIN. Mismatched registration details may result in the transfer being returned to you for clarification.

**Holder identification number (HIN):** This number can be found on a CHESS holding statement. Failure to include the seller's HIN may result in the transfer being returned to you for clarification.

**Contact phone number of seller:** Insert the seller's contact phone number/s including area code.

### Section 2: Buyer/s/Transferee/s Details

**Account registration name of buyer:** Full names 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. Fund, Trust or Estate names are to be inserted as an account designation.

If the trust or superannuation fund trustee is an individual, insert the trustee given names and surname.

If the trustee is a company, insert the company legal name.

<sup>1</sup> For account designation, ensure you insert name of the Superannuation fund, trust name as per trust deed, or minor's name as per birth certificate.

**Registered address:** Insert the full address including the postcode exactly as printed on buyer's holding statement.

**Trading A/C:** Insert the trading account number where securities are currently held.

Please ensure that the registration details (name & address) correspond to those registered under the trading account and HIN. Mismatched registration details may result in the transfer being returned to you for clarification.

**Holder Identification Number (HIN):** The buyer's HIN, so that any previous holdings may be amalgamated. This number can be found on a CHESS holding statement. Failure to include the buyer's HIN may result in the transfer being returned to you for clarification.

**Contact phone number of buyer:** Insert the buyer's contact phone number/s including area code.

## Section 3: Security Details

**Code:** The unique trading code of the security used by the Australian Stock Exchange (ASX) (e.g. the ASX code for Woolworths Limited is WOW, etc.).

**Security name:** The full name of the company or trust in which the securities are held (e.g. Woolworths Limited, etc.).

**Units:** Number of securities being transferred.

**Consideration:** The full amount paid in settlement of the transfer of securities. You may set your own consideration.

**Date of transfer:** Insert date of transfer. 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 of seller and buyer signatures.

## Section 4: Signatures

### Seller's signature:

Joint holders – all 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.

Deceased estate – all executors should sign and, if not already provided, 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:** Insert the date signed by the seller/s. This should be the same as or after the date of transfer.

**Buyer's signature:** Same requirements as seller's signature.

**Date signed:** Insert the date signed by the buyer/s. This should be the same as or after the date of transfer.

## 1. Seller/s/Transferor/s Details

**A fee of \$54 PER SECURITY TRANSFER (GST inclusive) will be debited from the bank account linked to the buyer's trading account.**

Account registration name (Full name/s, company name or name of estate) – *This must match the registration details exactly*

Account designation<sup>1</sup> – *If applicable for your trust account*

Registered street address – *Must be an Australian address – Cannot be a PO Box*

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

Trading account number	Holder Identification Number (HIN)	Contact number
<input type="text"/>	<input type="text" value="X"/>	<input type="text"/>

## 2. Buyer/s/Transferee/s Details

Account registration name (Full name/s, company name or name of estate) – *This must match the registration details exactly*

Account designation<sup>1</sup> – *If applicable for your trust account*

Registered street address – *Must be an Australian address – Cannot be a PO Box*

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

Trading account number	Holder Identification Number (HIN)	Contact number
<input type="text"/>	<input type="text" value="X"/>	<input type="text"/>

### 3. Security Details

Code	Security name	Units	Consideration (\$AUD)

Date of Transfer – *Optional* – DD / MM / YYYY

 /  / 

### 4. Signatures

I/We the registered holder/s and undersigned Seller/s for the above consideration do hereby transfer to the above name/s hereinafter called the Buyer/s the securities 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/s do hereby agree to accept the said securities subject to the same conditions. I/We have not received any notice of 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

Full Name

Date signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

#### Seller/Transferor 3

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

Full Name

Date signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

#### Buyer/Transferee 3

Full Name

Date signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

Commonwealth Securities Limited ABN 60 067 254 399 AFSL 238814 (CommSec) is a wholly owned but non-guaranteed subsidiary of the Commonwealth Bank of Australia ABN 48 123 123 124 AFSL 234945. 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

Once completed and signed, email the form to:

✉ [OMTRequests@CommSec.com.au](mailto:OMTRequests@CommSec.com.au) 📍 **CommSec** Locked Bag 22 Australia Square NSW 1215 📞 13 15 19