

## Section B - Documentation Requirements (these are only required to be submitted for the SELLER)

This section provides details of the documentation that must be returned with the transfer form depending on the type of holding and the registered details of the seller(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 Computershare on 1300 850 505 or +61 3 9415 4000.

Holder Type	Holder Type Example	Identification Documents that MUST be provided
Individual	SAM SAMPLE OR SAM SAMPLE <SMITH FAMILY A/C>	> Original certified copy of current driver's licence or passport
Joint	SAM SAMPLE + JANE SMITH OR SAM SAMPLE + JANE SMITH <SMITH FAMILY A/C>	> Original certified copy of current driver's licence or passport for each registered holder
Company	ABC PTY LIMITED OR ABC PTY LIMITED <SMITH FAMILY A/C>  ABC PLC OR ABC PLC <SMITH FAMILY A/C>	> Original certified copy of the most recent Company Statement issued by ASIC and original certified copy of current driver's licence or passport for each Officeholder who has signed the transfer form. Please ensure that the Company Key on your Company Statement is masked so that it is not visible  <b>OR</b> > Foreign registered companies must provide a document issued by the relevant foreign registration body outlining current Officeholders and original certified copy of current driver's licence or passport for each Officeholder or joint holder who has signed the transfer form

### Important Note:

Where the transfer 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 transfer form. Additionally, ALL required Identification Documentation outlined above must be provided for the seller(s). If the seller(s) include a company, then Identification Documentation must be provided for any two of the Officeholders listed in the Company Statement or equivalent document (unless there is a Sole Director or Sole Director/Secretary in which case documentation for that Officeholder only is required).

### This is how to certify a document

An authorised person must check and sign a copy of an original document to state that it is a valid document. The person certifying the photocopy must be authorised to do so under State/Territory law. These are some of the people who may certify photocopies:

- Legal Practitioner
- Chartered or certified practicing accountants
- Members of the police force
- Pharmacists
- Justices of the peace
- Legally qualified medical practitioners
- Managers of banks, building societies or credit unions

The person certifying the document must state their title, name and contact details (including telephone number).

The certification must state that the copy is a "true and correct" copy of the original document.

If the document has more than one page, the certification must either state the number of pages it relates to, or each page of the photocopy must be certified.

The signature of the person certifying the photocopy must be the original signature, and not photocopied.

### IMPORTANT NOTICE

The documentation requirements in Section B are a reasonable measure to provide an assurance that the transfer form has been validly authorised by the seller. Computershare reserves the right to request additional information in circumstances where a transfer form has not been properly completed or where the transfer appears to be improper or unauthorised and to delay or refuse processing the transfer in those circumstances. However, Computershare's processing, accepting or registering a transfer is not equivalent to a guarantee or any assurance that the transfer is genuine, effective or has been authorised.

### 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 used for the purpose of undertaking independent verification of the information provided. 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](mailto:privacy@computershare.com.au).