



Please read the following instructions carefully to ensure the form is completed accurately and returned with all requirements.

Do **NOT** use this form to:

- Correct a CHES securityholding. You must contact the sponsoring broker to perform this change.
- Include additional securityholders to the existing Securityholder Reference Number (SRN). You will need to complete a Standard transfer form.
- Allocate a portion of your securityholding with an account designation, for example Mr John Smith <Smith family a/c>. You will need to complete a Standard transfer form.
- Amend registration details from a minor's name to parent/guardian. You will need to complete a Minor(s) Register Correction and Indemnity form.

**A**

Your Securityholder Reference Number (SRN)/Certificate Number must be completed in the box on the top right hand corner of this form. For issuer sponsored holdings, this information can be located on your latest holding or dividend statement. If the holding is certificated, please enclose the relevant original certificate(s) with the form. If you are unable to locate the original certificate(s) please contact our office.

**B**

You must provide full details of the name you wish your securities to be registered at.

Below are reasons why you may have changed your name and the documents you can send us to support the change. If we do not receive the required documents certified by an eligible person, we will not be able to accept your request.

Reason for Name Change	Supporting Documentation Requirements
Marriage	<ul style="list-style-type: none"> <li>• Certified copy of the marriage certificate</li> </ul>
Reverting to maiden/former name	<ul style="list-style-type: none"> <li>• Certified copy of the following document(s)                             <ul style="list-style-type: none"> <li>- marriage certificate and two forms of photo identification e.g drivers licence, passport</li> <li>- marriage certificate and decree nisi / divorce certificate (if applicable)</li> </ul> </li> </ul> <p><b>Note:</b> Documents must provide a link between the married name on the register and the maiden/former name being reverted to.</p>
Company	<ul style="list-style-type: none"> <li>• Certified copy of Certificate of Registration on Change of Name issued through ASIC (Australian Securities and Investments)</li> </ul>
Spelling correction	<ul style="list-style-type: none"> <li>• No supporting documentation is required to correct the spelling of a registered name for example                             <ul style="list-style-type: none"> <li>- Jon Berrie to John Berry</li> <li>- Marg to Margaret</li> </ul> </li> </ul>
Addition of a middle name	<ul style="list-style-type: none"> <li>• No supporting documentation is required to correct or add a middle name for example                             <ul style="list-style-type: none"> <li>- Tony Adams to Tony Keith Adams</li> <li>- Sally A Jones to Sally Ann Jones</li> </ul> </li> </ul>
Account designation	<ul style="list-style-type: none"> <li>• No supporting documentation is required to add, change or delete an account designation for example                             <ul style="list-style-type: none"> <li>- Andrew Frank Smith to Andrew Frank Smith &lt;no 1 a/c&gt;</li> <li>- Mary Thompson &lt;no 2 a/c&gt; to Mary Thompson</li> </ul> </li> </ul>
Other	<ul style="list-style-type: none"> <li>• For any other change we require documentation that clearly establishes a link between the old and new name for example                             <ul style="list-style-type: none"> <li>- Certified copy of amended birth certificate, certificate of name change or deed poll issued from the Births, Deaths and Marriages Registration Office</li> </ul> </li> </ul>

If you are unsure of the supporting documentation requirements or need further assistance please contact Boardroom on 1300 737 760 or +61 2 9290 9600. How to certify your document(s)

- The document must be certified by someone who has permission to do so under State law such as Justice of the Peace, Chartered Accountant Legal Practitioners, Members of the police force.
- 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.

**C**

Please provide your contact information to assist if we have a query about your form.

You must sign this form in the spaces provided, as follows:

**Individual:** where holding is in one name, the securityholder must sign

**Joint Holding:** where the holding is in more than one name, all 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 and company 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).

## Privacy Statement

The personal information in this form is collected by Boardroom Pty Limited ("Boardroom"), as registrar for the issuer of the securities you hold. Boardroom Pty Limited's privacy policy can be viewed on our website ([www.boardroomlimited.com.au](http://www.boardroomlimited.com.au)). Your personal information is required for administration of the register of securityholdings. Should some or all of the requested information not be provided correct administration of your securityholding may not be possible. Your personal information may be disclosed to the issuer of the securities you hold, its or our related bodies corporate, external service companies such as print or mail service providers or otherwise as permitted by law. If, in accordance with the provisions of the Corporations Act the issuer of the securities you hold approves, you may be sent marketing material in addition to general corporate communications. You may elect not to receive marketing material by contacting Boardroom Pty Limited. You can obtain access to you personal information and (if required) advise of any incorrect, inaccurate or out of date data information held, by contacting Boardroom Pty Limited on 1300 737 760