

**A SELLER DETAILS — USE CAPITAL LETTERS**

Company/Issuer in which Investment is held

[Empty text box for Company/Issuer]

Type of Investment (e.g., fully paid, partly paid, units, etc.)

[Empty text box for Type of Investment]

Number of securities to transfer

[Grid of 10 boxes for Number of securities to transfer]

CSN/Holder Number

[Grid of 10 boxes for CSN/Holder Number]

Value of the transfer

\$ [Grid of 5 boxes for Value of the transfer]

OR

Gift (tick)

[Tick box for Gift (tick)]

Date

[Date input field: / /20]

Full Name(s) of Registered Holding

[Empty text box for Full Name(s) of Registered Holding]

Registered Address

[Empty text box for Registered Address]

Postcode

[Grid of 4 boxes for Postcode]

Daytime Phone Number

[Grid of 10 boxes for Daytime Phone Number]

**Verification Procedures** – this form is 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 SIGNATURE(S) OF SELLER(S) — ALL 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).

**Investor 1 (Individual)**

[Signature box for Investor 1]

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

Signature of Witness

[Signature box for Witness 1]

Contact Number of Witness

[Contact number box for Witness 1]

**Joint Investor 2 (Individual)**

[Signature box for Joint Investor 2]

*Director/Secretary (delete one)*

Signature of Witness

[Signature box for Witness 2]

Contact Number of Witness

[Contact number box for Witness 2]

**Joint Investor 3 (Individual)**

[Signature box for Joint Investor 3]

*Director/Secretary (delete one)*

Signature of Witness

[Signature box for Witness 3]

Contact Number of Witness

[Contact number box for Witness 3]



**C BUYER DETAILS — USE CAPITAL LETTERS**

Full Name(s) of Buyer(s)

Account Designation (if applicable, e.g. <J Smith Family A/C>)

If the Buyer is a trust, please provide an up-to-date copy of the Trust Deed

Trust

Buyers CSN/Holder Number (if known)

If the Buyer is a minor, please provide both a completed Minor Indemnity Statement form(s) and a certified copy of their birth certificate(s)

Minor

PO Box / Private Bag / Care of / Property names / Building names (where applicable)

Unit Number/Level

Street Number

Street Name

Suburb / Town

Postcode

Country

Name in which your bank account is held

**Bank Details:**

Bank/Branch

Account Number

Suffix

Direct Credit Reference (optional)

To enable the Company to communicate with you electronically where possible, please provide your current email address below.

Mobile Number

If you supply your mobile phone number, we will use this to inform you of any changes to your investment(s) balance, address, or bank account.



**D IRD NUMBER(S) AND EXEMPTIONS — USE CAPITAL LETTERS**

Complete **ONE** option below, based on your investor type.

**OPTION 1** **INDIVIDUAL/JOINT**

Investor 1 Name	Investor 2 Name	Investor 3 Name			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
IRD Number 1	IRD Number 2	IRD Number 3			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Date of birth 1	Exempt	Date of birth 2	Exempt	Date of birth 3	Exempt
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

**OPTION 2** **COMPANY/PARTNERSHIP/TRUST/ESTATE/MINOR**

Company	Partnership	Trust	Estate	Minor	IRD Number	Exempt
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>				

**E ELECT YOUR TAX RATE**

Tax rates apply to interest payments only.

<input type="checkbox"/> 10.5%	<input type="checkbox"/> 17.5%	<input type="checkbox"/> 28%	<input type="checkbox"/> 30%	<input type="checkbox"/> 33%	<input type="checkbox"/> 39%
--------------------------------	--------------------------------	------------------------------	------------------------------	------------------------------	------------------------------

**F SIGNATURE(S) OF BUYER(S) — ALL MUST SIGN**

Investor 1 (Individual)	Joint Investor 2 (Individual)	Joint Investor 3 (Individual)
<input type="text"/>	<input type="text"/>	<input type="text"/>
	(delete one)	(delete one)

This form should be signed by the investor. If a joint holding, all investors should sign. If signed by the investor's attorney, the power of attorney must have been previously noted by the registry or a certified copy attached to this form. If executed by a company, the form must be executed in accordance with the company's constitution and the New Zealand Companies Act 1993.

**G CERTIFICATE OF NON-REVOCATION OF POWER OF ATTORNEY**

Complete this section if you are acting on behalf of an investor(s) on this Off-Market Transfer Form for whom you have Power of Attorney (POA).

Full Name

Place and Country of residence

of

Occupation

Hereby certify that by deed dated

*Date of instrument creating the POA*

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

I

Place and Country of residence of person/body corporate which granted POA, (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 Security Transfer printed on this Off-Market Transfer Form under that appointment and pursuant to the powers thereby conferred upon me; and that I have not received notice of any event revoking the POA.

Signed at

Attorney 1 Signature

Attorney 2 Signature

Date

**Privacy Clause:** MUFG Pension & Market Services (NZ) Limited advises that Section 87 of the *Companies Act 1993* requires certain information about you as an investor (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 holding. If part or all of the information is not provided, then it might not be possible to administer your holding. 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 ([mpms.mufg.com](https://mpms.mufg.com)).



## HOW TO COMPLETE THIS FORM

### Seller Details

**Company/Issuer in which investments are held**

This is the actual NAME of the Company, Corporation or Trust who issued the securities being transferred/sold.

**Type of Investment**

This is usually Fully Paid Ordinary Shares, Partly Paid Shares, Units, Options, or Convertible Notes, etc. A separate Off Market Transfer Form 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 Securities Transaction Statements, Dividend or Interest Payment Advices. The transfer cannot be processed without the seller's CSN/Holder Number.

**Number of Securities to transfer**

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 investor(s) or company/corporation name shown on investor 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.

If transferring to a trust, an up-to-date certified copy of the trust deed must be provided.

If transferring to a minor, a completed minor indemnity statement form and a certified copy of the minor's birth certificate must be provided.

**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, circling capacity under signatures**

- a) **Individuals** The investor must sign in the appropriate box.
- b) **Joint holdings** Where holdings are in two or three names, all of the investors must sign in the appropriate boxes
- c) **Power of Attorney registry** 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(s) 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.