

SELL SHARES NOW

ONLINE ONE OFF SALES FORM for INDIVIDUAL and JOINT ACCOUNTS - INFORMATION and TERMS and CONDITIONS

INSTRUCTIONS

1. The service is for individuals who do not have an account with PhillipCapital.
2. Attach the latest holding statement or dividend statement of the share(s) you wish to sell and acceptable original certified identification documentation - refer to Identification Documentation below.
3. Each parcel of stock will have a separate Shareholder Reference Number (SRN) and holding statement.
4. **ISSUER SPONSORED SHARES**
The shares can be identified on the Holding Statement, by the Shareholder Reference Number (SRN) displayed as a 10-digit number. You cannot sell broker sponsored shares through a One off Sales service. If the reference number commences with an X the share is broker sponsored and you need to sell the share through the sponsoring broker.
5. If you require support, please contact T: +61 7 3149 8629 | E: sellsharesnow@phillipcapital.com.au

TERMS AND CONDITIONS

1. These terms and conditions apply to the One Off Sales effected by you (the client) with Phillip Capital Limited.
2. All transactions will be in accordance with the constitution, market rules, customs and usages of the licensed market on which the sale is transacted.
3. Your shares will be sold within approximately 48 business hours depending on market conditions and your instructions after receipt of your request and after PhillipCapital has completed a successful identification check at the time the order is placed.
4. A Confirmation in relation to the transaction will be issued by post or electronically on the same day. The Confirmation will record the transaction and include the price at which the securities were sold, brokerage fees and government charges. You should check for accuracy and advise us immediately of any errors. We may at any time reissue a Confirmation in order to correct any errors or omissions and these terms and conditions shall be binding with respect to the reissued Confirmation. We recommend that you retain the Confirmation for tax purposes.
5. You warrant that at all times you are the legal and beneficial owner of the securities being sold and that you are in a position to meet all of your commitments arising out of the transaction executed on your behalf.
6. Acknowledge that the name of the individual persons given to PhillipCapital are true and correct and that the law prohibits the use of false names, as well as the giving, use or production of false and misleading information or documents in connection with the provision of financial services and the making, possession or use of a false document in connection with an identification procedure.
7. You agree to pay all costs incurred by us where you fail to make good delivery in respect of your sale by the due settlement date.
8. **FEES, BROKERAGE AND SETTLEMENT**
You agree to our standard fees and rates of commission for the provision of this service as notified to you.
Brokerage for a One Off Sale is deducted from the proceeds of the trade.
The net amount will be transferred to your designated bank account if provided or posted to you as a cheque after your order is executed. Please ensure that your registration details with the share registry are up to date and accurate. We will post the Confirmation and cheque to the address you nominate on the One Off Sales Form or by email if provided.
Payment by cheque will be made to the Registered Holder of the shares as per the holding statement.
Payment can only be made in AUD.

IMPORTANT INFORMATION

1. PhillipCapital cannot execute an Online One Off Sale on behalf of a trust or company account. It is only available to individual or joint accounts. If you wish to sell Estate, Company or Trust securities holdings, please contact Support (refer to **INSTRUCTIONS (5)**, above) or you can:
 - i. Open a Live Trading Account at www.phillipcapital.com.au, **OR**
 - ii. Download the Equities Account Application Form from www.phillipcapital.com.au and lodge it with us.
2. Any personal information or bank account details provided by you are for identification purposes and execution and settlement of the sale.
3. Warrants cannot be sold using this form.
4. No early settlement is available.
5. We may in our absolute discretion and without prior notice to you, refuse to accept or execute an order from you. When this occurs, we will endeavour to notify you of that refusal as soon as practicable. We are not obliged to advise you of the reasons for any refusal to accept or execute an order from you.

GENERAL ADVICE WARNING

The Form and this information have been prepared without taking into account the investment objectives, financial situation or needs of any particular individual. For this reason before acting on the information you should consider the appropriateness of the information having regard to your objectives, financial situation and needs, and if necessary seek professional advice.

PRIVACY DISCLOSURE STATEMENT

We collect personal information including your full name, address and contact details and bank account details in order to properly administer your One Off Sale. You expressly authorise us to disclose information relating to you and your transaction with us to the Australian Government and regulatory bodies where they are entitled to such information under applicable laws and regulations. PhillipCapital's Privacy Policy is available at www.phillipcapital.com.au.

IDENTIFICATION DOCUMENTATION

1. PhillipCapital conducts online screening to verify your identity based on the personal identification information you provide; eg. Drivers Licence number, Passport number, etc. If the online screening results in a negative report on any point of identification, then we make further enquiries about your identification, including requesting certified copies of original identification documents. This may delay the application and sale process.
2. If your identification screening results in a negative report, you will be required to provide original certified copies of one document from list A **OR** one document from lists B **AND** C for **EACH** individual. This includes a person who is appointed as Power of Attorney or other legal representative to transact on behalf of the shareholder. You are required to provide evidence of your appointment e.g. Power of Attorney or other legal representative.

A. Photographic Identification - Current photographic Australian driver's licence **OR**

B. Current Australian passport or Current State or Territory Photo ID Card AND

C. One of the following: - Commonwealth, State and Territory financial benefits notice (less than 12 months old).

- Local government or utilities provider bill (less than 3 months old) recording provision of services to the person at the address.

- ATO Tax Notice (less than 12 months old).

AMENDMENTS

This Information and the Terms and Conditions and related forms may be amended from time to time. Please refer to www.sellsharesnow.com.au for current information which will be identified by issue date.