



ONE OFF SALE Form

Personal Details

Share Holder 1 <small>Director 1</small>	Mr / Mrs / Miss / Ms / Dr / Other: _____		
Surname	Given Names		
Share Holder 2 <small>Director 2/Company Secretary</small>	Mr / Mrs / Miss / Ms / Dr / Other: _____		
Surname	Given Names		
Company Holding <small>Use if a company is the registered holder of the shares</small>	_____		ABN _____
Account Designation	Complete this section if your shares are registered in the name of a superannuation fund, family trust or person under the age of 18		
	< _____		ACCOUNT>
Residential Address <small>Cannot be a PO Box</small>	_____		
	Suburb/Town _____	State _____	Postcode _____
Postal Address <input type="checkbox"/> Same as above	_____		
	Suburb/Town _____	State _____	Postcode _____
Contact Numbers	Work _____	Home _____	Fax _____
	Mobile _____	Email _____	

Authorisation

I/We authorise Suncorp Share Trade to sell:

Quantity _____ units of _____ Stock Name _____

At the Market Price OR **At a Limit Price of:** _____

(The Market Price is the current trading price of the shares) (The Limit Price is the lowest price you're prepared to sell your shares at)

PLEASE ATTACH A COPY OF YOUR LATEST ISSUER SPONSORED HOLDING STATEMENT SHOWING YOUR SHAREHOLDER REFERENCE NUMBER (SRN)

By signing below you acknowledge that you have read the CMC Markets Stockbroking Financial Services Guide detailing our fees and charges, the Suncorp Financial Services Guide and agree to be bound by the attached Terms and Conditions

Signature(s) _____ Date _____

(All shareholders must sign)

**A CHEQUE WILL BE SENT THREE BUSINESS DAYS AFTER THE SALE DATE
FUNDS WILL NOT BE DEPOSITED INTO ANY BANK ACCOUNT**

Check List

Before sending back to us, please make sure you include the following: One off sale form Certified Identification Copy of holding or dividend statement

Brokerage Rates (INC GST)

\$0-\$75,000 (share value) = \$82.50 • over \$75,000 = 0.22%

Suncorp Share Trade*

Postal address

GPO Box 4490
Sydney NSW 2001

Address

Level 44
Governor Phillip Tower
1 Farrer Place
Sydney NSW 2000

Phone 1300 156 299

Fax 02 8915 9484

Email clientservices@sharetrade.com.au

Web sharetrade.com.au

To complete this form we require that you provide us with an appropriate form of identification. The ID requirements are; an original certified copy* of **TWO ITEMS from the list below with at least ONE item from category A**. We cannot accept a fax of a certified copy.

CATEGORY A

- Current **Photographic Driver's License**
- Current **Australian Passport** (or one which has expired within the last 2 years)
- Current **Foreign Passport** or similar travel document also containing your signature issued by a government, the UN or agency of the UN.
- Current **Proof of age card** issued by an Australian State/Territory (including 18+ Cards)

CATEGORY B

- Current **Driver's License** (without photo)
- **Birth Certificate/Extract** (Australian)
- **Citizenship Certificate** (Australian)
- A **notice issued by the Australian Taxation Office** within the last twelve months recording a debt payable to or by you under a Commonwealth taxation law (eg Tax Assessment Notice)
- A **utilities notice issued within the last 3 months by a local government or utilities provider** (eg. rates, electricity, telephone) which records the provision of services to you at your residential address.
- Current **Medicare card**
- Current **Australian financial institution debit or credit card**

***Certified copy:** means a document that has been certified as a true copy of an original document by one of the following persons:

- A Justice of the Peace
- An officer with two or more continuous years of service with one or more financial institution
- A person enrolled on the roll of the Supreme Court of a State or Territory, or the High Court, as a legal practitioner;
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees
- A police officer
- A judge
- A magistrate
- A CEO of a Commonwealth court
- A registrar or deputy registrar of a court
- An agent of Australia Post in charge of supplying postal services
- A permanent employee of Australia Post (for at least two years) employed in an office
- A finance company officer with two or more continuous years of service with one or more finance companies
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership

In order for your ID to be accepted, it must be certified and the certifier is to state that the document is a certified copy of an original and then provide their details, such as: name, address, phone number and under what category of "certifier" they fall. We cannot accept a fax of a certified copy.

If you are unable to meet these ID requirements, please see our website at sharetrade.com.au
Alternatively, you can call our Client Services team on 1300 156 299

TERMS AND CONDITIONS – ONE OFF SALES

By completing the front of this form (Form) and sending it to Suncorp Share Trade, you agree to the terms and conditions set out below.

1. **(Instructions and rules)** You instruct CMC Markets Stock-| broking (we or us) to sell as your broker the financial products described in the Form in accordance with the instructions described in the Form.
2. **(Acceptance and execution of instructions)** We are not bound to accept your instructions but, if we do, we will use our reasonable endeavours to execute them. We will not be responsible for delays or errors in the transmission or execution of your instructions (except to the extent that responsibility can not be excluded by law). We are not obliged to resubmit orders purged from any trading facility operated by ASX.
3. **(Crossings)** If the sale transaction is effected as a crossing transaction under the rules of ASX, you consent to us charging you, and any client we may act for on the other side of the transaction, commission.
4. **(Confirmations)** If you have specified an email address in the Form, you authorise us to send any transaction confirmation to you to that email address. You acknowledge that any confirmation is subject to the Rules and the correction of errors and omissions. We may, at any time, reissue a confirmation in order to correct any errors or omissions.
5. **(Our power to cancel a transaction)** We may request or agree to, and effect, the cancellation of, your order or any sale transaction without your consent in any of the following circumstances: (a) where we consider the cancellation appropriate, having regard to the desirability of maintaining a fair and orderly market; (b) where ASX, ACH or ASTC requests or directs that the transaction be cancelled; (c) where the Rules require or contemplate that the transaction will be cancelled; and (d) where the financial products have been subject to a trading halt and you have not reconfirmed instructions. Your obligations in relation to the settlement of a transaction which is cancelled cease to apply in respect of that cancelled transaction from the time it is cancelled (whether or not we have given you a confirmation in respect of the affected transaction.)
6. **(ASX's power to cancel a transaction)** You acknowledge that ASX has a range of powers under its rules including the power to cancel or amend a transaction. You agree not to make, and release us from any right you may have to make, any claim against us for any loss incurred or suffered by you which may arise in connection with the exercise by ASX of those powers (whether or not we have given you a confirmation in respect of any affected transaction).
7. **(Settlement)** You must provide all documents and security holder information (including your HIN or personal identification number and, if applicable, shareholder reference number) to us in deliverable form to enable us to settle the transaction on time. You will only be entitled to payment following settlement of the transaction. We are entitled to deduct our commission (and any amounts you owe under clause 8) from the proceeds of the transaction before remitting the balance to you in accordance with your instructions on the Form. The amount of commission we charge for the transaction is set out in the Form and will also be set out in the transaction confirmation.
8. **(Failure to settle)** If you fail to settle the transaction, we may do one or more of the following: (a) pass on to you all costs incurred as a result of that failure; (b) charge an administration fee or default charge to cover our costs; and (c) use our own shares or obtain shares from third parties and use those shares to settle the transaction.
9. **(Telephonerecordingofconversations)** Youauthoriseustorecord any telephone conversation between us, with or without an audible tone warning device.
10. **(Acknowledgments of our role)** You acknowledge that we provide an execution and settlement only service, and do not provide financial product advice. You acknowledge that: (a) any material or information made available or provided (whether in writing or orally) to you, has not been prepared taking into account or to take into account your particular investment objectives, financial situation or needs, is not personal financial product advice and is not suitable to be relied upon by you as personal advice; (b) it is your responsibility to obtain personal financial product advice before making any investment or trading decision; and (c) no warranty or representation is or has been made by or on behalf of us as to the current or future accuracy, completeness or currency of that material or information.
11. **(Your representations and warranties)** You represent and warrant that: (a) you have read and understood all documentation provided by us to you in relation to the services provided by us including, without limitation, any Financial Services Guide; (b) you are not a person with whom we are not lawfully entitled to deal pursuant to any statute, law, rule or regulation and that all dealings by you with us or requested to be done by us on your behalf are and will be lawful; (c) all information supplied on the Form or otherwise to us is true, complete and accurate in all respects; and (d) you are authorised to give us the instructions in the Form.
12. **(Our representations and warranties)** Apart from any warranties and representations responsibilities which are implied by law and cannot be excluded, we make no warranties or representations in relation to any service or information provided or made available to you.
13. **(Indemnity)** You must, to the maximum extent permissible by law, in addition to your other obligations and responsibilities under this document, at all times and from time to time indemnify us and our directors, officers, contractors, agents and employees (each an Indemnified Person) and hold them harmless from and against all liabilities, costs, claims, damages, proceedings and losses arising from or in connection with (a) any order placed by you or trade transmitted by you through us; (b) any failure by you to perform or observe any of your obligations under this document; (c) any representation or warranty made or given by you under this document proving to be untrue or incorrect; and (d) any error, omission, fraud, malfeasance, negligence, misappropriation or criminal act or omission by you or by any of your clients, employees, agents, consultants.
14. **(Termination)** You acknowledge that this document relates to instructions by you to enter into a single transaction only and terminates when our settlement obligations to each other relating to the transaction have been settled. Each indemnity in this document survives the termination of this document.
15. **(Governing law)** This document is governed by the laws of the State of New South Wales and you submit to the jurisdiction of the Courts of that State in relation to any claim or dispute arising out of the performance of this document.