

## **Off Market Transfer Information**

### **How can I request an off-market transfer?**

Off-market transfers can be requested by completing an Australian Standard Transfer Form or a One Registry Services (“ORS”) [Off Market Transfer Form](#). Upon completion, please send the signed form to ORS as per the details below.

### **Security Validation Process**

To help protect all parties against fraudulent activity, ORS completes a security check on the authenticity of the seller’s details.

### **Anti-Money Laundering & Counter Terrorism Financing (“AML/CTF”)**

Under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006*, security issuers must take steps to identify new investors. If the securities you want to transfer are issued in a stapled structure, a trust or a managed fund, then the buyer must submit AML/CTF Investor Identification Information with the completed transfer form and certified identity documents.

### **Identification Documents Required**

For the security validation process Sellers must provide an originally certified copy of the identification documents below (not required if already provided). For AML/CTF Buyers must complete the [AML Form](#) and provide an originally certified copy of the identification documents noted in the form.

### **Power Of Attorney**

To sign under Power of Attorney, you must have already lodged this document with ORS. If you have not previously lodged this document for notation, please attach an originally certified copy of the Power of Attorney to the transfer form when you return it. When signed under Power of Attorney, the attorney must state that they have not received a notice of revocation.

Should you require any other information please contact ORS.

### **All Correspondence to:**

One Registry Services  
PO Box R1479  
Royal Exchange NSW 1225

T: +61 2 8188 1510

F: +61 2 8580 5790

E: [enquiries@oneregistryservices.com.au](mailto:enquiries@oneregistryservices.com.au)