



SHELF  
COMPANY SERVICES

ACN 608 393 451  
ABN 52 608 393 451

1300 842 223

1300 459 503

www.shelfcompany.com.au

info@shelfcompany.com.au

Suite 1E, 109 Upton Street Bundall, QLD 4217



# Transfer of Shares

Firm (if any) \_\_\_\_\_ Date \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Ref No. \_\_\_\_\_

SHELF COMPANY SERVICES AUSTRALIA PTY LTD provides a document preparation and registration service. SHELF COMPANY SERVICES AUSTRALIA PTY LTD does not provide legal or professional advice. Any person wishing to complete this procedure should obtain advice from a legal practitioner or accountant to ensure the change is suitable for its intended use.

## SECTION A - each item must be completed

Company name \_\_\_\_\_  
 ACN \_\_\_\_\_

### NAME (surname & given names or company & ACN) and ADDRESS of SELLER

Name \_\_\_\_\_ ACN \_\_\_\_\_  
 Address \_\_\_\_\_

### NAME (surname & given names or company & ACN) and ADDRESS of BUYER

Name \_\_\_\_\_ ACN \_\_\_\_\_  
 Address \_\_\_\_\_

Shares to be transferred \_\_\_\_\_ Quantity \_\_\_\_\_ Class \_\_\_\_\_  Held in trust  
 Selling price per share \_\_\_\_\_ Or market value per share \$ \_\_\_\_\_

Date of transfer \_\_\_\_\_

### NAME (surname & given names or company & ACN) and ADDRESS of SELLER

Name \_\_\_\_\_ ACN \_\_\_\_\_  
 Address \_\_\_\_\_

### NAME (surname & given names or company & ACN) and ADDRESS of BUYER

Name \_\_\_\_\_ ACN \_\_\_\_\_  
 Address \_\_\_\_\_

Shares to be transferred \_\_\_\_\_ Quantity \_\_\_\_\_ Class \_\_\_\_\_  Held in trust  
 Selling price per share \_\_\_\_\_ Or market value per share \$ \_\_\_\_\_

Date of transfer \_\_\_\_\_

## SECTION B - Certificating numbering

Next certificate number \_\_\_\_\_ Next share number (IF APPLICABLE) \_\_\_\_\_

## SECTION C - Meeting (Please provide full address and date)

Location of meeting \_\_\_\_\_  
 Date of meeting \_\_\_\_\_ Time \_\_\_\_\_  
 Directors \_\_\_\_\_  
 Shareholder \_\_\_\_\_  
 Chairperson \_\_\_\_\_

**PLEASE NOTE:** IF YOU DO NOT HOLD AN ACCOUNT WITH SHELF COMPANY SERVICES AUSTRALIA PTY LTD ACN 608 393 451, PLEASE PROVIDE THE PAYMENT WITH YOUR ORDER. (SEE CURRENT FEE SCHEDULE). EMAIL ALL ORDER FORMS TO info@shelfcompany.com.au.