

DIY Share Sale Instructions: (Tick each box)

1. Please complete and sign the attached 'One Off Share Sale' form
2. Obtain a certified copy of your ID (instructions at bottom of page)
3. Include a copy of your most recent dividend or holding statement (optional)
4. Post the form + certified copy of ID + dividend/holding statement to us at:

Sell My Shares

Suite 2, Level 4

66 Kings Park Road

West Perth WA 6005

To get a copy of your ID certified:

1. Find a person who can certify documents, such as a JP, police officer in your state (badge number required), or lawyer.
2. Ask them to certify a copy of the document. They can do this by copying the document and writing the following text "I certify that this is a true and correct copy of the original document sighted on ___/___/202X". They must record their name, address and registration number (if applicable, say for a Justice of the Peace).

Acceptable combinations of ID include:

1. Certified copy of drivers licence + certified copy of valid Medicare card; or
2. Certified copy of passport + certified copy of recent utility bill/statement + certified copy of valid Medicare card; or
3. Certified copy of birth certificate + certified copy of recent utility bill/statement + certified copy of valid Medicare card.

Extra instructions for deceased estate share sales:

Please note that deceased estate share sales have the following extra requirements:

- Certified copy of probate OR
- Certified copies of the will + death certificate

Kind Regards,

Sell My Shares Team

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SELL INSTRUCTIONS: **Sell at Market**

NAME OF COMPANY:

QUANTITY: SRN:

SECTION 1 - SHAREHOLDER DETAILS

1 - TYPE OF SHAREHOLDER

INDIVIDUAL
 JOINT
 SUPERANNUATION FUND
 TRUST
 COMPANY
 OTHER (please specify):

2 - SHAREHOLDER DETAILS

Registration Address:

State: Postcode: Country:

A/C DESIGNATION:
(e.g. Trust Name, Super Fund Name. Not to be used for Individual Accounts)

A. INDIVIDUAL CLIENT #1 / DIRECTOR #1

Your name must match your ID exactly. Date of Birth is required as part of the AML Identification Requirements

Title Applicant / Trustee Director (Tick One Only)

Given Names:

Surname:

Residential Address:
(Not PO Box)

State: Postcode: Country:

Postal Address: (if different to above)

State: Postcode: Country:

Telephone: [H] [W] [M]

Email Address:

Date of Birth: Country of Birth:

Occupation:

B. INDIVIDUAL CLIENT #2 / DIRECTOR #2

Your name must match your ID exactly. Date of Birth is required as part of the AML Identification Requirements

Title: Applicant / Trustee Director (Tick One Only)

Given Names:

Surname:

Residential Address:
(Not PO Box)

State: Postcode: Country:

Postal Address: If different to above

State: Postcode: Country:

Telephone: [H] [W] [M]

Email Address:

Date of Birth: Country of Birth:

Occupation:

C. INDIVIDUAL CLIENT #3 / DIRECTOR #3

Your name must match your ID exactly. Date of Birth is required as part of the AML Identification Requirements

Title Applicant / Trustee Director (Tick One Only)

Given Names:

Surname:

Residential Address:
(Not PO Box)

State: Postcode: Country:

Postal Address: If different to above

State: Postcode: Country:

Telephone: [H] [W] [M]

Email Address:

Date of Birth: Country of Birth:

Occupation:

D. COMPANY / CORPORATE CLIENT

Company Name:

ABN/ACN/ARBN:

Country of Incorporation:

Registered Office

Address:

State: Postcode: Country:

Postal Address: If different to above

State Postcode: Country:

No. of Directors:

- COMPANY TYPE Public (companies whose name does NOT include the word Pty or proprietary; generally listed companies)
- Proprietary (companies whose name ends with Proprietary Ltd or Pty Ltd; also known as private companies)

NOTE: Please ensure ALL Director details are completed in Section 1 Part 2: Account Details

E. TRUSTEE / SUPERANNUATION CLIENT

If you are applying as a corporate trustee, please also complete Section 1 Part 2D above. If you are applying as an individual/joint trustee, please also complete Section 1 Part 2A/B/C above.

Name of Trust:

ABN/ARSN: TFN:

If this is for the trust, it should be ABN and ARSN only. A trust cannot have an ACN or ARBN. The ACN for the trustee will be picked up in Section 1 Part 2A, B, or C above as appropriate

Country of Establishment:

Business Name of the Trustee: If any

Type of Trust (please one box only): Registered managed investment scheme

Govt superannuation fund

Regulated Trust (e.g. SMSF)

Unregistered managed investment scheme with only wholesale clients which does not make small scale offerings under section 1012E of the Corporations Act 2001 (Cth)

Other (please specify eg/ Family, Unit, Charitable, Estate)

Is the trust an Australian resident for tax purposes? Yes No

If no, please specify country of tax residence:

F. APPOINTEE & SETTLOR DETAILS - UNREGULATED AUSTRALIAN TRUST

Appointee Details

Given Names: Surname:

Address:

State: Postcode: Country:

Settlor Details NOTE: The Settlor details are not required if the material asset contribution to the trust by the settlor at the time the trust is established is less than \$10,000

Given Names: Surname:

Address:

State: Postcode: Country:

NOTE: Sell My Shares (and its related bodies corporate and affiliates) only recognises the Trustee(s) as the investor and not the beneficiary, therefore the trustee(s) details must be given in 2A, B, or C above as appropriate. However, Sell My Shares (and its related bodies corporate and affiliates) is also required to record the individual beneficiary details if you have ticked "Other" in the section "Type of Trust" above.

Beneficiary 1: Date of Birth/ABN

Beneficiary 2: Date of Birth/ABN

Beneficiary 3: Date of Birth/ABN

NOTE: ABN only applicable if Beneficiary is a Company

3. RESIDENCY DETAILS FOR TAX PURPOSES

Are you a resident of Australia for tax purposes? Yes No

If no, please specify country of tax residence:

SECTION 2 - DIRECT CREDIT AUTHORITY

For Direct Credits, all bank account holders must sign this section.

The Applicant authorises Sell My Shares to credit the Nominated Bank Account below.

Default/Nominated Bank Account:

Financial Institution Name:

Account Name:

BSB: Account Number:

INDIVIDUAL / DIRECTOR (1): FULL NAME

SIGNATURE

DATE

INDIVIDUAL / DIRECTOR (2): FULL NAME

SIGNATURE

DATE

INDIVIDUAL / DIRECTOR (3): FULL NAME

SIGNATURE

DATE

If client is a Company, please indicate which office held:

- Sole Director / Sole Secretary
- Two or more directors – (two or more directors must sign)

SECTION 3 - CLIENT ACKNOWLEDGEMENT & AGREEMENT

The Client acknowledges that it has received, read and understood the following documentation:

- a) Sequoia Wealth Management Financial Services Guide
- b) Sell My Shares' Sell Only Terms and Conditions

By signing the below, the Client acknowledges that they have received and read, and the Applicant agrees to be bound by Sell My Shares' Sell Only Terms and Conditions.

By signing the below, the Client acknowledges and that they have provided the FSP with all relevant customer identification documents that are required to positively identify them.

INDIVIDUAL CLIENTS TO COMPLETE

INDIVIDUAL (1): FULL NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
INDIVIDUAL (2): FULL NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
INDIVIDUAL (3): FULL NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

CORPORATE / COMPANY CLIENTS TO COMPLETE

(Please note that two Directors or a director and a Secretary must sign. Indicate if the Company is a Sole Director/Sole Secretary Company.)

DIRECTOR: FULL NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
DIRECTOR / SECRETARY: FULL NAME	SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

DECLARATION

By signing this application form, you agree, represent and warrant that you:

- Agree to be bound by the terms and conditions contained within the application.
- Are over the age of 18 years and not of any legal disability.

One Off Share Sale Terms & Conditions

These terms and conditions ('Terms') apply to the share sale facility offered by Sequoia Wealth Management Pty Ltd ABN 22 002 314 310 ('SWM') via the www.sellmyshares.com.au website ('Service').

Sell My Shares Pty Ltd ABN 81 653 391 943 ('SMS') is acting as agent for SWM, and not as principal.

Selling Your Securities

1. The shareholder applying to sell shares ('Holder' or 'You') must supply Sequoia Wealth Management Pty Ltd ('SWM' or 'us/we') with;
 - a. A request for the sale of your securities ('Sale Securities') by completing and submitting your instructions online at www.sellmyshares.com.au.
 - b. Suitable identification requirements (online or certified documents), as required by SWM.
 - c. a current holding statement for each share being sold ('Sale Securities') to be sold showing the Security Reference Number ('SRN').
2. You agree that we will hold the Sale Securities as bare trustee and nominee for the Holder for the purpose of effecting sale and settlement of your Sale Securities.
3. Settlement of the Sale Securities may require us to transfer your securities into an account in our name for delivery to the executing broker. You give us authority to sign, complete and deliver any transfer form or any other document on your behalf that we consider necessary to give effect to your Instructions.
4. You acknowledge that there is no certainty that Holder's sell order will be accepted and that we will only place the order onto the market after we receive confirmation from the registry that the details provided to us match the details the registry has and that Holder has sufficient Sale Securities available to sell under the SRN provided to us.
5. You acknowledge that your instructions are provided on an 'At Market' basis only which means that the Sale Securities are provided into the market at the best available price. However, the execution and the price is not guaranteed. Holder's instructions, once accepted us, are irrevocable and cannot be withdrawn, amended or cancelled by you. You also acknowledge that "Limit" orders are not available using the service and you are therefore unable to set a minimum price for the sale of your Sale Securities.
6. If the sale order is filled and executed, you will receive a Confirmation by email using your designated email address (or otherwise by post). You acknowledge that SWM despatch of the confirmation to the designated email address constitutes the provision by SWM of that document to Holder.

Sale Proceeds and Payment Methods

7. We will receive the sale proceeds payable on the sale of your Securities on the settlement date. The settlement date will normally be three Trading Days following the date of the trade ('T+3').
8. We will not be obliged to make any payment to you unless we have received the sale proceeds. Payment of the proceeds (less Fees) will be made to your nominated bank account. If you do not have a nominated bank account or, if you otherwise elect, you will receive your proceeds (less Fees) by way of cheque sent to the address recorded on the share register as the registered address for the Sale Securities.
9. We will endeavour to ensure that you receive your sales proceeds (less applicable Fees) within one Trading Day of their receipt by us; unless your proceeds are paid by cheque, in which case we will endeavour to post your cheque within three Trading Days of the settlement date.
10. Any sale proceeds held by SWM will be held in a trust account.

We are entitled to wholly retain any interest earned on those monies.

11. We have absolute discretion as to whether we pay settlement proceeds to you via bank transfer or by cheque.

Fees

12. We will charge a brokerage fee for each confirmation of transaction issued under this service. This fee is deducted automatically prior to paying the net proceeds of the sale of the Sale Securities. The fees are set out in the FSG and displayed on the SMS website at www.sellmyshares.com.au.

General

13. You warrant that before giving these instructions to us, you have received and read our Financial Services Guide ('FSG').
14. You warrant that all information provided by Holder in requesting the Service is complete and correct and not misleading in any way and that we may rely on that information until we receives written notice of any change stated by you.
15. You warrant that you have full power to sell the Sale Securities, whether as principal (including trustee) or as agent. You further warrant that if the Sale Securities are owned by more than one person or entity, each such person or entity is jointly and severally liable in respect of these terms.
16. You acknowledges that SWM is not providing personal advice of any kind regarding the Sale Securities, including the price at which they should be sold.
17. If the Service is withdrawn for any reason, we will, where possible, publish a notice on www.sellmyshares.com.au informing users that the Service is no longer available. Any Instructions that we have accepted but have not executed prior to the Service being withdrawn will be completed (where reasonably possible).
18. All orders and transactions will be subject to ASX Market Rules and customary practices. You undertake that at all times you will not engage in behaviour in contravention of the ASIC Market Integrity Rules and the Corporations Act.

Liability

19. You acknowledge that the systems used in the market or by you, or by SMS are vulnerable to disruptions or failure, which may result in your instructions not being executed or delayed. You release us, SMS and any other party involved in the provision of the Service from any loss, damage or liability that you may suffer or incur by reason of or in connection with any such disruption or failure.
20. To the maximum extent permitted by law, you acknowledge that neither us nor SMS or any other party involved in the provision of the Service will be liable to you or anyone else for any loss or damage, whether direct or indirect, special, incidental or consequential or economic (including loss of profits or loss of opportunity), whether or not we knew or could have known of the possibility of such damage, where that loss or damage arises from:
 - a. delay, interruption, omission, failure, error or fault in the execution of your instructions;
 - b. delay in the execution of your instructions arising from a review of your instructions by us or SMS;
 - c. error, omissions, non-receipt or invalidity in your instructions;
 - d. any fault, error, defect or engineering our or SMS's or the market's computer systems; or
 - e. any cause beyond the reasonable control of us or SMS, including, but not limited to, failure of electronic or mechanical equipment or communication lines, unauthor-

One Off Share Sale Terms & Conditions

ised access or labour problems.

21. Nothing in these Terms shall exclude any implied condition or warranty for your benefit the exclusion of which would contravene any statute or cause any part of these Terms to be void or invalid.
22. To the maximum extent that liability can be limited, you agree that our liability to you is limited to the cost of resupplying the Service.
23. You agree to indemnify us, each of our related bodies corporate and SMS and the directors, officers and agents of us and them (indemnified parties) against any losses, liability, damages, costs or expenses:
 - a. incurred by any indemnified party arising out of, or in connection with, a breach by you of any of your obligations under these Terms or any incorrect or misleading representation or warranty given by you under these Terms;
 - b. arising from any unauthorised orders or fraud, except to the extent arising from our fraud or dishonesty or the fraud or dishonesty of an indemnified party. In this clause, "you" includes a person who we reasonably believe to be you.
24. The following additional terms and condition for security sales using our express share sale service ('Express Service') as described on the SMS website, www.sellmyshares.com.au:
 - a. The Express Service only applies to Sale Securities in the ASX Top 200 Index;
 - b. We will endeavour to sell the Sale Securities within 1 business day from when the Holder provides the requirements (as per item 1) via email with the word "URGENT" in the email subject;
 - c. No guarantee is made that SWM will sell the Sale Securities within 1 business day although SWM will attempt to process the sale urgently on a best endeavours basis;
 - d. If Holder satisfies 23(a) and 23(b) and SWM does not sell the Sale Securities on the same business day, the priority surcharge will not be charged;
 - e. SWM or SMS are not in any way liable for losses caused by delays, including delays caused by SWM or SMS.
25. Orders will be executed under Morrisons Best Execution Policy and comply with Market Integrity Rules. This may mean that your order cannot be executed in accordance with your instructions, your options will be explained to you as timely as possible in this instance.

Anti-Money Laundering laws

26. We are bound by laws relating to the prevention of money laundering and the financing of terrorism (AML laws) in offering the Service. We cannot provide the Service to you unless you provided sufficient identification and that identification has been verified in accordance with applicable AML laws.
27. You agree to provide all information and documents to us that we reasonably require to comply with any law or regulation, including any AML laws. You warrant that all information provided by you is complete and accurate and is not misleading.
28. We will need to conduct checks on you before you use the Service for us to comply with AML laws. You authorise us to use electronic and such other means of conducting AML checks as we deem to be necessary, including using third party service providers. You authorise us to provide personal information provided by you to such third party services providers for the purpose of the third party service provider undertaking those

AML checks on behalf of us (and for no other purpose).

29. You agree that:
 - a. you are not utilising the Service under an assumed name;
 - b. your use of the Service will not be in relation to any criminal activities or any activities which breach laws or sanctions;
 - c. Sell My Shares takes the protection and security of your personal information seriously and adheres with Australian Privacy Principles (AAP). SMS will not disclose your personal information unless required to do so by law. Where your personal information is collected for the purpose of Know Your Client (KYC) and Anti Money Laundering (AML) verification and that data is hosted by one of our overseas service providers, it will be treated in accordance with AAP at a minimum;
 - d. we are not liable for any loss, claim, liability or expense you suffer or incur (including consequential loss) as a result of us taking any action referred to above and you indemnify us for any loss, claim, liability or expense we may suffer or incur (including consequential loss) from exercising any right under this clause or from any breach by you of your agreement in this clause.
 - e. We may contact the financial institution who holds the bank account that you have nominated to receive your share sale proceeds for the purpose of ensuring that you are a legal holder of the bank account.