

DIY Share Sale Checklist: (Tick each one)

- Please complete and sign the attached 'One Off Share Sale' form.
- Obtain **certified Colour** copies of your ID (instructions below).
- Have completed the voice identification call (instructions below).
- **Certified** Bank Statement included.

Once the above have been completed, please post to the below address.

**Sell My Shares
Suite 2/Level 4
66 Kings Park Road
West Perth WA 6005**

Our Requirements:

- Attached is an ID checklist, you will need to have gathered 100 points of ID based on this
- Photocopy your documents
- All documents must be certified by either a **Justice of the Peace, Solicitor** or CPA Accountant. They can certify the document by stating the following 'I certify that this is a true and correct copy of the original document sighted on __/__/20__'. They must also record their name, address and registration details where applicable
- We also require a **certified** current bank statement to be enclosed along with the forms (this can be used as **part of** your ID)
- You will need to call 1300 205 990 and say the phrase "My name is _____ and today's date is __/__/20__". Using a phone that is registered in your name, or a company, business or spouse's name associated with you

Additional Instructions for Deceased Estate share sales:

Please note deceased estate share sales have the following additional requirements

- Certified copy of probate **OR**
- Certified copies of the Will & Death Certificate
- Above ID and voice call requirements for all executors

Additional instructions for Power of Attorney share sales:

Please note power of attorney share sales have the following additional requirements

- Certified copy of the Power of Attorney document
- Certified copies of the shareholders ID (100 points)
- Certified copies of the power of attorneys ID & voice call completion

Additional instructions for shares held in a Trust or Superfund

Please note trust/superfund share sales have the following additional requirements

- Certified copy of the trust deed & any amendments
- Certified ID for all trustees & voice call completion

Any questions about the above please contact us on 1300 722 852

W: www.sellmyshares.com.au

E: shares@sellmyshares.com.au



NATIONAL POLICE CHECK (NPC) 100 POINT CHECKLIST FOR IDENTIFICATION DOCUMENTS

A minimum of 100 points of identification has to be provided with an application. Use this as a checklist when preparing your identification documents.

Identification Documents - 100 Point Checklist

Tick if included	You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation	Required on document N = Name, P = photo A = Address, S = Signature	Points Worth	Points gained
Primary Documents				
☐	Foreign Passport (current)	N - P	70	
☐	Australian Passport (current or expired within last 2 years but not cancelled)	N - P	70	
☐	Australian Citizenship Certificate	N	70	
☐	Full Birth certificate (not birth certificate extract)	N	70	
☐	Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia	N	70	
☐	Australian Driver Licence/Leamer's Permit	N - A - P	40	
☐	Current (Australian) Tertiary Student Identification Card	N - P	40	
☐	Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)	N - P	40	
☐	Government employee ID (Australian Federal/State/Territory)	N - P	40	
☐	Defence Force Identity Card (with photo or signature)	N - P	40	
Secondary Documents				
☐	Department of Veterans Affairs (DVA) card	N - A	40	
☐	Centrelink card (with reference number)	N - A	40	
☐	Birth Certificate Extract	N	25	
☐	Birth card (NSW Births, Deaths, Marriages issue only)	N	25	
☐	Medicare card	N	25	
☐	Credit card or account card	N	25	
☐	Australian Marriage certificate (Australian Registry issue only)	N - S	25	
☐	Decree Nisi / Decree Absolute (Australian Registry issue only)	N - S	25	
☐	Change of name certificate (Australian Registry issue only)	N - S	25	
☐	Bank statement (showing transactions)	N - A	25	
☐	Property lease agreement - current address	N - A	25	
☐	Taxation assessment notice	N - A	25	
☐	Australian Mortgage Documents - Current address	N - A	25	
☐	Rating Authority - Current address eg Land Rates	N - A	25	
☐	Utility Bill - electricity, gas, telephone - Current address (less than 12 months old)	N - A	20	
☐	Reference from Indigenous Organisation	N - P	20	
☐	Documents issued outside Australia (equivalent to Australian documents). Must have official translation attached	N - P	20	
Total points provided (minimum 100):				

Sell Instructions: Sell At Market

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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

INDIVIDUAL (2): FULL NAME

SIGNATURE

DATE

INDIVIDUAL (3): FULL NAME

SIGNATURE

DATE

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

DIRECTOR / SECRETARY: FULL NAME

SIGNATURE

DATE

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').

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 receive 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 acknowledge 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.

FINANCIAL SERVICES GUIDE

SELL MY SHARES PTY LTD

Effective 27th January 2026

1. About This Financial Services Guide

This Financial Services Guide ("FSG") is issued by Sell My Shares Pty Ltd (ABN 81 653 391 943) Australian Financial Services Representative Number 001293396). Throughout this FSG, Sell My Shares Pty Ltd will be referred to as "**we**", "**us**" or "**our**".

This FSG is designed to help you decide whether to use our services. It contains information about:

- the financial services we are authorised to provide
- how we are remunerated and the fees you may be charged
- our relationships with other service providers
- how we manage complaints and disputes

You should read this FSG before deciding to use our services.

2. Our Contact Details

Suite 2 Level 4
66 Kings Park Road
West Perth WA 6005

Phone: (08) 6336 0160
Email: perth@sellmyshares.com.au
Website: www.sellmyshares.com.au

You may provide instructions to us via our website, by telephone, by post, or in person.

3. Our Licence and Authorisation

Sell My Shares is a Corporate Authorised Representative of Sequoia Wealth Management Pty Ltd (ABN 22 002 314 310), holder of Australian Financial Services Licence Number 472387.

Sequoia Wealth Management Pty Ltd

Suite 7.01, Level 7
1 Castlereagh Street
Sydney NSW 2000

Phones: 02 8114 2288 / 1300 130 545 (Free Call)
Email: info@sequoiawm.com.au

Sequoia Wealth Management Pty Ltd has authorised us to distribute this FSG.

Sell My Shares Pty Ltd is a wholly owned subsidiary of DigitalX Limited (ASX: DCC). Clients should be aware of this corporate relationship. DigitalX Limited does not hold an AFSL and is not a party to the financial services provided under this FSG. All financial services are provided by Sell My Shares Pty Ltd acting as a Corporate Authorised Representative of Sequoia Wealth Management Pty Ltd.

4. Financial Services We Are Authorised to Provide

Under Sequoia Wealth Management's AFSL, we are authorised to provide the following financial services to retail and wholesale clients:

- dealing in a financial product on behalf of another person, limited to:
 - applying for, acquiring, varying or disposing of securities

Our services are transactional only and limited to facilitating the sale of shares.

We do not:

- provide personal advice
- provide general financial product advice
- provide tax or legal advice
- manage portfolios
- provide margin lending or derivative products
- maintain ongoing client accounts after a transaction is completed

Because we provide execution-only dealing services and do not provide personal financial product advice, we will not give you a Statement of Advice (SOA). If you require personal financial advice about whether to sell your shares, you should consult a licensed financial adviser.

5. Nature of Our Services

Sell My Shares operates a specialised sell-only, one-off share sale service, primarily for issuer-sponsored (SRN) holdings.

Share prices fluctuate. The price at which your shares are sold will be the prevailing market price at the time of execution and may be higher or lower than any price you may have seen previously. We do not guarantee the execution price.

Our services include:

- facilitating one-off sales of listed Australian securities
- assisting with complex ownership structures (including companies, trusts, deceased estates, powers of attorney)
- facilitating express sale services where available
- conducting SRN (Securityholder Reference Number) searches under section 672B of the Corporations Act 2001

- conducting electronic identity verification and AML/CTF checks using third-party providers (including GreenID)
- verifying bank account details using third-party payment verification services (including Zepto Validate)

All trades are executed through our appointed executing broker.

6. **Client Identification and Verification**

To comply with our legal obligations, including anti-money laundering and counter-terrorism financing (AML/CTF) requirements, we are required to verify your identity before providing our services.

We may use electronic identity verification services provided by third parties, including GreenID (a service provided by GBG ANZ Pty Ltd), to verify your identity against independent data sources.

This process may include:

- verification against government and commercial databases
- document verification (e.g. driver licence, passport)
- screening against sanctions, politically exposed persons (PEP) and adverse media lists

By using our services, you consent to us collecting, using and disclosing your personal information for the purpose of identity verification.

Where electronic verification is unsuccessful, we may request certified identification documents.

7. **Bank Account Verification**

We may use third-party payment verification services, including Zepto Validate, to confirm that the bank account details you provide match the account name held by your financial institution.

This service assists in reducing fraud and payment errors but:

- does not guarantee that a bank account is valid or controlled by you
- relies on data provided by third-party financial institutions
- may be unavailable from time to time due to external system outages

8. **Dividend Handling**

From time to time, dividends or other cash entitlements may be received in respect of securities processed through our service. Where the value of a dividend or entitlement is below a de-minimis threshold (currently approximately \$100), we may determine that it is not economical or practical to process or distribute that amount due to administrative costs. In such circumstances, the dividend or entitlement may be retained and not paid out to the client.

Any amounts retained in these circumstances will be remitted to the relevant state unclaimed monies register. You may be able to reclaim such amounts through ASIC's MoneySmart unclaimed money service (moneysmart.gov.au). This policy is subject to ongoing review to ensure compliance with applicable client money obligations.

9. **Executing Broker**

When you sell securities through us, your transaction is executed by Morrison Securities Pty Ltd under its AFSL.

We deduct our fees and charges from the sale proceeds and remit the balance to you. A portion of the brokerage is paid to Morrison Securities as the executing broker.

10. **Fees and Charges**

All fees listed below are exclusive of GST and are deducted from sale proceeds (no upfront payment is required).

Share Sale Brokerage

Service	Brokerage
DIY Postal Service	0.75% of trade value (minimum \$75) + GST
Value Service	1.0% of trade value (minimum \$110) + GST
Express 'Same Day Sale' Service	1.5% of trade value (minimum \$150) + GST

*Note: Express 'Same Day Sale' does not include same-day settlement.
Order cut-off time is 2:45pm Sydney time (AEST/AEDT).
We make no guarantee that orders will be accepted or executed on the same day.*

Additional Surcharges

Certain ownership structures require additional verification and administration. An additional fee of \$50 + GST or 0.50% of the trade value (whichever is greater) applies where shares are held by:

- companies
- trusts (including SMSFs)
- deceased estates
- powers of attorney

This fee is applied per shareholding and deducted from sale proceeds.

International Sales

Where you are a non-Australian citizen, or an Australian citizen residing overseas, a brokerage fee of \$250 + GST or 2.5% of the trade value + GST (whichever is greater) applies.

11. **SRN (12A) Search Service**

We offer an SRN search service under section 672B of the Corporations Act 2001, which allows a verified shareholder to obtain their Securityholder Reference Number from the relevant share registry.

SRN Search Fees

Service Type	Fee
Standard SRN Search	\$55 + GST
Enhanced SRN Search	\$95 + GST

The higher fee applies where a second registry search is required due to address variation, historical records, or multiple holdings. This is not an enhanced identity or address verification service.

SRN Search Process

- Identity verification is completed in accordance with AML/CTF requirements
- We lodge a section 672B request with the relevant share registry
- The SRN is securely provided to the verified shareholder

This service does not involve trading or advice and is limited to SRN retrieval only.

12. **Remuneration and Benefits**

We are remunerated solely through the fees described in this FSG.

We do not receive commissions, volume bonuses, or other benefits from product issuers.

Our staff are salaried and short term and long term incentive structures are awarded when applicable.

13. **Professional Indemnity Insurance**

Sequoia Wealth Management Pty Ltd maintains professional indemnity insurance that satisfies the requirements of s912B of the Corporations Act. This insurance covers claims arising from services provided by authorised representatives, including Sell My Shares Pty Ltd.

14. **Complaints and Dispute Resolution**

If you have a complaint about our services, please contact us in the first instance. We will investigate your complaint promptly and fairly.

We will provide you with a written response to your complaint within 30 calendar days of receiving it, in accordance with ASIC's internal dispute resolution (IDR) standards under Regulatory Guide 271. If we are unable to resolve your complaint within 30 days, we will contact you to explain the reason for the delay and provide an expected resolution date.

If you are not satisfied with our response, you may escalate your complaint to:

The Compliance Manager
Sequoia Wealth Management Pty Ltd
Suite 7.01, Level 7
1 Castlereagh Street
Sydney NSW 2000
Email: compliance@sequoia.com.au

Your complaint and its outcome will then be reviewed by Sequoia Wealth Management Pty Ltd as a second-tier internal escalation, in accordance with its internal dispute resolution processes.

If you remain dissatisfied after completing the internal dispute resolution process, or if 30 days passed without resolution, you may lodge a complaint with Australia's approved external dispute resolution scheme:

Australian Financial Complaints Authority (AFCA)
Phone: 1800 931 678
Email: info@afca.org.au
Website: www.afca.org.au
Mail: GPO Box 3, Melbourne VIC 3001

AFCA provides a free and independent dispute resolution service.

15. **Privacy**

We collect, use and store personal information in accordance with the Privacy Act 1988 and the Australian Privacy Principles.

We may disclose your personal information to third-party service providers for the purpose of delivering our services, including:

- identity verification providers (e.g. GreenID)
- payment and bank account verification providers (e.g. Zepto Validate)
- share registries and executing brokers

These providers may use and store your information in accordance with their own privacy policies.

Our Privacy Policy is available on our website at www.sellmyshares.com.au/privacy-policy. Some of our third-party service providers may store or process your information outside

Australia. By using our services, you consent to this cross-border disclosure in accordance with Australian Privacy Principle 8.

16. Further Information

If you would like further information about our services, fees, or this Financial Services Guide, please contact us using the details above.