

i This form uses JavaScript for optimal performance. Please ensure you have this enabled if completing electronically.
Refer to the end of this document for [submission instructions](#).

Important Information

Complete this form if you wish Commonwealth Securities Limited (CommSec) to sponsor your existing Issuer Sponsored Holdings. On completion you can return the form via email or post.

You may also, use this form to apply for CHESS sponsorship for an existing Non CHESS sponsored CommSec Australian Equities account. An Issuer Sponsored Holding refers to shares that are not sponsored under CHESS with a broker, but by the Company issuing the shares (for example in a float or Initial Public Offering). For assistance completing this form, please refer to pages 2 & 3.

1. CommSec Account Details

CommSec Trading account number	Registered name on CommSec Trading account
<input type="text"/>	<input type="text"/>
Holder Identification Number (HIN)	Account Designation or Trust – <i>If applicable – e.g. <X&Y Superfund A/C></i>
<input type="text" value="X"/>	<input type="text"/>

2. Issuer Sponsored Holding Statement/s Details

For your conversion to be successful, each character on your Issuer Sponsored Holding Statement (including name, account designation, address and punctuation) MUST match exactly with the registration details on your CommSec Trading Account.

If not, you will need to advise the respective Share Registry of any changes before we can process this conversion.

i A copy of your recent Issuer Sponsored Holding Statement/s for each security **must** be attached.

Registered name and address as recorded on your latest Issuer Sponsored Holding Statement/s

Registered address

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Designation or Trust – *If applicable – e.g. <X&Y Superfund A/C>*

3. Securities to be Transferred

ASX Code – e.g. IAG	Security name – e.g. AMP Limited	Shareholder Reference Number (SRN)	Quantity – Number of shares

To transfer additional securities, photocopy this page, complete and attach to this form.

i For CommSec Pocket Accounts, only approved securities will be transferred.

4. Agreement

Chess Sponsorship

Sponsor me/us into the CHESS Settlement Facility in accordance with the CommSec or CommSec Pocket Terms and Conditions (as applicable) of CHESS Sponsorship (which form part of the CommSec or CommSec Pocket Trading Terms and Conditions that are available from our website).

I/We authorise and direct my/our Issuer Sponsored Holdings to Broker Sponsored Holdings with CommSec.

Signature of Security Holders requesting conversion (all security holders must sign)

Client 1

Client ID

Full name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Client 2 – *If applicable*

Client ID

Full name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Client 3 – *If applicable*

Client ID

Full name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

5. Checklist for Completing this Form

For your conversion to be processed without delay please ensure:

<input type="checkbox"/>	Name and address details listed on your CommSec Trading Account or CommSec Pocket Account are exactly the same as the details held at the Share Registry*.
<input type="checkbox"/>	All security holders requesting the conversion sign this document.
<input type="checkbox"/>	For Company Accounts with two or more directors either both directors sign, or one director and the company secretary sign and state their titles.
<input type="checkbox"/>	For Joint Accounts, both holders of the account sign.
<input type="checkbox"/>	Lines are drawn through any mistakes on the form and initialled by all signatories on the account.

i Correction fluid cannot be used on this form.

If the registration name and address or your Issuer Holder do not match exactly with the registration details on your CommSec Trading Account or CommSec Pocket Account, you will need to advise the respective Share Registry of any changes before we can process this conversation.

When the Share Registry has notified you of the correction please forward:

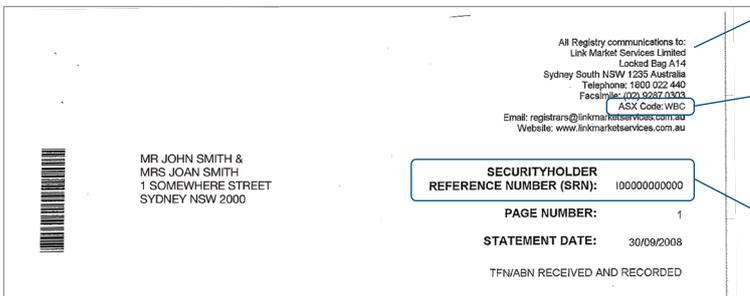
1. The confirmation to CommSec
2. A copy of the previous Issuer Sponsored Holding Statement.

6. Instructions for a Successful Conversion

Your Issuer Statement has	CommSec Trading Account has	Scenario	What you need to do
Mr John Smith + Mrs Mary Smith 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Issuer holding has two holders, CommSec Trading Account does not	Open an account at CommSec in the name of Mr John Smith + Mrs Mary Smith or complete a Standard Transfer Form. Standard Transfer Forms are available under Forms and Downloads at www.CommSec.com.au
Mr John Smith <Smith Super Fund A/C> 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Issuer holding is in the name of a Super Fund, CommSec Trading Account is not.	Open an account at CommSec in the name of Mr John Smith <Smith Super Fund A/C> or complete a Standard Transfer Form. Standard Transfer Forms are available under Forms and Downloads at www.CommSec.com.au
Mr John Alfred Smith 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Issuer holding has a middle name, CommSec Trading Account does not	Contact the Share Registry and complete a Change of Personal Name form. Your Issuer holding must have the same name as your CommSec Account

Your Issuer Statement has	CommSec Trading Account has	Scenario	What you need to do
Mr J Smith 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Issuer holding states an initial, CommSec Trading Account does not	Contact the Share Registry and complete a Change of Personal Name form. Your Issuer holding must have the same name as your CommSec Account
Mr John Smith Apartment 15 11 Adelaide Street Sydney NSW 2000	Mr John Smith Unit 15 11 Adelaide Street Sydney NSW 2000	Issuer holding states a different word in the address field to the CommSec Trading Account	Contact the Share Registry and complete a Change of Address Notification Form. Some Share Registries will allow you to amend your address online at their website. Your Issuer holding must have the same address as your CommSec Account
Mr John Smith 21 Melbourne Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Issuer holding has a different address to CommSec Trading Account	Contact the Share Registry and complete a Change of Address Notification Form. Some Share Registries will allow you to amend your address online at their website. Your Issuer holding must have the same address as your CommSec Account
Mr John A Smith 21 Melbourne Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Issuer holding has an initial in the name, the CommSec Trading Account does not. The address of the Issuer holding is different to the CommSec Trading Account	Contact the Share Registry and complete a Change of Personal Name form and a Change of Address Notification Form. Some Share Registries will allow you to amend your address online at their website Your Issuer holding must have the same address as your CommSec Account

7. Sample of an Issuer Sponsored Holding Statement



Issuer Sponsored Holdings are maintained by the Share Registry on behalf of the Issuer of your shares.

To convert your Issuer Holding we need to know the ASX Code and the number of units you would like us to convert.

Securityholder/Shareholder Reference Number (SRN) is a unique number that identifies you as an Issuer Sponsored holder with a listed company. An SRN usually starts with the letter 'I' e.g. I00012345678.

If you hold shares in more than one company and choose to be Issuer Sponsored, you will have a different SRN for each shareholding.

8. Related Definitions

CHESS stands for Clearing House Electronic Sub-register System. The CHESS Settlement Facility is a computerised share registry and settlement system operated by the ASX Settlement Pty Ltd (ASX Settlement), a subsidiary of the ASX. CHESS records an account's share ownership via the ASX's computer-based share and settlement transaction system. An account's security holdings are recorded against their HIN and a statement is sent out to their registered address.

Holder Identification Number (HIN) is a unique number that you are issued when you are CHESS/Broker Sponsored Holder. Your HIN can register multiple securities under the one HIN. A HIN starts with the letter X and is followed by eleven numbers e.g. 0002468123.

Commonwealth Securities Limited (CommSec) ABN 60 067 254 399 AFSL 238814, a Participant of the ASX Group and Cboe Australia (formerly Chi-X Australia).

How to submit your documents

Once completed and signed, email or send the form and relevant supporting documentation to

✉ CSL-IssuerToChess@cba.com.au

📍 **Conversions, CommSec**
Locked Bag 22
Australia Square NSW 1215

📞 13 15 19
🌐 commsec.com.au