Change of Unitholders and/or Unitholding Instruction Sheet

(Unit Trust & Fixed Unit Trust – Issue, Transfer and/or Redemption)

*Acknowledgment*

In placing this order I acknowledge that:

1. It is my responsibility to ensure that the order form is complete and correct, and to confirm the correct procedure in the trust deed of the unit trust for changing unitholders. Neither InterPrac nor DocsCentre is liable and accepts no responsibility for advising on the procedures under the deed for a change of unitholders and/or unitholding and this remains my responsibility.

2. The documents I will receive are in a standard form prepared by Australia Business Structures Pty Ltd.

3. If new documents have to be prepared as a result of errors, omissions, or if further work is required to attend to errors or omissions in respect of the documents provided, a further fee will be payable. Furthermore, DocsCentre reserves the right to reject the order.

4. Stamp duty may apply in relation to the change of unitholders and/or unitholding. Neither InterPrac nor DocsCentre is liable for advising on stamp duty, paying the stamp duty or arranging for lodgment of the documents for stamping. There may be other tax issues (including without limitation, income tax and CGT) arising from the transactions evidenced by the documents provided (including for the trust, the trustee, and/or the unitholders). Neither InterPrac nor DocsCentre is liable for advising on any such tax issues or for any possible adverse tax consequences.

5. The documentation will be prepared based on the instructions contained in this order form. Without limiting the foregoing, any documentation prepared in relation to a change of unitholders and/or unitholding in a unit trust is prepared on the basis that the applicable procedures in the relevant trust deed have been followed (or waived by the unanimous consent of the unitholders) and that all the unitholders have consented to the change in unitholders and/or unitholding, and both InterPrac and DocsCentre expressly disclaims any liability in relation to any claims or unintended consequences, whether in the event that the applicable provisions in the trust deed have not been followed, or otherwise.

6. Neither InterPrac nor DocsCentre has provided any legal advice to the parties in relation to the suitability of the documents. In particular, InterPrac is not licensed to provide financial product (FP) advice under the Corporations Act 2001 (Cth) and I may consider taking advice from the holder of an Australian Financial Services Licence before making a decision on an FP. Furthermore, neither InterPrac nor DocsCentre is giving legal advice in arranging for the supply of these documents and if either I or my client requires legal advice in relation to this matter that will be arranged separately.

Person ordering documents

Person ordering:

Firm:  Constitute Member Number:

Phone:  Email:

*By completing these instructions and sending them to DocsCentre, I/we and our client(s) hereby acknowledge   
and agree to the above terms and conditions and that I/we have read the explanatory material included in this form.*

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| --- | --- |
| Payment details  Please tick the following products you require and provide credit card details for payment. For other payment options, contact us on 1800 799 666. | Issue of Units **$350\*** |
| Transfer of Units **$350\*** |
| Redemption of Units **$350\***  *\*Additional fees apply for more than 3 unitholder changes* **(call for a quote)**  **Please provide a scanned copy of the executed Trust Deed**  *Note: The documents will be sent to the nominated email address in PDF format.* |

Mastercard  Visa  AMEX  On Account\*

Name on Card:

Credit Card No:

Expiry Date: Signature

*\* Note that our staff will call you to request the CVV when payment is processed.*

*\* On account option is only available if a 30 day credit account application has been completed and approved.*

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|  Email to [info@docscentre.com.au](mailto:info@docscentre.com.au)  **** If you have any other queries, please call 03 9209 9777 or free call 1800 799 666 |

***PLEASE COMPLETE ALL DETAILS THROUGHOUT THIS ORDER FORM (WHERE APPROPRIATE) IN LEGIBLE HANDWRITING AND PROVIDE FULL LEGAL NAMES***

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| **SECTION A – CURRENT TRUST DETAILS** | | | |
| Name of Unit Trust | |  | |
| Law Governing Trust | | VIC  NSW  QLD  SA  WA  TAS  ACT  NT | |
| Date the original Trust Deed was executed/signed | |  | Please also provide details of any changes made since that deed was executed (but **do not** include a copy of the deed – any copies provided will not be returned). |
| What is the clause number of the deed which permits the relevant change(s) to the unitholding (e.g. issue of new units, transfer of units, redemption of units)?  (leave blank if not known) | | | |
| **SECTION B - TRUSTEE(S) DETAILS** | | | |
| **INDIVIDUAL TRUSTEES** | | | |
| **TRUSTEE 1-** Full Name |  | | |
| Residential Address |  | | |
| **TRUSTEE 2-** Full Name |  | | |
| Residential Address |  | | |
| **TRUSTEE 3-** Full Name |  | | |
| Residential Address |  | | |
| **TRUSTEE 4-** Full Name |  | | |
| Residential Address |  | | |

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| **CORPORATE TRUSTEE** | |
| Name of Corporate Trustee ACN |  |
| Address |  |
| Names of Director (1): | |
| Names of Director (2): | |
| Names of Director (3): | |
| Names of Director (4): | |

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| **SECTION C – UNITHOLDER DETAILS** | |
| **CURRENT UNITHOLDERS** | |
| **CURRENT UNITHOLDER 1** | |
| Name and address |  |
| ACN & directors (if company) |  |
| No. & Class of units held (before the transfer / redemption, if appropriate): |  |
| For a **transfer** from the transferor Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Price per unit transferred $: |  |
| For a **redemption** by the Unitholder (if applicable) -  No. of units redeemed:  Class of units redeemed:  Price per unit $: |  |
| No. & Class of units held  *after* the transfer / redemption (if applicable): |  |
| **CURRENT UNITHOLDER 2** | |
| Name and address |  |
| ACN & directors (if company) |  |
| No. & Class of units held (before the transfer / redemption, if appropriate): |  |
| For a **transfer** from the transferor Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Price per unit transferred $: |  |

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| For a **redemption** by the Unitholder (if applicable) -  No. of units redeemed:  Class of units redeemed:  Price per unit $: |  |
| No. & Class of units held  *after* the transfer / redemption (if applicable): |  |
| **CURRENT UNITHOLDER 3** | |
| Name and address |  |
| ACN & directors (if company) |  |
| No. & Class of units held (before the transfer / redemption, if appropriate): |  |
| For a **transfer** from the transferor Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Price per unit transferred $: |  |
| For a **redemption** by the Unitholder (if applicable) -  No. of units redeemed:  Class of units redeemed:  Price per unit $: |  |
| No. & Class of units held  *after* the transfer / redemption (if applicable): |  |
| **CURRENT UNITHOLDER 4** | |
| Name and address |  |
| ACN & directors (if company) |  |
| No. & Class of units held (before the transfer / redemption, if appropriate): |  |
| For a **transfer** from the transferor Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Price per unit transferred $: |  |
| For a **redemption** by the Unitholder (if applicable) -  No. of units redeemed:  Class of units redeemed:  Price per unit $: |  |
| No. & Class of units held  *after* the transfer / redemption (if applicable): |  |

*If there are any extra current unitholders, please attach their details in a separate form.*

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| **NEW UNITHOLDERS / CHANGE IN UNITHOLDINGS (complete for issues of new units or transfers of existing units)** | |
| **TRANSFEREE UNITHOLDER 1** | |
| Name and address |  |
| ACN & directors (if company) |  |
| Is the person a new Unitholder? (Yes/No)  If no, provide the Number & Class of units held before the issue / transfer: |  |
| For an **issue** of new units to the Unitholder (if applicable) -  No. of units issue:  Class of units issued:  Price per unit issued $: |  |
| For a **transfer** of units to the transferee Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Amount of Consideration $: |  |
| No. & Class of units held followingthe issue / transfer of units |  |
| **TRANSFEREE UNITHOLDER 2** | |
| Name and address |  |
| ACN & directors (if company) |  |
| Is the person a new Unitholder? (Yes/No)  If no, provide the Number & Class of units held before the issue / transfer: |  |
| For an **issue** of new units to the Unitholder (if applicable) -  No. of units issued:  Class of units issued:  Price per unit issued $: |  |
| For a **transfer** of units to the transferee Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Amount of Consideration $: |  |
| No. & Class of units held followingthe issue / transfer of units |  |
| **TRANSFEREE UNITHOLDER 3** | |
| Name and address |  |
| ACN & directors (if company) |  |
| Is the person a new Unitholder? (Yes/No)  If no, provide the Number & Class of units held before the issue / transfer: |  |
| For an **issue** of new units to the Unitholder (if applicable) -  No. of units issued:  Class of units issued:  Price per unit issued $: |  |
| For a **transfer** of units to the transferee Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Amount of Consideration $: |  |
| No. & Class of units held followingthe issue / transfer of units |  |
| **TRANSFEREE UNITHOLDER 4** | |
| Name and address |  |
| ACN & directors (if company) |  |
| Is the person a new Unitholder? (Yes/No)  If no, provide the Number & Class of units held before the issue / transfer: |  |
| For an **issue** of new units to the Unitholder (if applicable) -  No. of units issued:  Class of units issued:  Price per unit issued $: |  |
| For a **transfer** of units to the transferee Unitholder (if applicable) -  No. of units transferred:  Class of units transferred:  Amount of Consideration $: |  |
| No. & Class of units held followingthe issue / transfer of units |  |

*If there are any extra transferee unitholders, please attach their details in a separate form.*

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| **SPECIAL INSTRUCTIONS (IF ANY):** | |
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| **How to complete THE order form for A CHANGE OF UNITHOLDERS AND/OR UNITHOLDING** |

***This section must be read in conjunction with the above order form***

*Please note: This form is only to be used for simples change in unitholders and/or unitholding in a unit trust where the applicable procedures for such changes in the relevant trust deed have been followed (or can be waived or varied by the unanimous consent of the unitholders) and on the basis that all unitholders have consented to the change in unitholders and/or unitholding. Changes in unitholding involving more complex procedures (including pre-emptive rights) may result in unintended consequences, and you should obtain external legal advice in order to make the change.*

**SECTION A – CURRENT TRUST DETAILS**

This section refers to the details of the trust as it is currently in place.

If you are aware of the clause number which permits the change in unitholding under the trust, please complete this section. If you do not know, or you are unsure, please leave this blank.

**SECTION B – TRUSTEE DETAILs**

If appropriate, please indicate the names and residential addresses of all individual trustees.

If appropriate, please indicate the name, ACN and registered address of the corporate trustee (if applicable) as well as the names of the directors.

**SECTION C – UNITHOLDER DETAILS**

**For Current Unitholders**, please indicate the names and residential addresses of all individual unit holders. If any unit holders are companies, please also include the ACN of the company, and if they are trustees of other trusts, please include the name of that other trust.

For transfers or redemptions of units from a current unitholder, please indicate (for each relevant unitholder) the number and class of units being transferred or redeemed, and also the applicable price per unit or the amount of the redemption proceeds. Please also indicate the number and class of units held by that unitholder before and after the transfer / redemption of units.

*Note that, if the consideration field is left blank on this instruction sheet, this will also be left blank in the documents prepared by DocsCentre. However, this information will still need to be completed on all relevant documents, and the consideration actually paid, in order for the change in unitholdings to be effective.*

**For New Unitholders / Change in Unitholdings**, please indicate the names and residential addresses of all individual unit holders that will have units issued or transferred to them. If any unit holders are companies, please also include the ACN of the company, and if they are trustees of other trusts, please include the name of that other trust.

For an issue of new units in the trust, please indicate (for each relevant unitholder) the number and class of units issued to the unitholder, and the applicable price per unit.

For transfers of units in the trust, please indicate (for each relevant unitholder) the number and class of units transferred to the unitholder, and the consideration for the transfer.

Please also indicate (for each relevant unitholder) the number and class of units held before and after the issue / transfer of units.

*Note that, if the consideration field is left blank on this instruction sheet, this will also be left blank in the documents prepared by DocsCentre. However, this information will still need to be completed on all relevant documents, and the consideration actually paid, in order for the change in unitholdings to be effective.*