**Change Of Unitholding -** Unit Issue,

Transfer and/or Redemption

**Person ordering**

|  |  |  |
| --- | --- | --- |
| Name: | |  |
| Firm Name: | | |
| Member Number: | | |
| Phone: | Email: |  |

**Payment details**

Please select required products and provide credit card details for payment.

|  |  |  |  |
| --- | --- | --- | --- |
| 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)

All prices include GST and the documents will be sent to the nominated email address in PDF format.

**Please provide a scanned copy of the executed Trust Deed**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| On Account\* | Visa | | Mastercard | Amex |
| Card Holder Name: | | | | |
| Credit Card Number: | | | | |
| Expiry Date:       / | | Authorised Card Signature: | | |

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

\*To pay on account, you must have a current On Account Agreement with Docscentre.

**Section A: Current Trust details**

|  |  |
| --- | --- |
| Name of Trust: |  |

Please also provide details of any changes made since that deed was executed.

**Please complete all details in legible handwriting and provide full legal names.**

**Return completed form, a copy of the signed trust deed, and any subsequent amendment documentation to** [**info@docscentre.com.au**](mailto:info@docscentre.com.au)

**Change Of Unitholding -** Unit Issue,

Transfer and/or Redemption

**Section B: Trustee Details**

**Trustee**

|  |  |
| --- | --- |
| Corporate Trustee Name (if applicable): | ACN: |
| Trustee 1/Director Full Name: | |
| Trustee 2/Director Full Name: | |
| Trustee 3/Director Full Name: | |
| Trustee 4/Director Full Name: | |

**Section C: Unitholder Details**

**Unit Holders -** If there are any other unitholders, please attach their details in a separate form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unitholder 1** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  |  | | | |
| No. and class of units held (**before** the issue/transfer/ redemption): | | | | | |
| For an **issue** of new units | | No. of units: | Class: | | Price/unit: $ |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **transfer** of units | | No. of units: | Class: | Price/unit: $ | |
| **Transferee** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  | | | | |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **redemption** of units | | No. of units: | Class: | Price/unit: $ | |
| Units are  Fully paid | Partly Paid to $       per unit | | | | |
| No. and Class of units held by Unitholder 1 *after* the transfer/redemption (if applicable): | | | | | |

Continued over page

**Change Of Unitholding -** Unit Issue,

Transfer and/or Redemption

**Section C: Unitholder Details continued**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unitholder 2** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  |  | | | |
| No. and class of units held (**before** the issue/transfer/ redemption): | | | | | |
| For an **issue** of new units | | No. of units: | Class: | | Price/unit: $ |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **transfer** of units | | No. of units: | Class: | Price/unit: $ | |
| **Transferee** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  | | | | |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **redemption** of units | | No. of units: | Class: | Price/unit: $ | |
| Units are  Fully paid | Partly Paid to $       per unit | | | | |
| No. and Class of units held by Unitholder 1 *after* the transfer/redemption (if applicable): | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unitholder 3** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  |  | | | |
| No. and class of units held (**before** the issue/transfer/ redemption): | | | | | |
| For an **issue** of new units | | No. of units: | Class: | | Price/unit: $ |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **transfer** of units | | No. of units: | Class: | Price/unit: $ | |
| **Transferee** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  | | | | |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **redemption** of units | | No. of units: | Class: | Price/unit: $ | |
| Units are  Fully paid | Partly Paid to $       per unit | | | | |
| No. and Class of units held by Unitholder 1 *after* the transfer/redemption (if applicable): | | | | | |

**Change Of Unitholding -** Unit Issue,

Transfer and/or Redemption

**Section C: Unitholder Details continued**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unitholder 4** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  |  | | | |
| No. and class of units held (**before** the issue/transfer/ redemption): | | | | | |
| For an **issue** of new units | | No. of units: | Class: | | Price/unit: $ |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **transfer** of units | | No. of units: | Class: | Price/unit: $ | |
| **Transferee** Full Name: |  | | | | |
| Address: |  | | | | |
| ACN (if a company): |  | | | | |
| Units are  Fully paid | Partly Paid to $       per unit | |  | | |
| For a **redemption** of units | | No. of units: | Class: | Price/unit: $ | |
| Units are  Fully paid | Partly Paid to $       per unit | | | | |
| No. and Class of units held by Unitholder 1 *after* the transfer/redemption (if applicable): | | | | | |

By completing this order form and returning to Docscentre you confirm that you have read and accepted our terms and conditions which can be found here – [www.docscentre.com.au/terms-and-conditions/](http://www.docscentre.com.au/terms-and-conditions/)

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