



HUB24 INVESTMENT SERVICE *IN SPECIE* TRANSFER FORM

DATED: MAY 2011

Complete the *In Specie* Transfer Form to transfer existing Securities into your HUB24 Investment Service Account.

Issued by:
HUB24 Custodial Services Ltd
ABN: 94 073 633 664
AFSL: 239 122

HUB24 INVESTMENT SERVICE

IN SPECIE TRANSFER FORM

Complete the *In Specie* Transfer Form to transfer existing Securities into your HUB24 Investment Service Account.

Notes for completion:

HUB24 allows you to transfer existing Securities on the basis that:

- the beneficial owner of the Securities and the applicant details in the Application Form are the same; and
- a complete and accurate Capital Gains Tax (“CGT”) parcel history of the Securities are provided.

By signing and submitting this form, you authorise HUB24, the Sub-Custodian and the CHESS sub-register (if applicable) to effect the *in specie* transfer of the Securities into your HUB24 Account. Charges may apply (refer to the “Fees and other costs” section of the IDPS Guide). To make the process easier for you we transfer Securities under a Limited Power of Attorney granted by you to us, which gives us the authority to transfer Securities on your behalf, and can prevent the need for you to complete multiple forms.

Holdings can be of 3 types:

1. **Issuer sponsored** holdings are sponsored / controlled by the company’s particular share registry which issues you with an **issuer sponsored holding statement**. You are required to **attach a copy of the latest holding statement**, ensuring that the registered name, address and SRN (Shareholder Reference Number) are included on the statement and are legible. Complete Section 1.
2. **Broker sponsored** holdings are sponsored / controlled by the particular broking firm which issues you with a **broker sponsored holding statement**. You are required to **attach a copy of the latest holding statement**, ensuring that the details of your HIN (Holder Identification Number) and broker details are included on the statement and are legible. Complete Section 2.

3. **Other custodian** holdings can be held by another custodian such as a Wrap provider. You are required to **attach a copy of the portfolio valuation report** or equivalent to identify the account number and holding quantity at the other custodian/provider. Complete Section 2 for ASX listed Securities or Section 3 for managed fund Securities.

“CGT” cost base parcel history:

HUB24 must receive complete and accurate details of the CGT parcel history of each Security before the Securities may be held in your Account as part of the HUB24 Investment Service. If the CGT parcel history is complex we recommend providing details using the sample “HUB24 CGT history spreadsheet” which is available from your Adviser or from the Client Workbench.

If there are inaccuracies in the CGT parcel history provided, and it is necessary for HUB24 to manually reconstruct parcel history for CGT purposes, fees will be charged on an hourly basis (refer to the “Fees and other costs” section of the IDPS Guide).

HUB24 reserves the right not to accept any Securities into our Service.

HUB24 allows you to transfer existing Securities into the Investment Service as:

- “No take-up”, meaning that your Securities can be sold down to cash, or can be sold down to be used as a contribution towards Non-Unitised Portfolio (NUP) purchases where there are the same Securities held in the NUP’s that you invest in (in order to minimise CGT events). This classification will typically be used where the intention is to invest in NUP’s and the initial contribution towards purchasing the NUP’s will be made primarily from these Securities.
- “Take-up”, meaning that the Securities can be used as an *in specie* transfer contribution towards NUP’s over time. This classification will be used if the intention is to use a pool of securities to be slowly taken up over time

into NUP's. For example, where regular contributions are being applied to a NUP and it is likely the security is included in the NUP, so less cash will be required.

- "Lock", meaning the Securities will be held unchanged in your Account until HUB24 receives further instruction from your Adviser. This classification will typically be used if the intention is for the underlying parcels not to be used for any tax allocations and where the Securities are not to be sold until further notice.
- No classification is required for the transfer of managed funds.

Your Adviser must indicate on Section 1 and/ or Section 2 of this form your intention for each ASX listed Security (i.e. "No take-up", "Take-up" or "Lock").

Where Securities are not classified as "Lock", clients must be aware that they may incur a significant tax liability on the sale of any Securities.

Specifying particular Security parcels as "Lock" needs to occur on this *In Specie* Transfer Form, and not subsequently – parcels cannot be locked after they have been transferred in as "Take-up" or "No take-up".

If the Adviser prefers to analyse CGT liabilities after any asset transfers are settled to the Account, we recommend each asset be set to "Lock" on this *In Specie* Transfer Form, with subsequent communication to HUB24 once all assets have been received to unlock the particular parcels required.

Note: If no selection of "No take-up", "Take-up" or "Lock" is made, then the default selection will be "No take-up".

Checklist for completion:

- Identify with your Adviser the Securities to be transferred into the Investment Service. Please ensure you have no outstanding trade orders/pending settlements for the Securities you wish to transfer. Please also ensure any arrangements made with regard to re-investment of dividends or earnings, or regular investment arrangements with the previous provider are ended so that unit holdings do not change during the transfer process.
- Identify with your Adviser whether each non-managed fund Security is to be classified as "No take-up", "Take-up" or "Lock".
- Refer to your Adviser or accountant for assistance if required to identify the CGT cost base parcel history, then either:
 - **(preferred)** complete the "HUB24 CGT history spreadsheet" available from your Adviser or from the Client Workbench; or
 - complete Section 5 of this form; or
 - attach an Unrealised Gains report or similar which identifies the same information.
- Complete and sign this "HUB24 Investment Service *In Specie* Transfer Form". You must include a copy of the latest **broker sponsored holding statement** and/or **issuer sponsored holding statement** and/or **portfolio valuation report** for each Security you wish to transfer.
- Send your signed and completed form to your Adviser in the manner agreed with your Adviser. The CGT history spreadsheet (if applicable) must be e-mailed to your Adviser for checking and on-forwarding to HUB24.

4. LIMITED POWER OF ATTORNEY

This limited power of attorney is given by the person(s)/legal entity named within the **Account Details and Signatures (including limited power of attorney)** section of the *In Specie* Transfer Form ('the Grantor'). The Grantor and the Account holder must be the same person(s)/legal entity.

OPERATIVE PROVISIONS

1. Definitions

"IDPS Guide" means the brochure issued by HUB24. "Account" and "Security" have the same meaning as given to them in the IDPS Guide.

"HUB24" means HUB24 Custodial Services Ltd (ABN 94 073 633 664, Australian Financial Services Licence No. 239122). "HUB24 Investment Service" means the service provided to the Grantor as described in the IDPS Guide.

2. Appointment of Attorney

2.1 The Grantor appoints jointly as its attorney (subject to the conditions and limitations specified in Part 2 of the Schedule), any two signatories by a person listed in Part 1 of the Schedule ('Attorney') to:

- a. transfer and/or deliver any and all Securities to the Account; and
- b. execute any document or do any act that the Attorney believes is necessary or desirable in order to fulfil clause 2.1a, including but not limited to completing any transfer forms and stamping and registering any documents.

3. Ratification and Indemnity

3.1 Declaration

The Grantor declares that:

- a. it has the power to authorise the Attorney to act in accordance with this power of attorney; and
- b. anything done in exercising the powers given under this power of attorney will be binding on the Grantor and other parties as if the Grantor had done the act themselves.

3.2 Ratification

The Grantor agrees to approve anything an Attorney does under this power of attorney, until this power of attorney is revoked in accordance with its terms and the Attorney is aware that it has been revoked.

3.3 Indemnity

The Grantor agrees to indemnify the Attorney and pay the Attorney on demand in relation to any claims, costs or other amounts they suffer or incur in properly exercising any power under the terms of this power of attorney.

4. Registration

The Grantor authorises any person who is a party to any document executed under this power of attorney to register this power of attorney on behalf of the Grantor (if required). The Grantor agrees to pay all reasonable costs incurred or payable for the registration.

5. Operation

Nothing in this power of attorney affects or prejudices the obligations of HUB24 in respect of the HUB24 Investment Service.

6. Revocation

The powers and authorities conferred on an attorney by this power of attorney remain in full force and effect until revocation by the Grantor by written notice to the Attorney.

7. Governing law and jurisdiction

This power of attorney is governed by the laws of New South Wales. The Grantor irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of New South Wales.

SCHEDULE TO POWER OF ATTORNEY

Part 1 – Attorney

Any person who:

- (a) is an employee of INQ Management Services Pty Ltd (ACN 135 332 320) who performs operational functions for the HUB24 Investment Service on behalf of HUB24; or
- (b) is a Director or representative of HUB24.

Part 2 – Conditions and Limitations

Any power granted to the Attorney pursuant to this power of attorney can only be exercisable in relation to any or all of the Securities for the purposes of transferring the Securities to the Grantor's Account.

6. ACCOUNT DETAILS AND SIGNATURES (INCLUDING GRANTING THE LIMITED POWER OF ATTORNEY)

6.1 ACCOUNT DETAILS

Account Number (for existing HUB24 Account holders):
Account Name:

6.2 CONTACT PERSON DETAILS

Given Names:	Surname:
Email:	Phone Number (mobile or home):

(Should be the same Contact person identified in your "HUB24 Investment Services – Application Form")

6.3 DECLARATIONS

You agree and declare that:

- if signing under a power of attorney, the attorney declares he/she is authorised under that power to execute this form and that he/she has not received notice of revocation of that power of attorney.
- the beneficial ownership of the Securities requested to be transferred is identical to that of the HUB24 Account in 6.1 above.
- all details included in this form are correct.

6.4 SIGNATURE

Notes for signature completion below:

- If this application is being signed under a power of attorney, please attach a certified copy of the current power of attorney.
- Details below **must match the relevant broker sponsored holding statement, issuer sponsored holding statement and/or portfolio valuation report.**
- The person(s)/legal entity holding the HUB24 Account must also be the 'Grantor' giving the Limited Power of Attorney set out in section 4.

Registered Name:		
Registered Street Address:		
Suburb:	Postcode:	State:
SECURITY HOLDER 1	SECURITY HOLDER 2	
Security Holder Name:	Security Holder Name:	
Signature Account holder 1/ Director/Secretary/Sole director and secretary/Attorney (Please delete as applicable):	Signature Account holder 2/Director/Secretary/Attorney (Please delete as applicable):	
Date:	Date:	

END OF FORM

A large, flowing teal wave graphic that spans across the top and right side of the page, ending in a grid pattern.A solid teal vertical bar on the left side of the page, partially overlapping the contact information.

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