



# Westpac Online Investment Loan Guide to completing the Australian Standard Transfer Form (ASTF)

USE THE FORM ON THE FOLLOWING PAGE TO TRANSFER YOUR MANAGED FUNDS INTO THE NAME OF BT QUEENSLAND PTY LIMITED (BTQ).

- You will need to complete a separate transfer form for each individual managed fund, even if they are with the same fund manager.
- Photocopy this form if you need additional copies, or download and print them from [westpac.com.au](http://westpac.com.au).

Complete this form using a **BLACK PEN**, print in clear **CAPITAL LETTERS**

## QUESTIONS?

If you need help completing this form, please contact our Customer Relations Consultants on 1300 551 744.

Phone lines are available Monday to Friday from 8.00am – 6.30pm (Sydney time).

### Important information:

- ❗ Although the investments are not registered in your name you remain the beneficial owner. This means that you can still sell or transfer your units (via instructions to BT Securities Limited), and you receive any income, imputation credits and other entitlements relating to them (subject to the terms of the Westpac Online Investment Loan Facility Agreement).

## GUIDE TO COMPLETING THE AUSTRALIAN STANDARD TRANSFER FORM

- 1 Full name of company or eligible body**  
The name of fund manager relating to the investment.  
Example: BT Funds Management Limited.
- 2 Full description of securities**  
Class: Fund name  
Example: BT Active Balanced Fund  
Units: Number of units you are providing as security as at the date the transfer form is signed by you, the seller.
- 3 Quantity**  
Number of units in words.
- 4 Full name(s) of seller(s)**  
The full name of the person(s) who holds the fund (as it appears on their statement). Also supply full address.
- 5 Consideration and Uncertified transferor identification**  
You do not need to complete these sections.
- 6 Buyer(s) information**  
You do not need to complete these sections.
- 7 Seller(s) – sign here**
  - If the fund is held in more than one name, all persons must sign.
  - If the fund is held in the name of a company, two authorised signatories must sign (ie two directors, or one director and one company secretary, or one director if signing as sole director and sole secretary.) Indicate company capacities.
- 8 Buyer(s) signatures**  
You do not need to complete these sections.

### You can submit this form by:

**Mail** ➤ Westpac Online Investment Loan  
GPO Box 3917  
Sydney NSW 2001

The image shows a sample of the Australian Standard Transfer Form (ASTF) with numbered callouts 1 through 8. The form is titled 'Australian Standard Transfer Form' and contains various fields for completion. The callouts point to the following sections:

- 1**: Full name of company or eligible body (BT (QUEENSLAND) PTY LIMITED)
- 2**: Full description of securities (Class, Units, Words)
- 3**: Quantity (Words, Figures)
- 4**: Full name(s) of seller(s) (Sal, Surname(s), Given name(s), Address)
- 5**: Consideration and Uncertified transferor identification (Consideration, Uncertified transferor identification)
- 6**: Buyer(s) information (Full name(s) of buyers, Full postal address of buyer(s))
- 7**: Seller(s) – sign here (Seller(s) sign here)
- 8**: Buyer(s) signatures (Buyer(s) sign here)

Other fields on the form include: Affix or impress stamp duty here, Impress marking/certification stamp here, Register, Selling brokers stamp, Date of purchase, Transfer identification no., Transferor's Broker hereby certifies, and Transferor's brokers stamp.

# Australian Standard Transfer Form

Affix or impress stamp duty here

Impress marking/certification stamp here

Full name of company or eligible body			
Full description of securities	Class	If not fully paid, paid to	Register
	Units		
Quantity	Words	Figures	Selling brokers stamp
Full name(s) of seller(s)	Sal Surname(s) Given name(s)		
	Address		
Consideration	\$A		Date of purchase
Uncertified transferor identification	SIS/SBN/IPN	HIN	TOTR
Full name(s) of buyers	Sal Surname(s) Given name(s)	For use by Australian selling brokers only	
	<b>BT (QUEENSLAND) PTY LIMITED</b>		
	Address <b>GPO BOX 3917, SYDNEY NSW 2001</b>		
Full postal address of buyer(s)			Transferor's Broker hereby certifies: a. As to the Validity of Documents b. That Stamp Duty, if payable has been or will be paid
Removal request	Please enter the securities on the		securities
Uncertified transferor identification	SIS/SBN/IPN	HIN	TOTR
<ul style="list-style-type: none"> <li>I/We the registered holder(s) and undersigned Seller(s) for the above consideration do hereby transfer to the above name(s) hereinafter called the Buyer(s) or to the several buyers named in Part 2 of the Brokers Transfer Form(s) or Split Transfer Form(s), the Securities as specified above standing in my/our name(s) in the books of the above-named Company or eligible body subject to the several conditions on which I/We held the same at the time of signing hereof and I/We the Buyer(s) do hereby agree to accept the said securities subject to the same conditions.</li> <li>I/We the registered holder(s) and undersigned seller(s) hereby transfer the above securities to the several transferees named in Part 2 of the Brokers Transfer Form(s) or Split Transfer Form(s) relating to the above securities.</li> <li>I/We have not received any notice of revocation of the Power of Attorney by death of the grantor or otherwise, under which this transfer is signed.</li> <li>Delete whichever does not apply.</li> </ul>			Transferor's brokers stamp
<b>Seller(s)</b> sign here ▶	Date signed		Affixed at on:
<b>Buyer(s)</b> sign here ▶	Date signed		For company use Lodging agent's stamp
<b>Authority to forward certificate to third party</b> sign here ▶	I/We authorise you to forward the certificate/s issued in my/our name/s following the registration of this transfer to:  Signature of buyer(s)		