

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](#).

What you need to know

Use this form to 'disburse' (sell or transfer) shares from a deceased estate. Depending on the accounts held within the estate, certain sections of this form will need to be completed, and supporting documentation provided.

International accounts can be complex, you should have received separate disbursement instructions for these accounts. If these have not been received please contact us.

Step 1. Before you start – *Mandatory*

Before you can proceed with the disbursement of the shares, you must have completed the Estate Management Notification form and provided the necessary supporting documentation. You can find this form by visiting commsec.com.au and type 'Estate Management' into the search box.

Step 2. Complete the following forms

The below table outlines the disbursement options for a deceased estate based on the account type. The executors can choose a combination of these options:

Account type	Forms to complete	Required documentation
Individual – e.g. John Smith	If the portfolio holdings value is less than \$50,000, complete: <input type="checkbox"/> Small Estate Indemnity form	If a certified copy of Probate is provided, the Small Estate Indemnity form is not required.
	To TRANSFER the estate shares to the beneficial owner/s If transferring to an existing trading account with us, complete: <input type="checkbox"/> Internal Bulk Off Market Transfer form (No fees will be charged by us). If transferring to another broker or share registry, complete: <input type="checkbox"/> Standard Off Market Transfer form (No fees will be charged by us). If releasing the estate shares to the share registry without changing the beneficial owner, provide: <input type="checkbox"/> A written request signed by all executors authorising for the shares to be released to the share registry including confirmation of the new registration address (No fees will be charged by us).	If you haven't already, provide the following: <input type="checkbox"/> Certified copy of the Death Certificate and <input type="checkbox"/> Certified copy of the Last Will and Testament If the holdings are \$50,000 or greater Once you have received the portfolio and historical transaction statements from us, also provide: <input type="checkbox"/> Certified copy of a Probate/Letter of Administration (A Probate supersedes the Death Certificate and Last Will)
	To SELL the shares If selling all of the broker sponsored holdings held within the estate, complete: <input type="checkbox"/> Estate Management Trade form	
Joint – e.g. John Smith & Mary Smith	N/A – <i>We will automatically transfer all joint shareholdings (if any) to an existing account or create a new account for the surviving account holder. The joint account will be closed.</i>	If you haven't already, provide the following: <input type="radio"/> Certified copy of Death Certificate or <input type="radio"/> Certified copy of Probate/Letter of Administration

Account type

Formal Trust (Family or SMSF Trust)

– e.g. John Smith & Mary Smith <Smith Family S/F A/C>
For informal trusts e.g. trust for minor, follow the individual or joint account type instructions above.

Forms to complete

Continuation of trust

If there is a new appointed trustee/s, complete:

- A new CommSec trading account application, to reflect the amended trust structure. To apply, visit commsec.com.au and click on Join Now.

Once the account is opened:

- Transfer the estate shares to the new trustee/s by completing a Internal Bulk Off Market Transfer form.

From here, the trustees can sell the shares, if required.

Dissolving of the trust

To transfer the shares to the beneficiaries

If transferring to an existing trading account with us, complete:

- Internal Bulk Off Market Transfer form**
(No fees will be charged by us).

If transferring to another broker or share registry, complete:

- Standard Off Market Transfer form**
(No fees will be charged by us).

To SELL the shares

If selling some or all of the broker sponsored holdings held within the estate, complete

- Estate Management Trade form**

Required documentation

If you haven't already, provide the following:

- Certified copy of the Death Certificate **or**
- Certified copy of Probate/Letter of Administration

Continuation of trust

- Most recent certified copy of amended Trust deed (for change of trustee). The amended deed should clearly name the retired and appointed trustees.

If you haven't already, provide the following:

- Certified copy of Death Certificate **or**
- Certified copy of Probate/Letter of Administration

Dissolving of the trust

- Certified copy of minutes of the meeting (trust winding down) confirming the following:

- Name of surviving trustees of the trust
- Intention to wind down the trust and intention to transfer or sell the holdings
- Confirm the death of the trustee
- Minutes to be signed by all surviving trustees.

i CommSec will unlock the trading account for the estate once disbursement instructions have been received. All shares must be **sold or transferred** from the CommSec trading account for the estate **within 3 months** of being unlocked, unless signed approval is received from all executors requesting an extension.

Please note the maximum extension that can be granted is up to 12 months from the initial unlock date. In the event this does not occur, the holdings may be sold at the discretion of CommSec to repay any outstanding balance (where applicable), and release the remaining shares to Issuer Sponsored holdings. The executor will need to liaise directly with the share registry to finalise the shareholdings.

Step 3. Where to send this form and supporting documents

You can email this form and the required documents to: commsecestatesmanagement@cba.com.au.

For further information relating to Estate Management, visit commsec.com.au and type 'Estate Management' in the search box.

Alternatively, please call CommSec on **13 15 19** or **+61 2 9115 1417** if calling from outside Australia, 8am to 6pm (Sydney time).

i A small estate indemnity form is used in place of a probate to administer small estates that have a portfolio value less than \$50,000 as instructed by the executor/s or administrator/s.

1. CommSec Estate Account Details

Estate of the Late

2. Executor Details

Executor/Administrator 1

Mr Ms Mrs Miss Dr Other

First name

Middle name/s

Surname

Executor/Administrator 2

Mr Ms Mrs Miss Dr Other

First name

Middle name/s

Surname

Executor/Administrator 3

Mr Ms Mrs Miss Dr Other

First name

Middle name/s

Surname

3. Security Details

Security Code

Security name – e.g. AMP Limited

Security Reference Number (SRN)/
Holder Identification Number (HIN)

Quantity – No. of shares

Security Code	Security name – e.g. AMP Limited	Security Reference Number (SRN)/ Holder Identification Number (HIN)	Quantity – No. of shares

4. Declaration & Signature/s – This section must be signed and witnessed for your instructions to be executed

I/We hereby request a transmission/transfer to myself/ourselves as legal representative/s of the estate or to the beneficiaries of the above named deceased without requiring a Grant of Probate/Letters of Administration or a reseal of Grant of Probate/Letters of Administration in the Australian State where the securities are registered.

I/We hereby covenant to indemnify and forever keep indemnified Commonwealth Securities Limited and its agents, from and against all losses in respect thereof and all claims, actions, proceedings, demands, costs and expenses whatsoever which may be made or brought against it by reason of compliance with this request and other requests, except to the extent such loss is caused by the fraud, negligence or wilful misconduct of Commonwealth Securities Limited or its agents.

Persons signing this statement should note that the *Corporations Act 2001* imposes severe penalties for making false statements (\$10,000 or imprisonment for 2 years or both) or failing to ensure that a statement is not false or misleading (\$5,000 or imprisonment for 1 year or both).

Executor 1 Name

Full name Date signed – DD / MM / YYYY / /

Signature – Must be signed pen to paper

Witness 1 Name – Mandatory

Full name Date signed – DD / MM / YYYY / /

Signature – Must be signed pen to paper

Executor 2 Name

Full name Date signed – DD / MM / YYYY / /

Signature – Must be signed pen to paper

Witness 2 Name – Mandatory

Full name Date signed – DD / MM / YYYY / /

Signature – Must be signed pen to paper

Executor 3 Name

Full name Date signed – DD / MM / YYYY / /

Signature – Must be signed pen to paper

Witness 3 Name – Mandatory

Full name Date signed – DD / MM / YYYY / /

Signature – Must be signed pen to paper

i All signatures are required to be original. The witness/es certifies that the person/s who has/have signed this statement is/are known to them and has/have signed in the presence of the witness with their normal signature/s.

What you need to know

Use this form to transfer the ownership of multiple securities from one CommSec account to another CommSec account.

- Any alterations made to this form **must** be initialled by both the buyer/s and the seller/s.
- Any increase to the amount of securities being transferred will not be accepted, even if initialled. You will need to complete a new form without amendments to the amount.
- This form is used to transfer a maximum of 10 securities. Please print a separate form to transfer additional securities.
- The transfer of securities could give rise to tax consequences. You should ensure that you have considered the tax implications of the transfer before completing and returning this form. Information in relation to the tax implications of securities transfers is available on the ATO website. You should seek independent, professional tax advice before making any decision in relation to the transfer.
- Commonwealth Bank of Australia is not a registered tax (financial) adviser under the *Tax Agent Services Act 2009* and is unable to provide you with tax advice.

 **Correction fluid cannot be used on this form.**

Guidelines for completing this form

Section 1: Seller/s Details

Account registration name of seller: The given names and surname of the seller/s.

Deceased estate should read “(the full names of the executors) as executors of the estate of (name of deceased shareholder)”.

For companies, insert the company legal name.

For superannuation fund, family trust or minor, if the trustee is an individual, insert the trustee given names and surname.

If the trustee is a company, insert the company legal name.

¹ For account designation, ensure you insert the name of the Superannuation fund, trust name as per trust deed, or minor's name as per birth certificate.

Registered address: Insert the full address including the postcode exactly as printed on seller's holding statement.

Trading A/C: Insert the trading account number where securities are currently held.

Please ensure that the registration details (name & address) correspond to those registered under the trading account and HIN. Mismatched registration details may result in the transfer being returned to you for clarification.

Holder identification number (HIN): This number can be found on a CHESS holding statement. Failure to include the seller's HIN may result in the transfer being returned to you for clarification.

Contact phone number of seller: Insert the seller's contact phone number/s including area code.

Section 2: Buyer/s Details

Account registration name of buyer: Full names of all buyers (a maximum of three joint holders). Securities can only be registered in the name of a living person or an incorporated company.

For companies, insert the company legal name. Fund, Trust or Estate names are to be inserted as an account designation.

If the trust or superannuation fund trustee is an individual, insert the trustee given names and surname.

If the trustee is a company, insert the company legal name.

¹ For account designation, ensure you insert name of the Superannuation fund, trust name as per trust deed, or minor's name as per birth certificate.

Registered address: Insert the full address including the postcode exactly as printed on buyer's holding statement.

Trading A/C: Insert the trading account number where securities are currently held.

Please ensure that the registration details (name & address) correspond to those registered under the trading account and HIN. Mismatched registration details may result in the transfer being returned to you for clarification.

Holder Identification Number (HIN): The buyer's HIN, so that any previous holdings may be amalgamated. This number can be found on a CHESS holding statement. Failure to include the buyer's HIN may result in the transfer being returned to you for clarification.

Contact phone number of buyer: Insert the buyer's contact phone number/s including area code.

Section 3: Security Details

Code: The unique trading code of the security used by the ASX or Cboe Australia (e.g. the code for the Commonwealth Bank is CBA, the code for Woolworths Limited is WOW, etc.).

Security name: The full name of the company or trust in which the securities are held (e.g. Woolworths Limited, etc.).

Units: Number of securities being transferred.

Consideration: The full amount paid in settlement of the transfer of securities. You may set your own consideration.

Date of transfer: Insert date of transfer. Please note this is not the date of the purchase agreement but the date of completion of the transfer. This should be on or before the date of seller and buyer signatures.

Section 4: Signatures

Seller's signature: Joint holders – all holders must sign.
Deceased estate – all executors should sign and, if not already provided, a certified copy of Probate or Letters of Administration must be sent with the transfer form.

Company – signatures of two directors (or a director and the secretary) or if there is a sole director, signature of that director.

Date signed: Insert the date signed by the seller/s.
This should be the same as or after the date of transfer.

Buyer's signature:
Joint holders – all holders must sign.
Under Power of Attorney – must be linked and authorised on the account.
Trust – all trustees must sign.
Company – signatures of two directors (or a director and the secretary) or if there is a sole director, a signature of that director.
Date signed: Insert the date signed by the buyer/s.
This should be the same as or after the date of transfer.

1. Seller/s Details

Account registration name (Full name/s, company name or name of estate) – *This must match the registration details exactly*

Account designation¹ – *If applicable for your trust account*

Registered address

Suburb

State

Postcode

Country

Trading account number

Holder Identification Number (HIN)

Contact number

2. Buyer/s Details

Account registration name (Full name/s, company name or name of estate) – *This must match the registration details exactly*

Account designation¹ – *If applicable for your trust account*

Registered address

Suburb

State

Postcode

Country

Trading account number

Holder Identification Number (HIN)

Contact number

3. Security Details

Code	Security name	Units	Consideration (\$AUD)

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

Date of Transfer – DD / MM / YYYY

 / /

4. Signatures

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 the securities as specified above standing in my/our name/s in the books of the above named Company, 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. 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.

Seller 1

Full Name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Seller 2

Full Name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Seller 3

Full Name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Buyer 1

Full Name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Buyer 2

Full Name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Buyer 3

Full Name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Things you need to know

- All sections are mandatory unless indicated.
- When completing this form in relation to a deceased estate, the executor/trustee is referred interchangeably as the seller. The beneficiary is known as the buyer.
- Any alterations made to this form must be initialled by both the seller/executor/trustee/s and the buyer/beneficiary/new trustee/s.
- Any increase to the amount of securities being transferred will not be accepted, even if initialled. You need to complete a new form without amendments to the amount.
- The transfer of securities could give rise to tax consequences. You should ensure that you have considered the tax implications of the transfer before completing and returning this form. Information in relation to the tax implications of share transfers is available on the ATO website. You should seek independent, professional tax advice before making any decision in relation to the transfer.
- Commonwealth Bank of Australia is not a registered tax (financial) adviser under the *Tax Agent Services Act 2009* and is unable to provide you with tax advice.

i Correction fluid cannot be used on this form.

Read before proceeding

The following table outlines the types of transfers that can be affected and the process. Please ensure a copy for your records is made prior to submission.

Seller/Executor/Trustee	Buyer/Beneficiary/New Trustee	Process	Charges
Transfer from the deceased's CommSec share trading account	Transfer to a CommSec share trading account	Complete Off Market Transfer form for Estate Management	No fee.
Transfer from the deceased's CommSec share trading account	Transfer to an Issuer Sponsored holding	Complete Off Market Transfer form for Estate Management	No fee.
Transfer from the deceased's CommSec share trading account	Transfer to another broker's account	Contact the other broker to initiate request	No fee. Note: The other broker may charge you a fee.
Transfer from the deceased's Issuer Holdings	Transfer to a CommSec share trading account	Complete Off Market Transfer form	No fee.

Guidelines for completing this form

Section 1 – Seller/Executor/Trustee Details

Full name/s of seller/executor/trustee: Deceased estate should read “(the full names of the executors) as executors of the estate of (name of deceased shareholder)”.

For superannuation fund, family trust, or other trusts, insert the full registration name where the securities are currently held.

Registered address: Insert the full address including the postcode exactly as printed on seller's holding statement.

Contact phone number of seller: Insert the seller's contact phone number/s including area code.

PID (participant identification number): Insert Participant

Identification Number (if applicable). This is the seller's sponsoring broker where security is held. (E.g. CommSec's PID is 01402).

Trading A/C: Insert the trading account number where securities are currently held (where applicable).

SRN (Securityholder Reference Number) or HIN (Holder Identification Number): This number can be found on the Issuer holding statement or a CHESS holding statement. For Issuer Sponsored and broker sponsored holdings (uncertificated), the seller's SRN or HIN must be quoted as confirmation of the seller's authority for the transfer to be processed. Failure to include the seller's SRN or HIN may result in the transfer being returned to you for clarification.

Section 2 – Buyer/Beneficiary/New Trustee Details

Full name/s of buyer/beneficiary/new trustees: Full names of all buyers (a maximum of 3 joint holders). Securities can only be registered in the name of a living person or an incorporated company.

For companies, insert the company legal name. Securities may not be registered in the name/s of a firm or business name, an estate or deceased person, a fund or a trust, although these may be inserted as an account designation underneath the registered names. Some companies may also have restrictions on minors being registered (e.g. BHP and CBA).

If the trust or superannuation fund trustee is an individual, insert

the trustee given names and surname.

If the trustee is a company, insert the company legal name.

¹For account designation, ensure you insert the name of the Superannuation fund, trust name as per trust deed, or minor's name as per birth certificate.

Registered address: Insert the full address including the postcode exactly as printed on buyer's holding statement.

Contact phone number of buyer: Insert the buyer's contact phone number/s including area code.

PID (Participant Identification Number): Insert Participant Identification Number (if applicable). This is the buyer's sponsoring broker where security will be held. (E.g. CommSec's PID is 01402).

Trading A/C: Insert the account number where securities are to be held (where applicable).

SRN (Securityholder Reference Number) or HIN (Holder Identification Number): The buyer's SRN or HIN may be inserted, if known, so that any previous holdings can be amalgamated.

Section 3 – Security Details

Security name: The full name of the company or trust in which the securities are held (e.g. Commonwealth Bank of Australia, Woolworths Limited, etc.).

CODE: The unique trading code of the security used by the ASX or Cboe Australia (e.g. the code for the Commonwealth Bank is CBA, the code for Woolworths Limited is WOW, etc.).

Description of securities: e.g. Fully Paid Ordinary 50 cent Shares, 9% Unsecured Convertible Notes, etc. This can be found on the certificate or statement.

Section 4 – Signatures

Seller/executor/trustee signature/s:

Deceased estate – all executors should sign and, if not already provided, a certified copy of Probate or Letters of Administration must be sent with the transfer form.

Date signed: Insert the date signed by the seller/s. This should be the same as or after the date of transfer.

Units: Number of securities being transferred (in both numbers and words).

Consideration: For Deceased Estates, tick the box provided.

Date of transfer: Insert date of transfer. Please note this is not the date of the purchase agreement but the date of completion of the transfer. This should be on or before the date of seller and buyer signatures.

Buyer/beneficiary/new trustee signature/s: All account holders of buying account to sign.

Under Power of Attorney – must be linked and authorised on the account.

Date signed: Insert the date signed by the buyer/s. This should be the same as or after the date of transfer.

1. Seller/Executor/Trustee Details

Full name seller/executor/trustee 1		Full name seller/executor/trustee 2		Full name seller/executor/trustee 3	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
As Executors of the Estate of					
<input type="text"/>					
Registered address				Suburb	
<input type="text"/>				<input type="text"/>	
State	Postcode	Country		Executor contact number	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
PID – <i>If applicable</i>		Trading account number		HIN	
<input type="text"/>		<input type="text"/>		<input type="text"/>	

2. Buyer/Beneficiary/New Trustee Details

Buyer/Account registration name (Full name/s, company name or name of estate) – *This must match the registration details exactly*

Account Designation¹ – *If applicable for your Trust account*

Registered address				Suburb	
<input type="text"/>				<input type="text"/>	
State	Postcode	Country		Beneficiary contact number	
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
PID – <i>If applicable</i>		Trading account number		HIN	SRN
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>

3. Security Details

Security name	Security code
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Full description of securities

CLASS – E.g. fully paid, partly	If not fully paid, paid to
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Units in numbers	Units in words
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Consideration devised in Will?	Date of transfer – DD / MM / YYYY
<input type="radio"/> Yes <input type="radio"/> No	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/>

4. Signatures

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 the securities as specified above standing in my/our name/s in the books of the above named Company, 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. 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.

Seller/Executor/Trustee 1

Full Name

Date signed – DD / MM / YYYY
 / /

Signature – *Must be signed pen to paper*

Seller/Executor/Trustee 2

Full Name

Date signed – DD / MM / YYYY
 / /

Signature – *Must be signed pen to paper*

Seller/Executor/Trustee 3

Full Name

Date signed – DD / MM / YYYY
 / /

Signature – *Must be signed pen to paper*

Buyer/Beneficiary/New Trustee 1

Full Name

Date signed – DD / MM / YYYY
 / /

Signature – *Must be signed pen to paper*

Buyer/Beneficiary/New Trustee 2

Full Name

Date signed – DD / MM / YYYY
 / /

Signature – *Must be signed pen to paper*

Buyer/Beneficiary/New Trustee 3

Full Name

Date signed – DD / MM / YYYY
 / /

Signature – *Must be signed pen to paper*

What you need to know

- Use this form to sell shares on behalf of a deceased estate.

Sell some or all of the broker sponsored holdings held on the trading account for the estate.

If your holding statement begins with the letter 'X' your shares are broker sponsored.

If CommSec is not the sponsoring broker, you will need to sell them through the original broker or transfer your shares to us by opening a CommSec trading account.

New trustees that are acting to finalise a trust account must have a Commonwealth Bank profile for identification purposes.

- The personal and contact details provided on this form **must** match your existing Commonwealth Bank (CBA) profile.
- Brokerage rates apply. You can locate the CommSec Financial Services Guide (FSG) at commsec.com.au by navigating to Support > Forms and Brochures > Shares > Financial Services Guide (FSG).

i Correction fluid cannot be used on this form.

Important Information

Use this form if you are an existing CommSec or Commonwealth Bank customer to place a trade for a deceased estate.

- Executor 1 will be the primary contact. For identification purposes the personal and contact details provided on this form **MUST** match your existing identification details provided.
- The brokerage charged is as follows:
 - \$59.95 (Up to and including \$10,000)
 - 0.52% (Over \$10,000 up to \$25,000 (inclusive))
 - 0.49% (Over \$25,000 up to \$1,000,000 (inclusive))
 - 0.11% (Over \$1,000,000)

Deceased Trade Form Instructions

How it works

If your holding statement begins with the letter 'X', your shares are broker sponsored. If CommSec is not the sponsoring broker, you will need to sell them through the original Broker or transfer your shares to us by opening a CommSec trading estate trust account.

Supporting Documentation

The following documentation is required:

If the value of the shares that belong to the estate is less than \$50,000:

- Certified copy of Death Certificate **AND**
- Certified copy of Last Will and Testament **AND**
- Small Estate Indemnity form **AND**
- Executor Administrator Authority form

If the value of the shares that belong to the estate is \$50,000 or greater:

- Certified copy of Probate **AND**
- Executor Administrator Authority form

Next steps

Once all the details are verified, the shares will be sold at the prevailing market price within 3 business days.

Payment can only be made by electronic funds transfer. Please allow up to 3 business days after the shares have been sold to process your payment.

How to correctly certify documents

Each certified photocopy/s must include the statement (or similar wording):

'I certify that this is a true copy of the original document'.

The certifier must include their full name, signature, date and qualification or occupation which make them eligible.

Best Execution Client Disclosure

Before you submit your Deceased Estate Trade form, ensure you review the CommSec Best Execution Client Disclosure document on the CommSec website.

General advice warning

Read and accept the Share Trading Terms and Conditions available to download from the CommSec website. This form has been prepared without taking account of the objectives, financial situation or needs of any particular individual. For this reason, any individual should, before acting on the information in this form, consider the appropriateness of the information, having regard to the individual's objectives, financial situation and needs and, if necessary, seek professional advice.

Privacy statement

CommSec is collecting your personal information in connection with executing your trade transaction. For details of CommSec's privacy and information handling practices, including how you may access your information, seek correction of that information and how you may lodge a complaint, please refer to our Privacy Policy which is available at commsec.com.au.

1. Executor/Trustee Details

Executor/Trustee 1 – Primary contact

Mr
 Ms
 Mrs
 Miss
 Dr
 Other

First name
 Middle name/s
 Surname
 Date of birth – DD / MM / YYYY / /

Other name/s commonly known by – *If applicable*
 Male Female

Street address – *Cannot be a PO Box*

Suburb
 State
 Postcode
 Country

Email address*
 Contact number

**If you would like an electronic copy of your trade confirmation you must provide your email address.*

Executor/Trustee 2

Mr
 Ms
 Mrs
 Miss
 Dr
 Other

First name
 Middle name/s
 Surname
 Date of birth – DD / MM / YYYY / /

Other name/s commonly known by – *If applicable*
 Male Female

Street address – *Cannot be a PO Box*

Suburb
 State
 Postcode
 Country

Email address
 Contact number

Executor/Trustee 3

Mr
 Ms
 Mrs
 Miss
 Dr
 Other

First name
 Middle name/s
 Surname
 Date of birth – DD / MM / YYYY / /

Other name/s commonly known by – *If applicable*
 Male Female

Street address – *Cannot be a PO Box*

Suburb
 State
 Postcode
 Country

Email address
 Contact number

2. Sale and Distribution

Estate Details

Registered name – *As listed on trading account*

Registered address – *As listed on trading account*

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

CommSec account number	Holder Identification Number (HIN)
<input type="text"/>	<input type="text"/>

Complete ONE of the following options:

Option A – Sell **all** broker sponsored shares on the account:

Option B – Sell only the following shares:

Name of shares – <i>eg. TLS, CBA, IAG</i>	Number of units to be sold
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Nominated Bank Account – *(for proceeds of sale)*

Name of financial institution or bank at which your account is held	Registered name of bank account – <i>e.g. John Smith</i>
<input type="text"/>	<input type="text"/>

Bank State Branch (BSB)	Account number
<input type="text"/>	<input type="text"/>

3. Declaration & Signature/s

By signing this document:

- I/We instruct CommSec to sell the above mentioned securities at the prevailing market price as soon as practicable.
- I/We have downloaded, read and accepted the CommSec Trading Terms and Conditions and the Financial Services Guide from the CommSec website.

Executor/Trustee 1

Full name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Executor/Trustee 2

Full name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

Executor/Trustee 3

Full name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

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

How to submit your documents

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

✉ CommsecEstatesManagement@cba.com.au

📞 13 15 19

🌐 commsec.com.au

📍 **CommSec**

Locked Bag 22,

Australia Square, NSW 1215