



# CHESSTM Sponsorship and Broker to Broker Transfer

Share Trading is a service provided by Australian Investment Exchange Ltd (the Participant, we, us, our) ABN 71 076 515 930 AFSL 241400, a participant of the ASX Group and Chi-X Australia.

**Form ID: 1033**

**Where to send this form?**

Please provide your completed and signed form with any relevant supporting documents to your adviser.  
**Adviser use only:** Use this Form ID to securely submit the documents via eSubmit. To use eSubmit, log into the CommSec Adviser Services website and go to: **Administration > eSubmit**

Use this form to transfer your existing holdings from another sponsoring participant (broker) to the Participant.  
Please refer over the page for guidelines on completing this form.

**Section 1 – Client Details**

Trading Account Number

Trading Account Name

SMSF/Trust Account Designation (if applicable)

**Must** be an abbreviated version of the full name of the trust (up to 23 characters, including spaces).

The words or reference to “trust”, “as trustee for”, “trustee”, “ATF”, “Testamentary” should not be used in Account Designation as it will not be accepted by CHESSTM.

**Section 2 – Broker to Broker Transfer Request**

The name and address details that appear on your current registered holding **must be an exact match** with the registration details on your Trading Account. If your details differ, you will need to contact your existing sponsoring participant (broker) to change your registration details, or authorise us to make the changes by nominating below so we can process this transfer without delay or rejection. Please also ensure that you have no outstanding orders or pending trade settlements for the investments you wish to transfer.

You may select to either transfer all or part of your existing broker sponsored holdings.

**Existing Broker Name**

PID:

HIN:

A/C:

**New Broker Name**

PID:

HIN:

In the event of any mismatch of registration details I authorise the Participant to make changes to my Holder Identification Number (HIN) registration details in accordance with the information on my Trading Account.

**Broker to Broker Transfer Instructions:**

- a)  Transfer all Broker Sponsored Holdings to the Participant (we will transfer your HIN)
- or
- b)  Transfer only the following existing Broker Sponsored Holdings to the Participant.

ASX Code or Security Name	Qty

If you have more than 6 sponsored holdings to transfer, please photocopy this page, complete and attach to the form.

It may be necessary to re-lodge your standing instructions with the share registries after some transfers. These include tax file numbers, banking details and DRP or dividend instructions.

**Section 3 – Declaration & Signature/s**

**All authorised signatories must sign the form for your instructions to be executed.**

I/We:

- Authorise the Participant to transfer the holding/s specified above into my Trading Account as CHESSTM Participant Sponsored Holding/s in accordance with the Terms and Conditions of Participant Sponsorship Agreement.
- Agree to be sponsored by the Participant under the terms of the Participant Sponsorship Agreement. I/We have read and agree to accept and abide by the terms of the Agreement, and have been supplied with, read and understood the written explanation of the implications of those terms.

Name of Account Holder 1/Director/Secretary 1/Trustee 1



Name of Account Holder 1/Director/Secretary 1/Trustee 1



If there are more than 2 authorised signatories, please photocopy the page, complete and attached to the form.

## Guide for a Successful Transfer

Your CHES Statement has	Your Trading Account has	Scenario	What you need to do
Mr John Smith + Mrs Mary Smith 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Other Broker Account is in a joint holding. Your Trading Account with us is in a single holding.	Open an account with us in the name of Mr John Smith + Mrs Mary Smith or complete an Off Market Transfer. Off Market Transfer Forms are available under Forms and Brochures at our website.
Mr John Smith <Smith Super Fund A/C> 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Other Broker Account is in the name of a Super Fund, your Trading Account with us is not.	Open an account with us in the name of Mr John Smith <Smith Super Fund A/C> or complete an Off Market Transfer. Off Market Transfer Forms are available under Forms and Brochures at our website.
J Smith Pty Ltd 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Other Broker Account is in the name of a Company, your Trading Account with us is not.	Open an account with us in the name of J Smith Pty Ltd or complete an Off Market Transfer. Off Market Transfer Forms are available under Forms and Brochures at our website.
Mr John Alfred Smith 11 Adelaide Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Other Broker Account has a middle name, your Trading Account with us does not.	Contact your other Broker to amend your name. Your holding must have the same name as your Trading Account or authorise the Participant on the form to make changes to your HIN registration details to match your Trading Account.
Mr John Smith 21 Melbourne Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Other Broker Account has a different Address to your Trading Account with us.	Contact your other Broker to amend your address. Your holding must have the same address as your Trading Account or authorise the Participant on the form to make changes to your HIN registration details to match your Trading Account.
Mr John Alfred Smith 21 Melbourne Street Sydney NSW 2000	Mr John Smith 11 Adelaide Street Sydney NSW 2000	Other Broker Account has a different name and address to your Trading Account with us.	Contact your other Broker to amend your name and address. Your holding must have the same name and address as your Trading Account or authorise the Participant on the form to make changes to your HIN registration details to match your Trading Account.

## Sample of a CHES Holding Statement

**Broker Sponsored Holdings** If your shares are Broker Sponsored, you will have a Holder Identification Number (HIN) allocated to your holding rather than a Securityholder Reference Number (SRN), which starts with an 'X'. You can be sponsored on CHES by more than one broker or institution and you can even maintain holdings in the same security under different sponsorships.

**Holder Identification Number (HIN)** is a unique number that you are issued when you are CHES/Broker Sponsored Holder. Your HIN can register multiple securities under the one HIN. A HIN starts with the letter X and is followed by ten numbers e.g. 0002468123.

**PID** is an acronym for Participant Identification Number. This is the Broker's identification number. Our PID is 6381.

## Related Definitions

**CHES** stands for Clearing House Electronic Sub-register System. The CHES Settlement Facility is a computerised share registry and settlement system operated by the ASX Settlement Corporation, a subsidiary of the ASX. CHES records an account's share ownership via the ASX's computer-based share and settlement transaction system. An account's security holdings are recorded against their HIN and a statement is sent out to their registered address.

**Securityholder Reference Number (SRN)** is a unique number that identifies you as an Issuer Sponsored holder with a listed company. A SRN usually starts with the letter 'I' e.g. I00012345678. If you hold shares in more than one company and choose to be Issuer Sponsored, you will have a different SRN for each shareholding.