

1. Important information on eligibility

A One Off Sale is only available for **ASB Bank customers** selling their entire holding, registered in their own name(s). Only one holder needs to be an ASB customer for jointly registered securities. However, holder(s) that aren't ASB customers will need to provide identification. This can be done by visiting any ASB branch or supplying a certified copy of the required documentation. Please note: Due to Anti-Money Laundering (AML) legislation, existing ASB customers may also be required to provide identification. Please check the details of required identification found on page 3.

A One Off Sale is not available, but a sharetrading account can be set up to trade securities if:

- You would like to sell shares in the name of an entity (e.g. a family trust or company).
- You're not an ASB customer.
- You've previously completed a One Off Sale with ASB Securities.
- You would like to retain some of your holdings.
- You would like to sell your holdings at a specified limit price.

It's free to sign up for an ASB Securities account at asb.co.nz/asbsecurities

2. Once you have completed the details on this form please

1. Email it to: oneoffsales@asb.co.nz or
2. Post it to: One Off Sales, ASB Securities, PO Box 35, Shortland Street, Auckland 1140.

We will then call you within 2 to 5 business days to confirm approval of the sale or advise if further details are required. For more details on the One Off Sale process visit asb.co.nz/oneoffsale, alternatively if you need assistance please contact us on 0800 272 732 (option 2).

3. Check list of required documents to apply for a One Off Sale

- Completed and signed One Off Sale form.
- If paying into a non ASB bank account: an encoded deposit slip or bank statement with the account number, in the name of the shareholder. We are unable to accept hand written bank account numbers.
- Copies of identification (if required), see page 3 for requirements.

4. Brokerage rates

One Off Sale brokerage is charged per security sold at 1%, with a minimum fee of NZ\$90.00. For example, if you are selling shares in three different companies, you are charged brokerage at 1% with a minimum of \$90 for each.

5. Shareholders details and instructions

Title (as per holding statement) Other

Mr	Mrs	Miss	Ms	Mx	Dr	
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Shareholders full name and address (as per holding statement)

Bank account number to settle funds
(No deposit slip required for ASB Bank accounts)

Bank	Branch number				Account number										Suffix							

Shareholders Occupation (industry of employment, employer, job title/description)

Contact name

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Daytime contact phone number

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Email address

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Receive trade confirmation by email.

6. Shares to be sold

Securities	Quantity	Shareholder number	FIN
Example: TEL	1,000	1 2 3 4 5 6 7 8 9	1234

7. Client signature

I/We instruct ASB Securities to sell the entire holding of the above mentioned securities (notwithstanding the quantity specified) at the prevailing market price as soon as practical after ASB Securities receives this form.

The market price means the most favourable price a broker can obtain for a client at the time the order is placed when selling securities.

By signing this form you unconditionally accept the ASB Securities Client Service Agreement Terms and Conditions (as applicable) and agree such Terms and Conditions, as relevant, will govern this instruction and that you have not previously conducted a One Off Sale with ASB Securities. For the purposes of this instruction, any reference in the Terms and Conditions to the "Registration Form" shall be deemed to be a reference to this form. ASB Securities Client Service Agreement Terms and Conditions are available at asb.co.nz/securitiesterms or call 0800 272 732 to request a copy.

Signature (Registered Shareholder)

Date

Signature (Registered Shareholder)

Date

Signature (Registered Shareholder)

Date

8. Confidentiality of your information

ASB Securities is required to collect and hold your information as part of undertaking the One Off Sale process on your behalf. We will use that information for the purposes of:

- Undertaking the sale as instructed by you;
- Us and our related companies complying with our legal and regulatory requirements.

Your personal information will be held by us, ASB Securities Limited, at ASB North Wharf, 12 Jellicoe Street, Auckland 1010. You have rights of access to and correction of, personal information (as defined in the Privacy Act 1993) held by us.

Your information may be given to our related companies (whether incorporated or constituted in New Zealand or overseas) or to our agents and other third parties (whether in New Zealand or overseas) who provide service to, or for us.

When you are dealing with us by telephone, your conversation may be recorded for verification or training purposes.

If you tell us you do not want to receive promotional marketing we will not send it.

Branch use only

Signature to confirm customer AML verified

Date stamp

Bank officer's name and employee number

Branch

9. Identification requirements

Please supply us with a clear certified photocopy of your identification and proof of address. All copies of identification must match the application name(s). Existing ASB customers may not be required to submit identity verification documentation. If ASB does not hold valid identification on file for you, you may be required to present updated identity verification documentation. If you would like to check whether you need to supply this extra documentation prior to submitting the form, please give us a call 0800 272 732 (option 1).

Shareholders

Step 01 - Identification

At least one form of identification needs to contain a photo. Choose from one of the following sets (sets Two and Three require one Primary and one Secondary document).

	Primary Identification Document	Secondary Identification Document
Set One	<input type="radio"/> Passport (NZ or overseas) <input type="radio"/> New Zealand Firearms Licence	Not Required
Set Two	<input type="radio"/> New Zealand driver licence	<input type="radio"/> Non-ASB credit card (with matching signature and embossed name) <input type="radio"/> Non-ASB Debit card (with matching signature and embossed name) <input type="radio"/> SuperGold card <input type="radio"/> Non ASB bank statement <input type="radio"/> Government agency correspondence
Set Three	<input type="radio"/> Birth certificate (NZ or overseas) <input type="radio"/> Citizenship certificate (NZ or overseas)	<input type="radio"/> New Zealand driver licence <input type="radio"/> Overseas driver licence (with photo) with an English translation (if required) and accompanied by an International Driving Permit <input type="radio"/> 18+ card or Kiwi Access Card <input type="radio"/> New Zealand Armed Forces ID <input type="radio"/> New Zealand Police ID <input type="radio"/> SuperGold card (with photo) <input type="radio"/> Student ID (from NZ institutions only) with photo (under 18 only)

Step 02 - Proof of address

- These documents should be no more than 12 months old.
- Must show your current residential address.

One item from the list below	Important notes
<input type="radio"/> Non-ASB Bank statements or correspondence <input type="radio"/> Government agency correspondence <input type="radio"/> Non-ASB registered KiwiSaver or superannuation scheme correspondence <input type="radio"/> IRD correspondence <input type="radio"/> Current Non-ASB insurance policy (house or contents) <input type="radio"/> Local authority rates or water bill <input type="radio"/> Utility bill (gas, power, fixed phone line, internet, SKY TV, On-account mobile phone)	<ul style="list-style-type: none"> • Posted and digital copies of these documents are acceptable. • Utility bills and local authority bills sent to a PO Box are acceptable as long as your physical address is included on the statement and there is a fixed service provided to that address. • 'On-account' mobile phone statements do not need to contain a fixed service address.
<input type="radio"/> Signed tenancy or lease agreement <input type="radio"/> Correspondence from a qualifying New Zealand educational institution (this must be a boarding hostel, halls of residence or homestay letter confirming the customer's address. This also includes posted fee invoices and receipts) <input type="radio"/> Driver licence containing address (this must be a current (not expired) driver licence from New Zealand, Australia or the United Kingdom that contains your current residential address) <input type="radio"/> Correspondence from a recognised retirement home (must confirm you reside at the rest home/facility and be from a recognised Ministry of Health certified retirement home provider)	<ul style="list-style-type: none"> • Documents must be originals. • A tenancy or lease agreement must be signed by both the tenant(s) and landlord.

If you are unable to provide documentation that meets the above requirements please phone us on 0800 272 732 (option 1) to discuss acceptable alternatives.

How to certify documents

It is recommended that you bring your original documents to an ASB Bank branch. If documents are being certified by anyone other than ASB staff, please ensure the originally certified documents are sent to us and includes the following statements:

"I certify that this is a true copy of the original document and a correct likeness of the named individual"

The person certifying the document must include their full name, signature, date of the certification and their qualification/occupation that makes them eligible. The certifier must also be over 16 years of age and must not be related in any way to the individual/account.

The certification of the documents must not be dated more than 3 months prior to the date this registration form has been signed

The list of eligible persons who are allowed to certify documents:

- a Lawyer (as defined in the Lawyers and Conveyancers Act 2006), or
- a Chartered accountant (within the meaning of section 19 of the New Zealand Institute of Chartered Accountants Act 1996), or
- a Notary Public, or
- a Justice of Peace, or
- a registered medical doctor, or
- a Honorary Consul at a New Zealand Consular Office, or
- a person who has the legal authority to take statutory declarations or the equivalent in New Zealand, or
- a Commonwealth representative (as defined in the Oaths and Declarations Act 1957), or
- a member of the police who holds the office of constable (as defined in section 4 of the Policing Act 2008), or
- a Registered Teacher, or
- a Member of Parliament, or
- if overseas, a person authorised by law in that country to take statutory declarations or equivalent

Power of attorney

If signing under Power of Attorney, you must supply a certified copy of the Power of Attorney documents and a Certificate of Non Revocation of Power of Attorney (available on request). The Power of Attorney must also provide individual identification as per section 9.