

## **SHARE TRANSFERS**

To process a Share Transfer the following documents are required;

- The original Share Certificate (script).
  - A form of Transfer, duly executed and signed by both parties, and stamped by the Stamp Duties Office.
  - A letter from the Floor Secretary approving the new floor member (if applicable).
  - If shares are being transferred to a Company, a standard Deed between CCL and the Company in question, duly executed (must not be amended).
  - If it is proposed that the shares are to be transferred to a self managed superannuation fund, advice should be obtained concerning the application of the *Superannuation Industry (Supervision) Act, 1993* and, in particular, sections 66 and 82.
  - The Deed is required to be stamped by the Stamp Duties Office.
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