

SHARE TRANSFER PROCEDURE:

Revised September 2026

To process a share transfer, the following documentation must be provided:

1. Original Share Certificate

The original share certificate (script) or original email containing the share certificate if issued electronically relating to the shares being transferred.

2. Transfer Form

A duly completed and executed Form of Transfer signed by both the transferor and transferee.

https://www.ccl.com.au/files/documents/TRANSFER_FORM_MAS.pdf

3. Floor Secretary Approval – New Member

A letter from the Floor Secretary approving the proposed new floor member.
(This document must be submitted without amendment)

https://www.ccl.com.au/files/documents/Floor_approval_letter_Jun_26.pdf

4. Floor Secretary Approval – Additional Shares

Where applicable, a letter from the Floor Secretary approving the purchase of additional shares by an existing member.

(This document must be submitted without amendment)

https://www.ccl.com.au/files/documents/Floor_approval_additional_shares_letter_Jun_26.pdf

5. Transfer to a Company

If the shares are to be transferred to a company, a standard Deed between Counsel's Chambers Limited (CCL) and the relevant company must be duly executed.

(This document must be submitted without amendment)

[https://www.ccl.com.au/files/documents/CCL_Deed_\(pro_forma\)_2.2.2023.pdf](https://www.ccl.com.au/files/documents/CCL_Deed_(pro_forma)_2.2.2023.pdf)

6. Transfer to a Self-Managed Superannuation Fund (SMSF)

Where shares are proposed to be transferred to a self-managed superannuation fund, legal and/or financial advice should be obtained regarding compliance with the *Superannuation Industry (Supervision) Act 1993 (Cth)*, including sections 66 and 82.

Click here to view the Share Transfer Approval Policy -

https://www.ccl.com.au/files/documents/Share_transfer_approval_policy_Jun_26.pdf