

## SHARE TRANSFER PROCEDURE:

*Revised June 2026*

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

1. **Original Share Certificate**

The original share certificate (script) 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](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](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](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](https://www.ccl.com.au/files/documents/Share_transfer_approval_policy_Jun_26.pdf)