

# New Membership & Transfer Share Application Form

This Application form is to be used for New Membership Applicants or Existing Hepburn Energy Members applying for shares by purchasing directly from the Hepburn Energy cooperative OR by transferring shares from an existing member who wishes to sell.

## PLEASE TICK ONE OF THE FOLLOWING:

New Membership Applicant or Existing Shareholder **buying direct from Hepburn Energy**

New Membership Applicant or Existing Shareholder **buying/transferring from an existing shareholder** (minimum 1000 shares)

## Application Details:

### Requirements for membership

Applicants may include individuals, individuals applying jointly, companies, co-operatives, trusts and superannuation funds. A member must hold the minimum number of shares, agree to be bound by the Rules and satisfy the active membership test (see Disclosure Statement)

### Applying for membership and shares

To apply for new membership and shares, the applicant must complete the application form and mail it to the address at the end of the form. Payments must be made at the time of application. Applicants should email [community@hepburnenergy.coop](mailto:community@hepburnenergy.coop) or phone (03) 5348 6760 with any questions about completing the application form.

### Transferring shares between buyers and sellers

For the detailed process of selling your shares and buying from sellers please visit [www.hepburnenergy.coop/membership](http://www.hepburnenergy.coop/membership). We recommend that sellers list their shares, and buyers connect with sellers via the off-market vendor site [www.shareconnect.com.au](http://www.shareconnect.com.au). Once you have agreed on a share parcel size and price, complete this form and mail the address listed at the end of this form.

### New applications

Full name(s) must be stated on the application form. The application form stipulates the minimum number of shares that may be applied for. The board reserves the right to set a different minimum for priority applicants. As per the Rules, the board will evaluate each application individually.

### Existing member applications for additional shares

Existing members should ensure that their Shareholder Reference Number (SRN) and shareholding names (as they appear on the applicant's Statement of Holdings) are entered. The member must make sure that all of their shareholding details are up to date prior to completing this form.

### Joint applications

In general, Hepburn Energy prefers two individual applications over a joint application, however, joint applications will be received without prejudice. Joint applications must list the full names of both individuals and include each tax file number (TFN). Please note that only the first named applicant on the joint membership is the voting member.

### Applications from minors

Minors may apply in their own right however under the Co-operatives Act minors are not eligible to stand for election or vote until they reach the age of 18 years. Parents may enter their own TFN and bank details if the child does not have these. Parents should seek their own advice as to whether any member returns they receive need to be declared as part of their income.

### Applications from superannuation funds and trusts

The 'other entity' section must be completed. Trustees should obtain expert advice to determine whether this investment is an appropriate and/or allowable investment under the relevant rules.

### Applications from companies, associations and co-operatives

All organisation/s should obtain expert advice to determine whether this investment is an appropriate and/or allowable investment under their individual organisation/s governing rules.

## Instructions:


- There are 2 sections of this form, Section 1 requires information about who is applying for the shares, and Section 2 requires information about where the shares are being purchased from. Follow the arrows to complete the appropriate sections
- Please use a **BLACK** pen. Print **CAPITAL** letters inside the boxed areas
- Where a choice is required, mark the box with an 'X'
- Hepburn Energy Rules & Disclosure Statements can be found at [www.hepburnenergy.coop/membership/](http://www.hepburnenergy.coop/membership/) and must be read by applications prior to applying




### MAIL COMPLETED FORM TO:

Hepburn Energy, PO Box 225, Daylesford VIC 3460


**PLEASE TICK ONE OF THE FOLLOWING FOR THE BUYER:**

- New Membership Local** applicant (minimum 100 shares) GO TO NUMBER 1. 

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- New Membership non-local** applicant (minimum 1000 shares) GO TO NUMBER 1. 

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- Existing Shareholder** applicant purchasing/transferring additional shares GO TO NUMBER 2. 

**1. NEW MEMBER DETAILS:** Please only complete if you are applying to be a NEW MEMBER

Entity Type: Please tick one of the following

- Individual     Joint     Other Entity

**Individual Application** Please Complete if applying as an individual:

Applicant Name:

Tax File Number/s:

Date of Birth (dd/mm/yyyy):  ABN (only if sole trader):

Residential Address:

Town/Suburb:  State:  Postcode:  Country:

Postal Address:   
*(If differs from above)*

Town/Suburb:  State:  Postcode:  Country:

Email (required):

Phone:

**Joint Application** Please Complete if applying as an joint holding:

Applicant 1 Name:

Tax File Number/s:  Date of Birth (dd/mm/yyyy):

Applicant 2 Name:

Tax File Number/s:  Date of Birth (dd/mm/yyyy):

If there are further joint applicants please add details to the reverse of this form

Residential Address:

Town/Suburb:  State:  Postcode:  Country:

Postal Address:   
*(If differs from above)*

Town/Suburb:  State:  Postcode:  Country:

Email (required):

Phone:

**Other Entity Application** Please Complete if applying as an an entity

Entity Type: Please tick one of the following

Superannuation Fund  Company  Trust  Other Entity, Please specify: \_\_\_\_\_

Entity Name

ABN (Company/Super/Trust):

Associated Person 1 Name:

Relationship to Entity:

Associated Person 2 Name:

Relationship to Entity:

Associated Person 2 Name:

Relationship to Entity:

If there are further associated persons (trustees, directors etc.) please add to the reverse of this form

Primary Contact Name:

Date of Birth (dd/mm/yyyy):

Address:

Town/Suburb:  State:  Postcode:  Country:

Postal Address:   
*(If differs from above)*

Town/Suburb:  State:  Postcode:  Country:

Email (required):

Phone:

**Payment Details:** Member returns will be made to the account nominated here

Account Name:

Bank:

BSB:

Account Number:

**Declarations:**

- I/We acknowledge that lodging this application form constitutes an offer to subscribe for shares in Hepburn Energy
- I/We have read through the Hepburn Energy New Member Information Booklet and associated Disclosure Statement, Rules and further documents.
- I/We apply for membership of Hepburn Energy. I/We will maintain my/our active membership status as defined in the Rules and explained in the Disclosure Statement.

Signature:

Date:

GO TO  NUMBER 3.

**2. EXISTING MEMBER DETAILS:** Please only complete if you are an EXISTING MEMBER

Shareholding Name:

Security Reference Number (SRN):

Declarations:

- I/We acknowledge that lodging this application form constitutes an offer to subscribe for shares in Hepburn Energy

Signature:

Date:

Signature 2:

Date:

(If Joint Account)

GO TO  NUMBER 3.

**3. PLEASE TICK ONE OF THE FOLLOWING:**

- Buying direct from Hepburn Energy

GO TO  NUMBER 4.

- Transferring from existing Hepburn Energy shareholder

GO TO  NUMBER 5.

### 4. NEW SHARE APPLICATION: Please only complete if buying direct from the co-operative

I/We apply for  shares at \$1.10 per share =

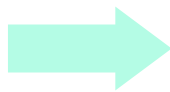
Local Applications 100 share minimum, Non-Local Applications 1000 share minimum

Please make payment via the Hepburn Energy Website [www.hepburnenergy.coop/shop](http://www.hepburnenergy.coop/shop)

I/We have made payment to Hepburn Energy

Signature:  Date:

Signature 2:  Date:   
(If Joint Account)



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### 5. SHARE TRANSFER DETAILS: Please only complete if this is a TRANSFER of shares from an existing shareholder

Shareholding Name of Transferor/s (Seller):

Security Reference Number (SRN) of Transferor/s (Seller):

Quantity of Shares for Transfer:  Consideration: \$

I/We acknowledge that the board will decline to recognise any instrument of transfer unless a fee of \$50 is paid by the selling member to the co-operative, in accordance with the Hepburn Energy Rules, Appendix 1 -Schedule of charges

I/We have made payment of the \$50 administrative fee via Hepburn Energy Website [www.hepburnenergy.coop/shop](http://www.hepburnenergy.coop/shop)

I/We the registered holder/s and undersigned seller/s for the above consideration do hereby transfer to the above name/s hereinafter called the buyer/s, the securities as specified above standing in my/our name/s in the books of Hepburn Energy, subject to the several conditions on which I/we held the same at the time of signing hereof and I/We the Buyer/s do hereby agree to accept the said securities subject to the same conditions. I/We have not received any notice of revocation of the Power of Attorney by death of the grantor or otherwise, under which this transfer is signed.

Transferor/s (Seller/s) Signature:  Date:

Transferee/s (Buyer/s) Signature:  Date:



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