



Sellers checklist

- ✓ the company you are interested in selling shares in must be on the Private Company Platform (PCP) (www.privatecompanyplatform.com)
- ✓ If you are an existing shareholder in a PCP platform company and you wish to sell some or all of your shares in that company you need to be able to quote your **SRN** (Shareholder Reference Number)
- ✓ You need to do your own analysis and assessment of the company's shares you are looking to sell – Sharetech is NOT an adviser and does NOT provide any advise in this area. Unlisted companies are very illiquid so prospective buyers will take this into account when determining how much they are prepared to pay for your shares.
- ✓ You will need to sign a SELLER Agreement – we will send this to you for signing once you have sent in the online sale form
- ✓ You will need to sign a Share Transfer Form at the appropriate time – a sample can be [downloaded here](#) as a guide only
- ✓ Sharetech acts for you in the sale facilitation process and we operate under a Corporate Authorised Representative authority to do this. Our fees for acting for you are 2% of the gross sale proceeds and this will be deducted from the gross amount and you will receive the net proceeds. Our fees and disclaimers are clearly outlined in the SELLER Agreement. Our fee is only payable on the sale of the shares – if no sale then there is no fee payable. The net proceeds will be paid to you out of a trust account maintained by our AFSL partner Primary Securities Limited
- ✓ You will need to at all times act in good faith and keep any transactional information in strict confidence

If you have any questions please contact Sharetech's corporate services director:

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Thank you