**Civmec Limited (Australian incorporated) – Register Removal process 12082024**

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| 1. **Singapore to Australia:** Shares located in a CDP Direct Account or Sub-account maintained with a CDP Depository Agent (DA)
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| **Form(s)** | **Delivery instructions /Fees (including GST)** | **Register** | **Action** | **Process timing** |
| CDP direct account holder or DA completes and submits the following:1. CDP Request for Withdrawal of Securities form (handled as scrip withdrawal)

https://api2.sgx.com/sites/default/files/2024-01/10.%20Request%20for%20Withdrawal%20of%20Securities%2005012024.pdf**and** 1. Singapore Transfer Deed (seller is the CDP and the CDP account holder is the buyer/transferee)

<https://api2.sgx.com/sites/default/files/2024-01/Transfer%20Deed%20for%20Scrip%20Withdrawal%2008012024.pdf?destination=/media/99639>No stamp duty assessment is required as there should be no change of beneficial ownership during the register removal process.  | Original wet-ink signed Request for Withdrawal of Securities form **and** Singapore Transfer Deed shall be delivered to CDP a) by CDP account holders via drop box or by mail to SingPost PO Box, or b) by CDP sub-account holders via their DAs.CDP withdrawal fees payable:1. S$10.90 (inclusive of GST) per request for securities quantity 1,000 or less
2. S$27.25 (inclusive of GST) per request for securities quantity more than 1,000
3. S$2.18 (inclusive of GST) registration fee per certificate/confirmation note

Note: For CDP sub-account holders with DAs, CDP auto bills DAs monthly. CDP direct account holders will pay CDP via TT and attach a copy of remittance advice as evidence of payment: CDP’s bank account details:https://www.sgx.com/securities/retail-investor/manage-my-account | Singapore | CDP:1. Validate the withdrawal request form received e.g. signature, sufficient shares held in “Free” balance of direct account/ DA sub-account etc.
2. On lodgement date, debit shares from direct account/ DA sub-account.
3. On lodgement date, deliver (a) CDP lodgement letter, and (b) Singapore Transfer Deed to Tricor via daily courier.
4. Upon receipt of statement of holdings for CDP’s balance holdings from Tricor, to proceed to safekeep.
 | Lodge with Tricor within 6 business days from date of receipt, assuming all documents received are in order  |
| CDP direct account holder or DA also completes and submits to Tricor:3. Register Removal Request (SGD to AUS) form (“Removal Form A”) | Original wet ink signed Removal Form A to be submitted by the CDP direct account holder or DA to Tricor. **Fee:** payment instruction for Singapore S$34.88 made payable to Tricor Barbinder Share Registration Services. The shareholder emails is.corporateactions@sg.tricorglobal.com for the banking details. | Singapore | Tricor:1. Validate and process the transfer and removal upon receipt of (a) Removal Form A and (b) Singapore Transfer Deed and (c) CDP lodgement letter, whichever is applicable. Match the Removal Form A against the withdrawal records/documents submitted by CDP.
2. Remove the shares from the Singapore branch register, and advises Computershare by email this has been completed, providing a copy of Removal Form A and confirmation of the total number of shares now held on the Singapore branch register.
3. Issue statement of holdings to CDP on balance number of shares held
 | 2 business days |
| Australian | Computershare: 1. Process the Removal Form A.
2. Confirm by email to Tricor the removal of the shares to Australian register has been completed, and the total number of shares now held on the Australian register.
3. Holding statement is despatched to the registered address of shareholder.
 | 1 business day |
| 1. **Australia to Singapore:** Shares to be deposited into CDP Direct Account or Sub-account maintained with a DA
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| **Form(s)** | **Delivery instructions /Fees (including GST)** | **Register** | **Action** | **Process timing** |
| Shareholder completes and provides to Computershare:Register Removal Request (AUS to SGD) form (“Removal Form B”)Noting, incorporated in the Removal Form B is (a) a transfer from the shareholder to CDP (on a “no change in beneficial ownership basis”) and (b) the CDP deposit instructions.(handled by Tricor/CDP as “Transfer between Register”) | Original Removal Form B sent to Computershare. If the shares are held on the CHESS sub-register the shareholder’s broker or custodian would convert them to the issuer sponsored sub-register.**Fee:** payment instruction for S$55.78 (inclusive of deposition fee payable to The Central Depository (Pte) Limited) made payable to Tricor Barbinder Share Registration Services. The shareholder would email is.corporateactions@sg.tricorglobal.com for the banking details. | Australian | Computershare:1. Validate and process the Removal Form B the same day the request is received and is matched to the shares on Australian Register.
2. Remove the shares from the Australian register, and advises Tricor by email this has been completed, providing a copy of the Removal Form B and confirmation of the total number of shares now held on the Australian register.
 | 1 business day |
|  |  | Singapore | Tricor:1. Process the Removal Form B.
2. Confirm by email to Computershare the removal of the shares from the Australian Register to Singapore branch register has been completed, and the total number of shares now held on the Singapore branch register.
 | 2 business days |
|  |  |  | 1. Key in the securities accounts to be credited under a Batch, into CDP’s post trade system under Transaction Category of “Transfer between Registers”.
2. Issue a Statement of Holdings on the updated number of shares and deliver it with a copy of the Removal Form B and cover letter (stating the Batch ID) to CDP.

CDP:1. Upon receipt will validate the documents, and data entry and assuming all is in order, will process the credit of shares via the Batch ID to the shareholder’s account within 2 business days from date of receipt.
2. Auto-bill Tricor for the deposits done on a monthly basis.
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