

GREYFRIARS PTY LTD (ACN - 007 272 931)

GREYFRIARS SHARE ACQUISITION AND DISPOSAL PROCESS Key steps

REQUEST FOR SERVICES COMPANY CERTIFICATE: duration to complete request is 14 calendar days

Step 1:

Engage a Solicitor for your sale/purchase process

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Step 2:

Prospective new Owners sign and date rules document and return to Greyfriars Pty Ltd. Upon approval, Directors arrange an induction with the prospective new Owners

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Step 3:

Solicitor requests a Services Company Certificate to support Section 32 statement via email: enquiries@strataocm.com.au



Step 4:

Strata OCM Group receive the request and \$150.00 to complete the request (14-day turnaround)



Step 5:

Strata OCM Group prepare the Company Services Certificate supplying key Greyfriars Pty Ltd Company and Flat specific information (Inc. Levy, Insurance, Rules)



Step 6:

Strata OCM Group signs and applies the Greyfriars Pty Ltd Common Seal to the Services Certificate

Submits to the applicant via Post

TASK COMPLETED

REQUEST FOR SHARE CERTIFICATE
(NEW/REPLACEMENT):

duration to complete request is 14 calendar days

Step 1:

Flat Owner requests a Share Certificate via email: enquiries@strataocm.com.au

Replacement request - need to supply:

- shareholder name (s)

- shareholder address

- respective share numbers

New/Transfer request:

- Acquisition notice to be supplied by Solicitor

Step 2:

Strata OCM Group receive the request and \$150.00 to complete the request (14-day turnaround)

Step 3: Strata OCM Group prepare the Greyfriars Pty Ltd

Company Share Certificate and submits to the Greyfriars
Pty Ltd Directors for signing

Step 4:

Greyfriars Pty Ltd Directors forward signed original back to Strata OCM Group for application of Company Seal

Step 5:

Strata OCM Group updates the Company Share Register with new details and forwards to the Shareholder via the postal address the share certificate. ASIC register is

updated accordingly.

TASK COMPLETED