



# Notification of division or conversion of classes of shares

Use this form to notify ASIC of changes to existing shares to another class or two or more different classes of shares. Do not use this form to notify of conversion of all or any shares into a smaller or larger number- use **Form 2205**.

If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement

## Company details

Company name

ACN/ABN

## Lodgement details

**Who should ASIC contact if there is a query about this form?**

Firm/organisation

Contact name/position description

ASIC registered agent number (if applicable)

Telephone number

Postal address or DX address

## Share class

Share class code	Full title	Share class code	Full title
A	A	PRF	preference
B	B ...etc	CUMP	cumulative preference
EMP	employee's	NCP	non-cumulative preference
FOU	founder's	REDP	redeemable preference
LG	life governor's	NRP	non-redeemable preference
MAN	management	CRP	cumulative redeemable preference
ORD	ordinary	NCRP	non-cumulative redeemable preference
RED	redeemable	PARP	participative preference
SPE	special		

If you are using the standard share class codes you do not need to provide a full title for the shares.

If you are not using the standard share class code, enter a code of no more than 4 letters and then show the full title (in the following tables).

**Complete Sections 1, 2 and 4 for a share division and Sections 1, 3 and 4 for a share conversion.**

## Date of division/conversion

Date of division/conversion  
  /   /    
 [D] [D] [M] [M] [Y] [Y]

### 1 Share structure before division/conversion

The total number of shares should be the same before and after division or conversion. e.g.

*200 'A' class shares are divided into 100 'B' class and 100 'C' class shares or,*

*500 'A class' shares become 500 'B class' shares.*

and the amounts paid and unpaid after division/conversion must also be the same.

Share class code	Full title if not standard	Total number issued	Total amount paid on these shares	Total amount unpaid on these shares
Total amount paid and total amount unpaid for ALL share classes				

### 2 Share structure after division

Share class code	Full title if not standard	Total number issued	Total amount paid on these shares	Total amount unpaid on these shares
Total amount paid and total amount unpaid for ALL share classes				

### 3 Share structure after conversion

Share class code	Full title if not standard	Total number issued	Total amount paid on these shares	Total amount unpaid on these shares
Total amount paid and total amount unpaid for ALL share classes				

## 4 Details of top 20 members after the division/conversion

### Proprietary companies only

Only show the details of the top 20 members in each share class that was affected by the division/conversion.

- If there are 20 members or less in a share class, all members need to be notified
- If there are more than 20 members in a share class, only the top twenty need be notified (s178B).
- If shares are jointly owned, provide names and addresses of all joint - owners on a separate sheet, clearly indicating the share class and with whom the shares are jointly owned.

### Member details

Please indicate the member's name, address and shareholding

<input type="checkbox"/>	Family name	Given names
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>OR</b>		
<input type="checkbox"/>	Company name	
	<input style="width: 95%;" type="text"/>	
	ACN/ARBN/ ABN	
	<input style="width: 95%;" type="text"/>	
	Office, unit, level, or PO Box number	
	<input style="width: 95%;" type="text"/>	
	Street number and Street name	
	<input style="width: 95%;" type="text"/>	
	Suburb/City	State/Territory
	<input style="width: 70%;" type="text"/>	<input style="width: 30%;" type="text"/>
	Postcode	Country (if not Australia)
	<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

### Shareholding details

Share class code	Total number now held	Total \$ paid on these shares	Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)

#### 4 Continued . . . Details of another top 20 member

**Member details**

Please indicate the member's name, address and shareholding

Family name  Given names

**OR**

Company name

ACN/ARBN/ ABN

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City  State/Territory

Postcode  Country (if not Australia)

**Shareholding details**

Share class code	Total number now held	Total \$ paid on these shares	Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)

#### 4 Continued . . . Details of another top 20 member

**Member details**

Please indicate the member's name, address and shareholding

Family name  Given names

**OR**

Company name

ACN/ARBN/ ABN

Office, unit, level, or PO Box number

Street number and Street name

Suburb/City  State/Territory

Postcode  Country (if not Australia)

**Shareholding details**

Share class code	Total number now held	Total \$ paid on these shares	Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)

## 4 Continued . . . Details of another top 20 member

### Member details

Please indicate the member's name, address and shareholding

<input type="checkbox"/>	Family name	<input type="text"/>	Given names	<input type="text"/>
<b>OR</b>				
<input type="checkbox"/>	Company name	<input type="text"/>		
ACN/ARBN/ ABN				
<input type="text"/>				
Office, unit, level, or PO Box number				
<input type="text"/>				
Street number and Street name				
<input type="text"/>				
Suburb/City				State/Territory
<input type="text"/>				<input type="text"/>
Postcode		Country (if not Australia)		
<input type="text"/>		<input type="text"/>		

### Shareholding details

Share class code	Total number now held	Total \$ paid on these shares	Total \$ unpaid on these shares	Fully paid (y/n)	Beneficially held (y/n)

### Signature

This form must be signed by a current officeholder of the company.

I certify that the information in this cover sheet and the attached sections of this form are true and complete.

Name

Capacity

Director

Company secretary

Signature

Date signed

/   /    
[D] [D] [M] [M] [Y] [Y]

### Lodgement

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

### For more information

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630

# Guide: Notification of division or conversion of classes of shares

Use this form to notify ASIC of changes to existing shares to another class or two or more different classes of shares. Do not use this form to notify of conversion of all or any shares into a smaller or larger number- use **Form 2205**.

**This guide does not form part of the prescribed form. It is included by ASIC to assist you in completing and lodging the Form 211.**

<b>Signature</b>	This form must be signed by a current officeholder of the company.
<b>Lodgement period</b>	14 days
<b>Late fees</b>	Late lodgement fees will apply if you notify a change outside the lodgement period.  For information on fees refer to <a href="http://www.asic.gov.au/forms">www.asic.gov.au/forms</a> .
<b>About notifying division or conversion of shares</b>	<p>Use this form to tell ASIC when shares are divided, converted or changed by a combination of division and conversion into different classes of shares, but the total number of shares remains the same.</p> <p><b>Division of class (s246F(1)(a))</b> Shares in a single class are divided into different existing share classes (e.g. 200 'A' class shares are divided into 100 'B' class and 100 'C' class shares)</p> <p><b>Conversion of class (s246F(1)(b))</b> Shares in a single class are converted into another class (e.g. 500 'A class' shares become 500 'B class' shares)</p> <p><i>Under s254G(3) of the Act, a share that is not a redeemable preference share when issued cannot afterwards be converted into a redeemable preference share.</i></p> <p>If the changes to the share classes result in a smaller or larger number of total shares (e.g. 100 ordinary shares are converted to 1000 B class shares), you will have to lodge a Form 2205 to notify us of the resolution to convert shares into a larger or smaller number as well as the Form 211 to tell us about the division or conversion.</p> <p>If your company has changed its shares into a smaller or larger number (eg 100 ordinary shares are converted to 1000 ordinary shares) but not changed the share class then lodge a Form 2205 only to notify us, not the Form 211.</p>
<b>How to provide additional information</b>	<p><b>Photocopied Form 211 pages</b> If there is insufficient space in any section of the form, you may photocopy the relevant page(s) and submit as part of this lodgement.</p> <p><b>Annexures</b> If there is insufficient space in any section of the form, you may alternately submit annexures as part of this lodgement.</p> <p>To make any annexure conform to the regulations, you must</p> <ol style="list-style-type: none"><li>1. use A4 size paper of white or light pastel colour with a margin of at least 10mm on all sides</li><li>2. show the company name and ACN or ARBN</li><li>3. number the pages consecutively</li><li>4. print or type in BLOCK letters in dark blue or black ink so that the document is clearly legible when photocopied</li><li>5. mark the annexure with an identifying letter or symbol eg a,b,c or 1,2,3 etc.</li><li>6. endorse the annexure with the words: This annexure (mark) of (number) pages referred to in form (form number and title)</li><li>7. sign and date the annexure</li></ol> <p>The annexure must be signed by the same person(s) who signed the form.</p>
<b>Privacy</b>	The information provided to ASIC in this form may include personal information. Please refer to our privacy policy ( <a href="http://www.asic.gov.au/privacy">www.asic.gov.au/privacy</a> ) for information about how we handle your personal information, your rights to seek access to and correct personal information, and to complain about breaches of your privacy.

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**Lodgement**

Send completed and signed forms to:  
Australian Securities and Investments Commission,  
PO Box 4000, Gippsland Mail Centre VIC 3841.

**For more information**

Web [www.asic.gov.au](http://www.asic.gov.au)  
Need help? [www.asic.gov.au/question](http://www.asic.gov.au/question)  
Telephone 1300 300 630