



**AERIAL CAPITAL GROUP LIMITED**  
**ABN: 85 116 825 248**

**SHARES INFORMATION PACK**

**February 2011**

## **Aerial Capital Group Limited Company Shares:**

Aerial Capital Group Ltd, being a public company guaranteed by shares provides assistance with the buying and selling of company shares. Aerial shares are at present unlisted, however the price per share is determined by the balance sheet from the Company financials, on a quarterly basis. This share price can be obtained by contacting the Company Secretary on 02 6126 1524.

The process of selling and buying shares in Aerial Capital Group Ltd is a relatively easy process. This pack provides you with the information and forms for you to progress further, and the website will provide you with the following:

- a sales history for shares,
- the ability to list the basic details of shares for sale;
- the option to make an enquiry on available shares;

If, after reading the information contained in this pack, you have an enquiry regarding Aerial Capital Group Ltd company shares, please contact the Company Secretary:

Phone: 02 6126 1524  
Fax; 02 6126 1556  
Email: [aerial@aerialcg.com.au](mailto:aerial@aerialcg.com.au)  
Or  
PO Box 1233  
Fyshwick ACT 2609

## **Share Process:**

### **Sellers:**

#### **Registering your shares for sale on the Website:**

Shareholders are requested to complete the 'Register Shares for Sale Authority' form which is included in this pack and to forward it to the Company Secretary: Once received, basic details will be available on the website for interested buyers, and you may also update, or add to your listing by submitting /the online 'sell shares' option.

Enquiries made regarding shares for sale will be forwarded directly to the shareholder. It is then up to the shareholder to contact the buyer and negotiate a price.

If you have registered with Aerial, you may change or cancel your current listing by contacting the Company Secretary, or alternatively using the online form.

*The cost for registering your shares for sale on the Aerial Website is \$55, and this is payable prior to your share information being listed.*

### **Buyers:**

#### **Share Enquiries and Sales:**

Enquiries made on available shares will be directed to the Company Secretary, who will forward the enquiry details onto the shareholder. It is then up to the shareholder to contact the buyer to negotiate further.

### **Sale of Shares:**

#### **Negotiated:**

Share sales are negotiated by the seller and the buyer on a private basis, and Aerial cannot act as an agent for either parties, however Aerial will assist with any questions that you may have about the company or its shares.

The 'Transfer Shares' form, included in this pack, should be completed and signed by both the seller and the buyer.

Both parties will then make an appointment with the Company Secretary at Aerial Capital Group to finalise the transfer.

The shareholder must provide his/her original share certificate, as well as the completed 'Transfer Shares' form. The original share certificate will then also be signed by both parties at the meeting.

\*Please refer to page two of the Share transfer form in relation to signatures required to transfer shares from or to Joint holdings, Companies, or Deceased Estates.

Once these documents are signed and provided to the Company Secretary, the payment transaction may take place between the two parties.

The new shareholder will then be provided with a letter confirming their status as a shareholder of Aerial Capital Group Ltd. The transfer of Aerial shares will also attract a \$55 fee for administrative services. Once the administration fee has been paid, a new Share Certificate will be drawn in the shareholders name, and the shares officially entered into the Company Share registry.

**Please Note:**

Aerial Capital Group Ltd is not a licensed operator under Part 7.2 of the Corporations Act, and therefore:

- Cannot act as an agent for the buyer or the seller;
- Is precluded by law from being involved in negotiating the sale price of the shares;
- Cannot handle any funds and will not be involved in the financial settlement of the share transfer; and
- Cannot provide general or personal legal or financial advice.

**Aerial Capital Group will however:**

- Assist with the administrative process and ensure that the paperwork has been completed, signed and witnessed correctly;
- Invoice the buyer for the Administration fee of \$55, and receive payment for such;
- Issue a new share certificate in the new shareholders name, as per the share transfer form; and lastly
- Record the transfer entry of the shares into the official company share registry.

**Forms Attached:**

- Register Shares for Sale Authority;
- Aerial Capital Group Ltd Share Transfer Form.

## AUTHORITY TO REGISTER SHARES FOR SALE

Aerial Capital Group Limited  
The Company Secretary  
PO Box 1233  
Fyshwick ACT 2609

Dear Sir/Madam

**RE: Registering Shares for Sale on Aerial Capital Group's Website**

I would like to express an interest in selling shares in Aerial Capital Group Ltd. I also agree to pay a \$55 Website Listing Fee prior to my information being posted on the Site.

I give you authority to record my interest in this matter on Aerial's Share website and as a result, I will receive such information that will enable me to contact potential buyers in due course.

I understand that for privacy reasons, some of the information requested in this Authority will be used for Aerial administration purposes only and will remain confidential.

Name: .....

Address: .....

.....

Phone: (hm) .....Phone: (wk) .....

Mobile: .....Email:.....(Preferred)

**Details of Shares for Sale to be posted to Aerial Share Website:**

Quantity: .....

Price:.....

I understand that this authority remains in place whilst I have shares listed on Aerial's website, however I may change, cancel or add to my shares for sale listing, by contacting the Company Secretary of Aerial, or by using the online form.

I understand that on receipt of enquiries regarding my shares for sale, it will be up to each party to advise the other as to the extent of their interest. All negotiations will need to be on a private basis.

I have read the Shares Information Pack contained on Aerial's website and I am aware of the Aerial administration fee involved should I proceed with the sale of my shares.

I understand that there are restrictions on any company or trust from 'conducting a market'. It is acknowledged that:

- You are not a licensed operator under Part 7.2 of the Corporations Act.
- You are not subject to the legal obligations that apply to the operator of a licensed market.
- You do not act as agent for the buyer or seller.
- You do not handle any funds and are not involved in the settlement, other than to record the transfer entry of the shares into the official company registry.
- You are precluded by law from being involved in the sale price of the shares.
- You are not permitted to provide any general or personal financial advice.

I look forward to receiving enquiries regarding potential buyers for my shares as listed.

Yours sincerely

.....  
Shareholder/Seller's Signature

.....  
Date

**PLEASE FORWARD / MAIL THIS FORM TO THE COMPANY SECRETARY OF AERIAL:  
PO Box 1233 Fyshwick ACT 2609, Fax: 02 6126 1556, or scan & email to:  
[aerial@aerialcg.com.au](mailto:aerial@aerialcg.com.au)**



## How to Complete the Share Transfer Form:

1. **Issuer:** The full name of the Company and ACN in which the shares are held.
2. **Description:** The type of shares.
3. **Quantity:** Number of shares being transferred (in both words and figures).
4. **Consideration:** The full amount paid in settlement of the transfer of shares (words & figures).
5. **Certificate:** The Sellers Share Certificate number where the shares to be transferred are included.
6. **Full Name(s) – Seller:** Please enter the name(s) of all shareholders as stated on the Share Certificate. Deceased Estates should be entered: "(the full names of the executors) as Executor(s) of the Estate of (full name of deceased shareholder)". **Companies** must include ABN or ACN.
7. **Full Name(s) – Buyer:** For individual or joint holders, enter the full name(s) of buyers (a maximum of three joint holders). For **Company**, enter company details including ABN or ACN.
8. **Address of Buyer(s):** Enter full street address details on behalf of the Buyer(s).
9. **Postal Address of Buyer(s):** Enter postal address details if applicable.
10. **Signatures:** Please sign and date this form in the spaces provided, by BOTH the Seller(s) and Buyer(s) as follows:

*Individual:* Where the holding is in one name, the shareholder must sign.

*Joint Holding:* Where the holding is in more than one name, all of the shareholders must sign.

*Power of Attorney:* To sign under Power of Attorney, you must have already lodged this document with the registry. If you have not previously lodged this document, please attach an originally certified copy of the Power of Attorney to this transfer form when you return it.

*Companies:* Either 2 Directors or a Director and a Company Secretary must sign in accordance with the Company's constitution. If the company's constitution states that only one signature is required, if not already noted by the Registry Office, a copy of this document must be included\*\*. This is not required where the company is 'sole director and sole secretary company'. Signing capacity must always be included. Insert date signed.

*Deceased Estates:* All executors must sign and, if not already noted by the Registry, an originally certified copy of Probate or Letters of Administration must accompany this form\*\*.

**Administration Fee:** Aerial will charge an administration fee of \$55 to assist with the compiling, witnessing, and processing of documents.

Once Aerial has received all transfer documents required including the seller's original signed and completed share certificate, and the Aerial Administration Fee, the transfer will be registered in the Company Register, and a new share certificate will be drawn in the new shareholders name or company.

**Transfers or other documents that do not fully meet the company's requirements are liable to be returned, without registration.**

**\*\*Copies of documents forwarded must be certified as a true copy by a person who in the State or Territory of certification has the power to witness a Statutory Declaration.**