

Share Transactions 101 For ASIC Registered Agents | Learning Objectives | Modules 1 – 4

Module	Module Topic	Focus Area	Learning objectives
1.	Introduction To Share Transactions	This module is an in-depth introduction into various aspects of share capital and processing share transactions. Key areas of focus are share classes and rights, allotments, share transfers, beneficial ownership and maintaining a Share Register.	<ol style="list-style-type: none"> 1. Identify different types of share transactions 2. Confidently process the share transactions, including preparation of the necessary governance documents and applicable ASIC lodgements 3. Understand different share classes and share rights 4. Confidently prepare Share Allotments and Share Transfers 5. Identify beneficial owners, trustees and how to deal with deceased shareholders 6. Identify partly paid shares and how they are processed and recorded 7. Confidently construct a Register of Members in accordance with S.169 of the <i>Corporations Act 2001 (Cth)</i> 8. Clarify what share options are and the requirement for Register of Option holders
2.	Restructuring & Reclassifying Issued Shares	This module focuses on Conversion of shares into different classes and Subdivisions (aka share splits). We take a close look at the legal requirements, processes, the related governance documentation and the applicable ASIC Forms.	<ol style="list-style-type: none"> 1. Gain a thorough understanding of these types of share transactions and when and how they can be used to restructure a company's existing share capital 2. Become familiar with the relevant provisions of the <i>Corporations Act 2001 (Cth)</i> for these types of changes to share capital 3. Appreciate that converting shares held by members into other classes of shares can impact, vary or cancel existing members rights 4. Learn to confidently process Division or Conversion of shares into different classes 5. Learn to confidently process Consolidation or Subdivision of shares (aka share splits) 6. Identify the ASIC forms required for these share transactions

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3.	Share Capital Reductions & Share Buy-Backs	We review different types of share capital reductions and the intricacies of each type. We take a close look at the legal requirements, processes, the related governance documentation and the numerous ASIC forms for all types of capital reductions, share cancellations and share buy-backs.	<ol style="list-style-type: none"> 1. Gain a thorough understanding of these share transactions and when and how they can be used to achieve a return of capital and/or cancellation of shares 2. Become familiar with the relevant provisions of the <i>Corporations Act 2001 (Cth)</i> for these type of share transactions 3. Learn to confidently process a share capital reduction and share buy-back by following a prescribed process and timeline 4. Learn when shares can be forfeited 5. Learn when preference shares can be redeemed and cancelled 6. Identify the ASIC Forms required for Share Capital Reductions, Share Buy-backs, Forfeitures and Redemption of preference shares
4.	Share Capital Corrections & Withdrawing Lodgements	We run through several case studies of share capital errors and discuss the process and documents required to successfully correct or withdraw previously lodged erroneous forms and update ASIC Register to correct the error.	<ol style="list-style-type: none"> 1. Identify when a correction or withdrawal is required to a Company's ASIC record, rather than the lodgement of a company change 2. Learn to identify which form in a company's ASIC lodgment history to select to correct or withdraw 3. Identify when a correction form can be lodged electronically rather than hard copy lodgement 4. Learn the steps required to correct a share capital error or withdraw a lodged document 5. Learn what supporting documents ASIC requires to accept a withdrawal or correction to share capital