

## Deceased Estates Securities Administration Form

### For Individual Holding

If you have elected to receive Link Market Services Limited's Deceased Estates Securities Administration Service please complete this form, attach the necessary documentation and complete/attach your payment and return to Link Market Services Limited at the address shown above.

#### A DECEASED'S DETAILS

Deceased's Name

Deceased's Address

Suburb/Town  Country  Post Code

Date of Death  /  /  CSN/Holder Number

#### B NEXT OF KIN'S DETAILS (if the deceased left no will)

Full Name

Postal Address to be recorded on the Register. Only one address can be recorded.

Suburb/Town  Country  Post Code

Daytime Telephone Number

#### C DETAILS OF EXECUTOR RESPONSIBLE FOR THE ESTATES' ADMINISTRATION

An Executor is the person(s) responsible for carrying out the terms of the Will. If there is more than one Executor please select one address as Link can only accept one address for the Executor.

Full Name

Postal Address to be recorded on the Register. Only one address can be recorded.

Suburb/Town  Country  Post Code

Daytime Telephone Number

## Who is to receive the Securities?

You have two options, Transmission or Transfer.

**Transmission:** The transmission of securities is changing the name under which the securities are registered from the deceased's name into the name of the Executor/Administrator to be then distributed to the beneficiaries of the estate. Please complete the Estate Transmission Document.

**Transfer:** Securities can be transferred directly from the name of the deceased into the name of a beneficiary, beneficiaries or other persons. Please complete the Off Market Transfer Document.

Please note that if the Executor is also the beneficiary, the movement of securities from the deceased's name to the name of the beneficiary should be by way of TRANSFER and not Transmission.

Is the beneficiary a minor? *We are unable to transfer securities to a minor. If a beneficiary is a minor, we require the full name and address of the parent/guardian. Please complete the Minor(s) Statement and Indemnity form.*

Yes

**D**

## ESTATE ADMINISTRATION PAYMENT DETAILS

If you require Link Market Services Limited to administrate the current registration details of the above CSN/Holder Number in relation to an Estate, you are required to pay an administration fee of \$92.00 (Inclusive of GST).

Payment can be made by Direct Credit, Cheque or Credit Card. Please select only one payment option and complete all areas in the related section below.

**OPTION 1 – TO PAY BY CHEQUE:** Please **attach** your cheque for NZ\$92.00 (inclusive of GST) made payable to Link Market Services Limited.

**OPTION 2 – TO PAY BY CREDIT CARD:** Please complete the details below.

Please debit my Credit Card with NZ\$92.00 (inclusive of GST):  
(Only Visa or Mastercard can be accepted)

Visa:

Mastercard:

(tick)

Credit Card Number:

Expiry Date:

Name on Card:

Cardholder(s) Signature(s):

**OPTION 3 – TO PAY BY DIRECT CREDIT:** Please submit your payment of NZ\$92.00 (inclusive of GST) to:

**Bank account name:** Link Market Services  
**Bank name and branch:** BNZ Limited Downtown Auckland  
**Bank account number:** 02-0108-0140144-00

Please ensure that you **quote EST and the CSN/Holder number and Estate surname in the reference fields of the payment screen when you make your payment. If you fail to complete this, Link will not be able to match your payment to your request.**

**Please provide the following confirmation to Link to enable us to identify your payment in our account**

Date that payment was made:

Amount paid:

\$

Name and branch of your bank

Direct Credit Reference/CSN/Holder Number

Surname

**Please read the following carefully.**

You will need to supply the following three documents to Link Market Services Limited as CERTIFIED COPIES ONLY. **Please do not send original documents.** A Certified Copy is a copy of the original document which has been certified to be a true copy of the original by a person authorised to do so. This includes a Justice of the Peace and Solicitor.

A grant of Probate is an official court document stating that the Will is legally valid and the named Executor(s) of the Will has/have the authority to administer the estate.

If you do not have a grant of Probate, you will need to supply a certified copy of the Death Certificate and the Will. A Will is a document setting out the wishes of the deceased for the distribution of their assets.

If there is no Will, you will need to supply Letters of Administration. This is an official court document appointing an Administrator, who is charged with the administration of the Estate of the deceased, similar to an Executor.

**If you do not have Letters of Administration**, you will need to supply the FULL NAME and ADDRESS of the deceased's Next of Kin. The Next of Kin is usually the surviving spouse. If there is no spouse, then the children of the deceased. If no children, then the parents of the deceased. Please complete the Statutory Declaration and Indemnity of Next of Kin form.

|  |                                 |                                 |
|--|---------------------------------|---------------------------------|
| Certified copy of a grant of Probate or Letters of Administration          | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| Certified copy of the Death Certificate                                    | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| Certified copy of the Will   | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| The full name, address and contact details of the next of kin              |                                 | Yes<br><input type="checkbox"/> |
| The full name, address and contact details of an executor. Only one please |                                 | Yes<br><input type="checkbox"/> |

**Completed relevant forms:**

|   |                                 |                                 |
|---|---------------------------------|---------------------------------|
| Estate Transmission Document                                    | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| Off Market Transfer Document                                    | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| Small Estate Statement, Indemnity and/or Transmission           | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| Small Intestate Estate Statement, Indemnity and/or Transmission | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| Statutory Declaration and Indemnity of Next of Kin              | N/A<br><input type="checkbox"/> | Yes<br><input type="checkbox"/> |
| Estate Administration Payment Details completed                 |                                 | Yes<br><input type="checkbox"/> |
| Do you wish to receive a receipt for this payment?              | No<br><input type="checkbox"/>  | Yes<br><input type="checkbox"/> |

**SIGNATURE(S)**

To be signed by the Executor(s) who has authority to act for the Estate.

I/We declare that the information given is true and correct to the best of my/our knowledge.

Signature(s)

Signature(s)

Signature(s)

**Privacy Clause:** Link Market Services Limited advises that Section 87 of the *Companies Act 1993* requires certain information about you as a securityholder (including your name, address and details of the securities you hold) to be included in the public register of the Issuer in which you hold securities. Personal information is collected in order to administer your securityholding. If part or all of the information is not provided, then it might not be possible to administer your securityholding. Please note that the personal information collected may be disclosed to the Issuer in which you hold securities. You can obtain access to your personal information by contacting us at the address or telephone number shown on this form. Our privacy policy is available on our website ([www.linkmarketservices.co.nz](http://www.linkmarketservices.co.nz)).

Date