



# What does Link's Deceased Estate Administration Service Offer?

## What is the Estate Administration Service?

Link is a leading provider of services to investors and their agents. Estate Administration is a core registry service and Link has built a reputation for accurate and efficient estate securities administration.

To enable Link Market Services to administer the transfer of the securities held by the Estate, we need some information from you as the Executor or Administrator of the Estate, along with legal documentation as stated in the section "Deceased Estate Document Requirements" below. This is required for legal compliance and without these documents Link will not be able to transfer the securities.

## What does the Estate Administration Service include?

- Receipt, verification and recording of the relevant legal documentation related to an Estate.
- Processing all the completed forms and transmission or transfer of the security holdings held by the Estate to the beneficiary or Joint holder(s).  
Please see the "Deceased Estate Document Requirements" below to ascertain what documentation you need to supply to Link Market Services. The Administration Form also contain a checklist for your convenience.
- A Transaction Statement detailing the securities and balances of the complete portfolio the Estate held will be provided on completion of transfer/transmission to the Executor/Beneficiary/Joint Holder.

## What the Estate Administration Service does not include – additional charges may apply for these services.

- Details of any outstanding payments held by the registry.
- Transactional history.
- Annual Taxation Statements.

If you require these details complete the relevant forms available under **forms** and forward these with the Estate documentation. However, the additional details you require may be available on our website [www.linkmarketservices.co.nz](http://www.linkmarketservices.co.nz)

## What you need to do?

- STEP 1** Complete in full the Deceased Estate Securities Administration Form for either an Individual or Joint Holding. If the deceased held both Individual and Joint Holdings, then both Administration forms are required to be completed.
- STEP 2** The Deceased Estate Securities Administration Form for an Individual Holding must be signed by all appointed Executors/Administrators. The Deceased Estate Securities Administration Form for a Joint Holding must be signed by the surviving joint holder(s).
- STEP 3** Complete all the relevant forms listed in the Deceased Estate Securities Administration Form as per Section E.
- STEP 4** Please complete the payment section (section D) or attach your cheque.
- STEP 5** Mail the original the Deceased Estate Securities Administration Form, the relevant additional Forms (as per the checklist in section E) to Link Market Services, PO Box 91976, Auckland 1142.

## What does it cost?

Link's fees are applied in relation to receiving all relevant documentation and the tasks involved in carrying out the necessary procedures. The cost for this service is NZ\$92.00 (inclusive of GST).

## Deceased Estate Document Requirements

You must in all cases complete the Deceased Estate Securities Administration Form as well as the additional forms for each applicable scenario as stated below.

| Individual Holding – Checklist  |  |
|---|--|
| Where Probate <b>HAS</b> been granted.  |  |
|   | Certified copy of Probate / Letter of Administration                           |
|   | <b>Estate Transmission Document</b> and/or <b>Off Market Transfer Document</b> |
| If Probate / Letter of Administration <b>HAS NOT</b> been applied for or granted.                                   |  |
|   | Certified copy of the Death Certificate  |
|   | Certified copy of the Will   |
|   | <b>Estate Transmission Document</b> and/or <b>Off Market Transfer Document</b> |
| If the Deceased <b>DID NOT</b> leave a valid Will (Intestacy).  |  |
|   | Certified copy of Letters of Administration                                    |
|   | Certified copy of the Death Certificate  |
|   | <b>Small Estate Statement, Indemnity and/or Transmission</b>                   |
|   | <b>Statutory Declaration and Indemnity of Next of Kin form</b>                 |
| If the Deceased <b>DID NOT</b> leave a valid Will and where Letters of Administration <b>HAVE NOT</b> been granted. |  |
|   | Certified copy of the Death Certificate  |
|   | <b>Statutory Declaration and Indemnity of Next of Kin form</b>                 |
|   | <b>Small Intestate Estate Statement, Indemnity and/or Transmission</b>         |
| Joint Holding – Checklist   |  |
|   | Certified copy of the Death Certificate  |
|   | <b>Request for Transmission – Surviving Joint Holder(s) form</b>               |

### Notes:

Joint holdings – are held as joint tenants. The *Companies Act 1993* recognises only the interest of the surviving joint holder as being entitled to the securities held in a joint holding of an Estate.

## Definitions

**Death Certificate** – a legal document issued by the Registrar of Births, Deaths and Marriages.

**Estate Transmission Document** – The form used to transmit the securities to the names of the Executor(s)/ Administrator(s) of an estate. An account designation e.g. <Estate [name of deceased]> is added. The account designation does not form part of the registered name. It is not necessary to transmit the securities to Executor(s)/ Administrator(s) prior to a transfer of securities to the Beneficiary(s).

**Grant of Probate** – an official court document stating that the Will is legally valid, and the named Executor(s) of the Will has the authority to administer the estate.

**Intestacy** – a term used to describe the situation where a person has died without leaving a valid Will.

**Letters of Administration** – an official court document issued where there is no Will, appointing an Administrator to administer the estate of the deceased, similar to an Executor.

**Off Market Transfer Document** – The form used to transfer the securities from the estate holding to the Beneficiary(s) named in the Will. If there is more than one Beneficiary and/or if the deceased held securities in more than one company, then separate transfer forms are required for each Beneficiary and each company. If there is more than one Beneficiary and they want to hold the securities in joint names, then only one transfer form is required. However, separate forms are still required if the securities are held in more than one share company.

**Certified Copy** – is a copy of the original document which has been certified to be a true and correct copy of the original by an authorised person who can witness a Statutory Declaration such as a Justice of the Peace or Solicitor.

**Request for Transmission – Surviving Joint Holder Form** – The form used to transmit the securities to the surviving joint holder(s) only.

**Small Estate Statement, Indemnity and /or Transmission** – The form to be completed where a probate does not exist but a Will is available.

**Small Intestate Estate Statement, Indemnity and /or Transmission** – The form to be completed where there is no Probate or Will for an Estate.

**Statutory Declaration and Indemnity of Next of Kin** – The form to be completed where there is no Probate or Will for an Estate.

**Will** – a legal document setting out the wishes of the deceased for the distribution of their assets.