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## Requirements for Dealing in Securities of a Deceased Estate Individual Holders on Overseas Registers

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The following notes have been prepared to assist executors and administrators when dealing with the securities of an individual deceased securityholder.

They outline the requirements of the registry and are in no way to be regarded as legal advice.

Executors and administrators should obtain their own legal advice regarding their obligations. **Separate procedures apply for the death of a joint securityholder.**

The registry does not handle the sale of securities. If you wish to sell the securities, contact a stockbroker for their requirements (Transmission/Transfer is not required prior to sale).

### REQUIREMENTS FOR AN ESTATE WHERE APPLICATION FOR PROBATE/LETTERS OF ADMINISTRATION HAS BEEN MADE:

Please provide to the registry the following:

- Certified copy of the Probate or Letters of Administration

Note: Probate and Letters of Administration granted outside country of register should be resealed in the country of the register.

#### Reseal of Foreign Grant

Probate and Letters of Administration granted outside Australia should be resealed in Australia to confirm the appointment of the executor(s) or administrator(s) for the Australian assets.

Where Probate/Letters of Administration has/have been granted in a state or territory other than that where the securities are registered, the attached statement as prescribed by Section 1091 of the Corporations Act must be lodged with the registry, within three months of the statement being made.

#### Dispensing with Reseal of Foreign Probate/Letters of Administration

The requirement for reseal of the Probate/Letters of Administration is waived if:

- 1) the value of the holding at the time of death did not exceed \$15,000; and
- 2) the current market value of the holding does not exceed \$15,000.

If (1) and (2) are satisfied, consideration will be given upon receipt of the following documentation:

- certified copy of the Probate/Letters of Administration; and
- completed 'Small Estate Statutory Declaration' form.

Probate or Letters of Administration granted in countries other than New Zealand, United Kingdom or Fiji should be resealed in Australia irrespective of the value of the holding.

Continued Overleaf

**SMALL ESTATES – REQUIREMENTS WHERE NO APPLICATION HAS BEEN MADE FOR PROBATE OR LETTERS OF ADMINISTRATION:**

The requirement for Probate/Letters of Administration is waived if:

- 1) the value of the holding at the time of death did not exceed \$15,000; and
- 2) the current market value of the holding does not exceed \$15,000.

If (1) and (2) are satisfied, consideration will be given upon receipt of the following documentation:

- a certified copy of proof of death (ie: death certificate);
- a certified copy of the Will to establish the identity of the Executors. If there is no Will, a completed 'Statement and Indemnity for Holder who Died Intestate' form completed by the next of kin; and
- completed 'Small Estates Indemnity' form (not required if there is no Will).

**TRANSMISSION OR TRANSFER OF SECURITIES**

When our requirements have been satisfied, the securities can be transmitted to the Executors/Administrators following receipt by the registry of a completed 'Transmission Application' form.

**OR**

Transferred directly to the beneficiaries/other party by completing a 'Standard Transfer' form(s) bearing evidence that stamp duty obligations have been met and the form received by the registry.

If the securities are held on a certificated register, the certificate(s) should accompany the Transmission/Transfer form.

**CERTIFICATION OF DOCUMENTS**

Documents purported to be certified shall only be accepted by Computershare Investor Services Pty Limited if all the following requirements are met:

- the person certifying the document is generally a person that under state or federal legislation can certify documents as being a true and correct copy (eg: Justice of the Peace, Chemist, Police Officer, Certified Accountant);
- all pages of the document are certified;
- the stamp and/or statement and signature of the authorised person is original. No photocopies or faxes of the certification will be accepted for processing; and
- the certification contains a statement to the effect that the document is a 'true and correct copy' of the original.