


This checklist has been prepared to assist executors and administrators when dealing with securities of an individual deceased securityholder. The below information is to provide guidance in Computershare's requirements under different circumstances. This document outlines the requirements of Computershare and is in no way to be regarded as legal advice. Executors and administrators should obtain their own legal advice regarding their obligations.

Section 1: General Requirements

- Q1** Do you want to sell the securities?
- No** Go to **Q2**
- Yes**  Computershare does not handle the sale of securities. If you would like to sell the securities, provide the required Estate documents (probate or death certificate and will) and payment of the \$95.00 administration fee to Computershare then contact a broker for their requirements. Transfer of securities is not required prior to sale.
- Q2** Is the securityholding registered in joint names?
- No** Go to **Q3**
- Yes** Please submit a certified copy of the **Death Certificate** for noting. The securityholding will remain in the name(s) of the surviving securityholder(s). There is no fee for this service.
- Q3** Has the deceased left a valid Will?
- Yes** Go to **Q4**
- No** Go to **Q5**
- Q4** Does the paid up value of the securityholding exceed NZ\$15,000.00?
- No** Refer to **Checklist A** for Computershare's requirements.
- Yes** Refer to **Checklist B** for Computershare's requirements.
- Unsure** Historical share price information can be obtained via a NZX registered broker.

Checklist A

Please provide the following to Computershare where the paid up value of any securityholding does not exceed NZ\$15,000.00

- Payment of \$95.00 administration fee
- Certified copy of the deceased's Death Certificate
- Certified copy of the deceased's Will

OR

- Payment of \$95.00 administration fee
- Certified copy of the deceased's Probate

Checklist B

Please provide the following to Computershare where the paid up value of any securityholding exceeds NZ\$15,000.00

- Payment of \$95.00 administration fee
- Certified copy of the deceased's Probate

COMPLETE FORMS AS APPLICABLE THEN PROCEED TO SECTION 2

- Q5** Does the paid up value of the securityholding exceed NZ\$15,000.00?
- No** Refer to **Checklist C** for Computershare's requirements.
- Yes** Refer to **Checklist D** for Computershare's requirements.
- Unsure** Historical share price information can be obtained via a NZX registered broker.

Checklist C

Please provide the following documentation to Computershare where the paid up value of any securityholding does not exceed NZ\$15,000.00

- Payment of \$95.00 administration fee
- Certified copy of the deceased's Death Certificate
- Completed '*Intestacy Request and Indemnity*' form
- Certified copy of document confirming next of kin
- Original or certified copy of written consent (if required)
- Completed '*Estate Transfer*' form

(for each company in which the deceased has a securityholding, a separate Estate Transfer form must be submitted)

Checklist D

Please provide the following documentation to Computershare where the paid up value of any securityholding exceeds NZ\$15,000.00

- Payment of \$95.00 administration fee
- Certified copy of the deceased's Death Certificate
- Certified copy of Letters of Administration

(An official court document issued where there is no Will, appointing an Administrator to administer the Estate, similar to an Executor)

COMPLETE FORMS AS APPLICABLE THEN PROCEED TO SECTION 2

Please turn over 

