



## What is the Estate Administration Service?

### Why should I choose Link's Deceased Estate Administration Service?

Link is a leading provider of services to investors and their agents. A core registry service is that of estate administration of which Link has built a reputation for accurate and efficient estate securities administration and is a specialist in this field.

Link Market Services Limited (Link) will need some information from you, along with legal documentation required for compliance with State and Federal law.

### What does it cost?

Link's fees are applied in relation to the number of securityholdings held by the deceased and the tasks involved in document preparation.

Holding Type	Up to 4 holdings	More than 4 holdings
Joint names	\$109.95	\$149.95
Individual name only	\$199.95	\$379.95

### What does the service include?

- A statement of the complete portfolio of all securities held by the deceased either individually or jointly of which Link is the registrar. This includes the number of securities held and the value as at the date of death. As a stand alone service, this attracts additional fees. However, this service is incorporated at no additional cost in Link's Estate Administration Service.
- Completion of all the necessary forms to either transmit or transfer the securities from an Individual holding or transmit the securities to the surviving joint holder from a joint holding. The completion of the forms is based on the information given to us in the respective Questionnaire.

### What the service does not include

- Details of any outstanding payments.
- Transaction histories.

If you require these details, complete the Request for Additional Estate Holding Information schedule (see our website) with the details you require and forward it with your payment. However, the details you require may be available on our website [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au).

### What you need to do

- Complete in full the questionnaire form(s) for either an Individual or Joint holding. If the deceased held both Individual and Joint holdings, then both questionnaires must be completed.
- The questionnaire for an Individual holding must be signed by all appointed Executors/Administrators. The questionnaire for a Joint holding must be signed the surviving holder(s).
- Return the original questionnaire(s) with the legal documents specified in the questionnaire(s).
- Attach your payment by cheque or complete the credit card details in the questionnaire form(s) for the fee relevant fee.

Upon receipt of the questionnaire(s) and payment we will complete the necessary forms based on the details you have completed and mail them to the nominated person for signatures.