

Deceased Estates Securities Administration Service Questionnaire

For Individual Holding

If you have elected to receive Link Market Services Limited's Deceased Estates Securities Administration Service please complete the following questionnaire, attach the necessary documentation and complete/attach payment and return to Link Market Services Limited, Locked Bag A14, Sydney South NSW 1235 Australia.

The COST for this service is: \$..... inc GST (refer to brochure)

1 Deceased's details

| | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------|-----|---|-------|----------|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Deceased's Name | | | | | | | | | | | | | | | | | | | | | | | | |
| Deceased's Address | | | | | | | | | | | | | | | | | | | | | | | | |
| State | | | | Postcode | | | | | | | | | | | | | | | | | | | | |
| Date of Death | | / | | / | | | | | | | | | | | | | | | | | | | | |
| | Day | | Month | | Year | | | | | | | | | | | | | | | | | | | |

Please read the following carefully.

You will need to supply the following documentation 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 under State or Federal law. This includes a Justice of the Peace, Chartered Accountant, Member of Police Force, etc.

A grant of Probate which is an official court document stating that the Will is legally valid and the named Executor of the Will has 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.

2 Documentation

| | Already sent | Yes | No |
|--|--------------------------|--------------------------|--------------------------|
| Certified copies of a grant of Probate or Letters of Administration, unless you have already sent this to us. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If the Probate has been granted in South Australia, you will need to send us a certified copy of the Section 121A (Registrar's) Certificate in compliance with the South Australian Administration and Probate Act 1919. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certified copy of the Death Certificate. A Medical certificate as to Cause of Death is not acceptable. | | <input type="checkbox"/> | <input type="checkbox"/> |
| Certified copy of the Will. | | <input type="checkbox"/> | <input type="checkbox"/> |
| Originally certified copy of executors/administrators ID documents. | | <input type="checkbox"/> | <input type="checkbox"/> |

3 Full name and address of next of kin (if the deceased left no will)

| | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|--|--|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Full name of the next of Kin | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | | | | | | | | | | | | | | | | | | | | | |
| State | | | | Postcode | | | | | | | | | | | | | | | | | | | | |

The FULL Address of the Executor

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.

| | |
|---------------------------------------|----------------------|
| 4 Full address of the executor | |
| Address | <input type="text"/> |
| State | <input type="text"/> |
| Postcode | <input type="text"/> |

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.

Transfer: Securities can be transferred directly from the name of the deceased into the name of a beneficiary, beneficiaries or other persons.

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.

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| 5 Option to Transmit or Transfer Securities | |
| Do you want the securities transmitted to the executor(s)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you want the securities transferred to the beneficiary(ies)? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Please provide below FULL DETAILS of the Beneficiary or Beneficiaries. A beneficiary is the person named in the Will to inherit part or all of the estate of the Deceased. If there are more than three beneficiaries attach a separate sheet.

Also please indicate if any of the listed beneficiaries are minors, i.e. under 18 years of age.

| | |
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| 6 Full name and address of beneficiary | |
| Full name of the beneficiary | <input type="text"/> |
| Address | <input type="text"/> |
| State | <input type="text"/> |
| Postcode | <input type="text"/> |
| Is the beneficiary a minor? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Full name of the beneficiary | <input type="text"/> |
| Address | <input type="text"/> |
| State | <input type="text"/> |
| Postcode | <input type="text"/> |
| Is the beneficiary a minor? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Full name of the beneficiary | <input type="text"/> |
| Address | <input type="text"/> |
| State | <input type="text"/> |
| Postcode | <input type="text"/> |
| Is the beneficiary a minor? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Privacy Policy: The information you provide in the returned questionnaire and supporting documentation will be treated in the strictest confidence and used only in accordance with Link's Privacy Policy. If you would like a copy of our Privacy Policy you can email us at estates@linkmarketservices.com.au. You will also find it on Link's website at www.linkmarketservices.com.au/privacy or you may call us on 1300 303 991.