

# 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 your payment and return to Link Market Services Limited, Locked Bag A14, Sydney South NSW 1235.

The COST for this service is shown in the attached letter.

### 1 Deceased's details

|                    |                      |   |                      |          |                      |                      |                      |                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------|----------------------|---|----------------------|----------|----------------------|----------------------|----------------------|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Deceased's Name    | <input type="text"/> |   |                      |          |                      |                      |                      |                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deceased's Address | <input type="text"/> |   |                      |          |                      |                      |                      |                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State              | <input type="text"/> |   |                      | Postcode | <input type="text"/> |                      |                      |                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date of Death      | <input type="text"/> | / | <input type="text"/> | /        | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                    | 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 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"/> |
|  | N/A                      | Yes                      | No                       |
| 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"/> |
|  |                          | Yes                      | No                       |
| Certified copy of the Death Certificate. A Medical certificate as to Cause of Death is not acceptable.   |                          | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                          | Yes                      | No                       |
| Certified copy of the Will.  |                          | <input type="checkbox"/> | <input type="checkbox"/> |

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

|         |                      |  |  |          |                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------|----------------------|--|--|----------|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Title   | <input type="text"/> |  |  |          |                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Address | <input type="text"/> |  |  |          |                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State   | <input type="text"/> |  |  | Postcode | <input type="text"/> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



## 7 Payment details

Amount from above (GST included in total amount charged. A receipt will be issued). \$

CHEQUE / MONEY ORDER PAYMENT  
Payable to "Link Market Services Limited".

CREDIT CARD PAYMENT

TYPE OF CARD (please mark box):  MASTERCARD  VISA (American Express not accepted)

CARD NUMBER:

EXPIRY DATE:  /20

CARD VERIFICATION NUMBER:  (3 digit card number on the back of the card)

NAME ON CARD:

SIGNATURE:

Please provide the FULL NAME and PHONE NUMBER, including area code, of a person Link can contact. Also, please provide us with the FULL NAME and ADDRESS of the person to receive the completed forms for signing.

## 8 Full name of contact

Title

Telephone number

## 9 Full name and address for return of completed forms

Title

Address

State  Postcode

## 10 Checklist: I have attached and completed

Please tick

|   |                          |         |
|---|--------------------------|---------|
| Payment for this service  | <input type="checkbox"/> | Yes     |
| Certified copy of a grant of Probate or Letters of Administration   | <input type="checkbox"/> | N/A Yes |
| If Probate has been granted in South Australia, a certified copy of the Section 121A (Registrar's) Certificate in compliance with the South Australian Administration and Probate Act 1919. | <input type="checkbox"/> | N/A Yes |
| Certified copy of the Death Certificate   | <input type="checkbox"/> | N/A Yes |
| Certified copy of the Will  | <input type="checkbox"/> | N/A Yes |
| The full address of an executor. Only one please.   | <input type="checkbox"/> | Yes     |
| The full names and addresses of the beneficiary(s)/next of kin.   | <input type="checkbox"/> | Yes     |
| Contact name and telephone number   | <input type="checkbox"/> | Yes     |
| Name and address of the person to receive completed forms for signing   | <input type="checkbox"/> | Yes     |

## 11 Signature(s)

To be signed by the Executor(s) who has authority to act for the Estate.

I/We declare that the information given is true and correct to the best of my/our knowledge.

Date  /  /

Day Month Year

**Personal Information Collection Notification Statement:** Link Group advises that personal information it holds about you (including your name, address, date of birth and details of the financial assets) is collected by Link Group organisations to administer your investment. Personal information is held on the public register in accordance with Chapter 2C of the *Corporations Act 2001*. Some or all of your personal information may be disclosed to contracted third parties, or related Link Group companies in Australia and overseas. Your information may also be disclosed to Australian government agencies, law enforcement agencies and regulators, or as required under other Australian law, contract, and court or tribunal order. For further details about our personal information handling practices, including how you may access and correct your personal information and raise privacy concerns, visit our website at [www.linkmarketservices.com.au](http://www.linkmarketservices.com.au) for a copy of the Link Group condensed privacy statement, or contact us by phone on +61 1800 502 355 (free call within Australia) 9am–5pm (Sydney time) Monday to Friday (excluding public holidays) to request a copy of our complete privacy policy.