

## DECEASED ESTATE STANDARD TRANSFER FORM

### A DECEASED ESTATE DETAILS (Please use CAPITAL LETTERS)

Full name of Company, Corporation or Trust in which the securities are held

Type of Security (eg fully paid, partly paid, stapled security, etc)

Number of securities to be transferred

Securityholder Reference Number

Title

Given Name(s)

Last Name

Executor(s)/Administrator(s) day time phone number

**Verification Procedures:** For security purposes, the registration details of the deceased and the authorisation to transfer will be subject to verification. This verification process may include contacting the legal representative(s) of the estate. Where verification cannot be carried out to the satisfaction of the Registrar, the transfer may be rejected and returned with a request to provide additional information/documentation.

### B BENEFICIARY(S) DETAILS (Please use CAPITAL LETTERS)

Title

Given Name(s) or Company Name

Last Name

Account Designation (if desired, eg <John Smith A/C>)

PO Box/RMB/Locked Bag/Care of (c-)/Property name/Building name (if applicable)

Unit Number/Level

Street Number

Street Name

Suburb/Town

State

Post Code

Country (if not Australia)

Beneficiary Securityholder Reference Number

### C SIGN HERE

The Executor(s)/Administrator(s) of the deceased whose details are written above, transfers the securities shown above to the Beneficiary(s) and states to the Beneficiary(s), the Issuer of the securities and the Issuer's share registrar that they are the legal representatives of the deceased's estate who are authorised and entitled to transfer them to the Beneficiary(s).

**All Executor(s)/Administrator(s) must sign**

Executor 1/Administrator

Executor 2/Administrator

Executor 3/Administrator

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**All Beneficiary(s) must sign**

Beneficiary 1

Beneficiary 2

Beneficiary 3

Sole Director and Sole Company Secretary/  
 Director (delete one)

Director/Company Secretary (delete one)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# How to complete the Deceased Estate Standard Transfer Form (when transferring securities in a listed or unlisted company or trust)

**Note:** The original transfer form needs to be returned to Link. Fax/Email/Photocopies cannot be accepted as original signatures are required to be sighted.

## A. Deceased Estate Details

### Full Name of Company, Corporation or Trust in which securities are held

This is the actual NAME of the Share Company, Corporation or Trust in which the securities being transferred/sold are held.

### Type of Security

This is either, Fully Paid Ordinary Shares, or Options, or Unsecured Convertible Notes, or Units, or Partly Paid Shares, etc...

**Note:** A separate standard transfer form must be completed for each different class of security and each different registered holding.

### Deceased's Securityholder Reference Number (SRN)

The SRN can be found on issuer sponsored holding statements, dividend statements or certificates and starts with the letter "I".

The transfer cannot be processed without the seller's SRN.

### Number of Securities to be transferred

The number of securities being transferred (numbers only required)

### Full registered name(s) of the deceased

Enter the given and last name of the deceased as shown on securityholder documents.

**Note: If the deceased has a "CHESS HIN", (CHESS HINs usually begin with an X or 0) then please contact the sponsoring broker, as the transfer is unable to be processed by us.**

## B. Beneficiary Details

### Full name(s) of Beneficiary(s)

Enter the given and last names of the individual(s)/Trustee(s) or Company/Corporation acquiring the securities through this transfer.

There is a maximum of three joint holders. Securities cannot be registered in an unincorporated trading name/business or in the name of a trust, a superannuation fund, a minor, or an estate or deceased person's name. If transferring into an existing holding you must write the name (and address) details of the existing holding **exactly** as they currently appear on the register.

### Beneficiary's Securityholder Reference Number (SRN)

If the Beneficiary is an existing **issuer sponsored** holder of securities in the company, their SRN may be entered here.

Note: If the Beneficiary has a "CHESS HIN", (CHESS HINs usually begin with an X or 0) then please contact the sponsoring broker.

### Full postal address of Beneficiary(s)

Insert full address including the postcode. Only one address may be recorded, irrespective of the number of Beneficiaries.

## C. Sign Here

### Executor(s)/Administrator(s) and Beneficiary(s) Signatures and the Dates **MUST** be signed, and circle capacity under signatures

- |    |                                       |   |
|----|---------------------------------------|---|
| a) | Executor(s)/<br>Administrator(s)      | When the holding is in the name of an estate, all executor(s)/administrator(s) are required to sign. Probate requirements must also be complied with.   |
| b) | Power of attorney of a<br>Beneficiary | To sign as power of attorney (POA), you must have already lodged the Power Of Attorney with the registry or alternatively attach a certified photocopy of the Power of Attorney to this form. |
| c) | Companies                             | Two Directors OR a Director and Secretary OR Sole Director and Sole Company Secretary. Please ensure you sign in the appropriate boxes and circle your capacity.                              |

**Note:** Copies of documents forwarded must be **certified as a correct copy** by a person who in the state or territory of certification has the power to witness a statutory declaration. Any form or document that does not meet the company or trust's requirements will be returned without processing.

### Important Note for transfers of unlisted securities – Stamp Duty

For securities that are **listed** on the Australian Securities Exchange – stamp duty is **NOT** payable (unless the date signed is **before** 1 July 2001).

For **unlisted** securities – transfer forms for unlisted securities must be submitted to the **Revenue Office** in the State or Territory the share company is incorporated, for assessment and payment of stamp duty, **before** sending to Link Market Services Limited.

**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.

**Company or Trust in which investment is held – THIS MUST BE COMPLETED**  
 (The full name of the Share Company or Trust in which the securities being transferred are held)

**Full Name(s) of Registered Holding**  
 (Enter the given and last names of all securityholder(s) shown on the securityholder documents)

  


**Account Designation**

**Registered Address**

(The actual address that is shown on the securityholder documents)

  


**Securityholder Reference Number (SRN)**

**A**

**SMALL ESTATE STATEMENT AND INDEMNITY**

Please complete this form in BLACK INK using capital letters. Photocopies will not be accepted.

1. Description of Securities (Shares, Options, etc)  2. Number of Securities held

I/We do solemnly and sincerely declare I am/we are the legal representative(s) for the above deceased estate.

3. Full name(s) of Executor(s) or Administrator(s)

  
  


4. Address of Executor(s) or Administrator(s). Only one address can be recorded.

Unit Number/Level	Street Number	Street Name	State	Post Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Town				
<input type="text"/>			<input type="text"/>	<input type="text"/>

5. I/We request the security issuer to permit transmission of the securities detailed above to ourselves as legal representative(s) of the estate without requiring a Grant of Probate or Letters of Administration or reseal of grant of probate to be obtained in the state of:

 (Australian State or Territory where the securities are registered)

In consideration of the security issuer registering the securities in my/our name(s) I/We hereby covenant to indemnify and forever keep indemnified the security issuer, the directors and the trustees of the security issuer, the security registrar and the directors and officers of the security registrar from and against all losses in respect thereof and all claims, actions, proceedings, demands, costs and expenses whatsoever which may be made or brought against them by reason of compliance with this request.

6. Contact Name  Telephone Number (Business Hours)  Telephone Number (After Hours)

**B**

**SIGNATURE(S) OF EXECUTOR(S)/ADMINISTRATOR(S) – THIS MUST BE COMPLETED**

Executor/Administrator (delete one) <input type="text"/>	Executor/Administrator (delete one) <input type="text"/>	Executor/Administrator (delete one) <input type="text"/>
Witness <input type="text"/>	Witness <input type="text"/>	Witness <input type="text"/>

The witness(es) certifies that the person(s) who has/have signed this statement is/are known to them and has/have signed in the presence of the witness with their normal signature(s).

Date: / /

**HOW TO COMPLETE THIS FORM**

**A Small estates statement and indemnity.** Enter the following in the spaces provided:

- A brief description of the type of securities eg. shares, options etc.
- The number of securities held in figures.
- The full name(s) of all Executor(s) or Administrator(s).
- The address details to be entered on the register. Please note that only one address can be recorded. This should be the address for the delivery of all future correspondence.
- The Australian State or Territory where the securities are registered.
- A contact name and telephone number of a person in the event that the registry has a query regarding this form.

**Important notice: If the holding is a broker sponsored holding in CHES, do not send this completed form to Link Market Services Limited. You must contact the sponsoring broker to lodge a Small Estates Statement and Indemnity.**

**B Signature** – All Executor(s)/Administrator(s) must sign in the presence of a witness who is known to them.

**Personal Information Collection Notification Statement:** Personal information about you is held on the public register in accordance with Chapter 2C of the Corporations Act 2001. For details about Link Group's personal information handling practices including collection, use and disclosure, how you may access and correct your personal information and raise privacy concerns, visit our website at 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.