

Deceased Estates Checklist

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

Please note: Forms must be completed for each individual securityholding.

Section 1 General Requirements

Q1 Is the securityholding registered in joint names?

No Go to **Q2**

Yes  This checklist does not apply to securityholdings held in joint names. Please refer to the *'Request to Register Surviving Securityholder(s)'* form which outlines requirements for securityholdings held in joint names.

Q2 Has the deceased left a valid Will?

No Go to **Q3**

Yes Go to **Q4**

Section 1a Requirements where the deceased HAS NOT left a valid Will

Q3 Does the value of the securityholding exceed \$25,000?

No Refer to **Checklist A** for requirements.

Yes Refer to **Checklist B** for requirements.

Unsure Please refer to the holders recent holding or interest statement(s), for face value.

Checklist A

Please provide the following documentation to Computershare where the current market value of the securityholding does not exceed \$25,000.

Statutory Declaration

AND EITHER

Originally certified copy of the deceased's Death Certificate

Completed *'Intestacy Request and Indemnity'* form
(For each company in which the deceased has a securityholding, a separate Intestacy Request and Indemnity form must be submitted).

OR

Originally certified copy of Australian Letters of Administration

Checklist B

Please provide the following documentation to Computershare where the current value of the securityholding exceeds \$25,000.

Originally certified copy of Australian Letters of Administration

Statutory Declaration

COMPLETE FORMS AS APPLICABLE AND THEN GO TO SECTION 2.

Section 1b Requirements where the deceased HAS left a valid Will

Q4 Does the value of the securityholding exceed \$25,000?

No Refer to **Checklist C** for Computershare's requirements.

Yes Refer to **Checklist D** for Computershare's requirements.

Unsure Please refer to the holders recent holding or interest statement(s), for face value.

Checklist C

Please provide the following documentation to Computershare where the current value of the securityholding does not exceed \$25,000.

Statutory Declaration

AND EITHER

Originally certified copy of the deceased's Will

Originally certified copy of the deceased's Death Certificate

Completed *'Small Estate Indemnity'* form
(For each company in which the deceased has a securityholding, a separate Small Estate Indemnity form must be submitted).

OR

Originally certified copy of Australian Probate

Checklist D

Please provide the following documentation to Computershare where the current value of the securityholding exceeds \$25,000.

Originally certified copy of the Probate

Statutory Declaration

COMPLETE FORMS AS APPLICABLE AND THEN GO TO SECTION 2.

Please turn over →

Section 2 Additional Requirements

Executor(s) of the estate may need to provide additional information or complete additional forms to meet Computershare's requirements.

Q5 Does the deceased's name on Computershare's register fully correspond to that shown on the legal documentation i.e. Will, Death Certificate, Probate etc.

No Please complete a '**Confirmation of the Deceased's Name**' form and then proceed to Q6.
(For each company in which the deceased has a securityholding, a separate 'Confirmation of the Deceased's Name' form must be completed.)

Yes Go to  **Q6**

Unsure The deceased's name, as it appears on the register, can be found on the Holding Statement, or Interest Statement.

[Proceed to Section 3](#)

Section 3 Transferring, Transmitting or Selling Securities out of the Estate

Note: all executors and administrators will need to verify their identity in order to transfer, transmit or sell securities

Q6 Do you want to transfer the securities to the beneficiary(s) and/or buyer(s)?

No Go to  **Q7**

Yes Please complete a '**Standard Transfer**' form.
(For each company in which the deceased has a securityholding, a separate 'Standard Transfer' form must be completed.)

Q7 Do you want to transmit the securities into the name(s) of the executor(s) for later distribution to the beneficiary(s) and/or buyer(s)?

No Go to  **Q8**

Yes Please complete a '**Transmission Application**' form.
(For each company in which the deceased has a securityholding, a separate 'Transmission Application' form must be completed.)

Q8 Complete **BuyBack** form.

To return your documents:



Return your documents to:
GPO Box 2237 Melbourne
Victoria 3001 Australia

For all enquiries:

(inside Australia) 1800 674 996
(outside Australia) +61 3 9415 4390

Please ensure all forms submitted to Computershare are originals and contain original ink signatures. We cannot accept a copy, fax or email.