



ESTATE OFF MARKET TRANSFER FORM

The "Transferor(s)" named below do hereby transfer to the "Transferees(s)" named below the Securities specified below subject to the several conditions on which the said Securities are now held by the Transferor(s) and the Transferee(s) do hereby accept and hold the said Securities subject to the conditions aforesaid.

FULL NAME OF ISSUER OF SECURITIES

FULL DESCRIPTION OF SECURITIES

NUMBER OF SECURITIES TO BE TRANSFERRED

FULL NAME OF ESTATE (IN CAPITALS)	CSN / HOLDER NUMBER
		PHONE NUMBER (ADMINISTRATOR/EXECUTOR)
TRANSFEREE(S) FULL NAME & ADDRESS (IN CAPITALS)	CSN or HOLDER NUMBER (If known)
		IRD NUMBER
		If you hold a current Tax Exemption Certificate, please attach a copy)

TRASFEREE TO COMPLETE: Future Dividend / Interest Payments

Method of payment either: Direct credit to my Bank Account Number below or Pay by cheque to my Postal Address

Account Name _____

Bank Branch Account Number Suffix

DATE OF EXECUTION _____ day of _____ 20_____

SIGNED BY THE ADMINISTRATOR/EXECUTOR IN THE PRESENCE OF

Signature of Witness

ADDRESS _____

Signature of Administrator/Executor

SIGNED BY THE ADMINISTRATOR/EXECUTOR IN THE PRESENCE OF

Signature of Witness

ADDRESS _____

Signature of Administrator/Executor

SIGNED BY THE TRANSFEREE IN THE PRESENCE OF

Signature of Witness

ADDRESS _____

Signature of Transferee

SIGNED BY THE TRANSFEREE IN THE PRESENCE OF

Signature of Witness

ADDRESS _____

Signature of Transferee

Procedures on the Death of an Investor

(A) Probate Required

Probate is required where the Estate's holding in securities issued by one Company has a value of more than \$11,000.00. (See Administration Amendment Act 1969)

- (i) Transfer of securities to Executors – Forward a certified copy of Probate to the registry for noting along with completed Estate off Market Transfer form(s) for each security.
- (ii) Transfer of securities to Beneficiaries – Complete Estate off Market Transfer Form(s) for each security and Beneficiary, and submit with the certified copy of Probate for noting.
- (iii) Sale of securities by the Estate – Forward certified copy of Probate to the registry for noting. When the registry has confirmed that all documents have been noted, contact a broker to arrange the sale of the securities held by the estate.

(B) No Probate required

Probate is not required where the total nominal value of securities held by the Estate and issued by any one company is not more than \$11,000.00.

- (i) Transfer of securities to Executors or Beneficiaries – Forward a certified copy of the Will and Death Certificate to the Registry for noting. Complete Estate off Market Transfer Form(s) for each security and Beneficiary.
- (ii) Sale of the securities by the Estate – Forward certified copy of the Will and Death Certificate to the registry for noting. When the registry has confirmed that all documents have been noted, contact a broker to arrange the sale of the securities held by the estate. The broker will require the CSN (Common Shareholder Number) or Holder Number and the FIN (FASTER Identification Number).

(C) Without a valid Will (died intestate)

- (i) Transfer the securities to the Beneficiaries - Complete the Estate off Market Transfer Form/s for each security held by the Estate, and forward to the registry with a certified copy of the Death Certificate.
- (ii) Completion of the Statutory Declaration of Next of Kin Indemnity Form which should be sent to the registry for noting along with all other documentation stated above.

(D) Joint Holders

- (i) Forward a certified copy of the Death Certificate to the registry for noting.

(E) Overseas Holders

- (i) With Probate – Probate is required to be resealed in NZ where the total value of the securities of the company is more than \$11,000.00. Forward to the registry the resealed Probate along with completed Estate off Market Transfer Form(s) for each security held by the Estate.
- (ii) Without Probate – Forward to the registry certified copies of the Will and Death Certificate along with completed Estate off Market Transfer Form(s) for each security held by the Estate.

(F) Australian Holdings

If shares are held on the Chess (CH) Sub Register, once our office has noted the relevant documentation, contact should be made with the sponsoring broker, who alone is able to access these shares.

ADMINISTRATION CHARGE

Please complete the enclosed form/s and return with the relevant documentation to the registry for processing. To cover the cost of the work involved, a **charge of \$55.00 per Estate** is levied. This is not a charge for transferring the securities, which is a cost to the issuing company. **Please attach a cheque payable to LINK MARKET SERVICES IN THE AMOUNT OF \$55.00.**