

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

Section 1: General Requirements

- Q1** Do you want to sell the securities?
- No** Go to **Q2**
- Yes** Computershare does not handle the sale of securities. If you would like to sell the securities, provide the required Estate documents (probate or death certificate and will) and payment of the \$90.00 administration fee to Computershare then contact a broker for their requirements. Transfer of securities is not required prior to sale.
- Q2** Is the securityholding registered in joint names?
- No** Go to **Q3**
- Yes** Please submit a certified copy of the **Death Certificate** for noting. The securityholding will remain in the name(s) of the surviving securityholder(s). There is no fee for this service.
- Q3** Has the deceased left a valid Will?
- Yes** Go to **Q4**
- No** Go to **Q5**
- Q4** Does the paid up value of the securityholding exceed NZ\$15,000.00?
- No** Refer to **Checklist A** for Computershare's requirements.
- Yes** Refer to **Checklist B** for Computershare's requirements.
- Unsure** Historical share price information can be obtained via a NZX registered broker.

Checklist A

Please provide the following to Computershare where the paid up value of any securityholding does not exceed NZ\$15,000.00

- ☐ Payment of \$90.00 administration fee
- ☐ Certified copy of the deceased's Death Certificate
- ☐ Certified copy of the deceased's Will

OR

- ☐ Payment of \$90.00 administration fee
- ☐ Certified copy of the deceased's Probate

Checklist B

Please provide the following to Computershare where the paid up value of any securityholding exceeds NZ\$15,000.00

- ☐ Payment of \$90.00 administration fee
- ☐ Certified copy of the deceased's Probate

COMPLETE FORMS AS APPLICABLE THEN PROCEED TO SECTION 2

- Q5** Does the paid up value of the securityholding exceed NZ\$15,000.00?
- No** Refer to **Checklist C** for Computershare's requirements.
- Yes** Refer to **Checklist D** for Computershare's requirements.
- Unsure** Historical share price information can be obtained via a NZX registered broker.

Checklist C

Please provide the following documentation to Computershare where the paid up value of any securityholding does not exceed NZ\$15,000.00

- ☐ Payment of \$90.00 administration fee
- ☐ Certified copy of the deceased's Death Certificate
- ☐ Completed 'Intestacy Request and Indemnity' form
- ☐ Certified copy of document confirming next of kin
- ☐ Original or certified copy of written consent (if required)
- ☐ Completed 'Estate Transfer' form

(for each company in which the deceased has a securityholding, a separate Estate Transfer form must be submitted)

Checklist D

Please provide the following documentation to Computershare where the paid up value of any securityholding exceeds NZ\$15,000.00

- ☐ Payment of \$90.00 administration fee
- ☐ Certified copy of the deceased's Death Certificate
- ☐ Certified copy of Letters of Administration

(An official court document issued where there is no Will, appointing an Administrator to administer the Estate, similar to an Executor)

COMPLETE FORMS AS APPLICABLE THEN PROCEED TO SECTION 2

Please turn over ➡

Section 2: Transferring Securities out of the Estate

Q6 Do you want to transfer the securities into the name(s) of the executor(s) for later distribution to the beneficiary(ies)?
(Note that the securities can still be held in the name of the Estate if preferred.)

No Go to **→ Q7**

Yes Please complete an 'Estate Transfer' form. If the securityholding is certificated, the original share certificate must accompany the form.
(For each company in which the deceased has a securityholding, a separate 'Estate Transfer' form must be completed)

Q7 Do you want to transfer the securities to the beneficiary(ies)?

No The securities will remain under the name of the Estate.

Yes Please complete an 'Estate Transfer' form. If the securityholding is certificated, the original share certificate must accompany the form.
(For each company in which the deceased has a securityholding, a separate 'Estate Transfer' form must be completed)

PROCEED TO SECTION 3

Section 3: Additional Information

08 Do you have details of a solicitors trust bank account or Estate bank account for future payments?

No Any dividend or interest payments will be made in the form of a cheque (where possible) made out in the name of the Estate. Note that some issuing companies will only make payment to a nominated bank account in which case payments will be withheld until a bank account is provided.

Yes Please provide a bank deposit slip detailing the solicitor's trust bank account or Estate bank account. If the bank account is in the name of the Estate, the request must be signed by all Executors.

09 Are any of the securities held by the Estate held on the Chess Sub-Register?

No No further action required.

Yes Once Computershare has noted the relevant documents, please contact the sponsoring broker, who alone is able to access these securities.

PROCEED TO SECTION 4

Section 4: Computershare Fees

To cover the cost of the above work involved, **an administration fee of \$90.00 (incl. GST) per Estate** is levied, **this fee is required to be paid in advance**. This is **not** a charge for transferring the securities.

OPTION 1: PAYMENT BY DIRECT CREDIT

Please submit your payment of **NZ\$90.00** (inclusive of GST) to:

Bank account name: Computershare Investor Services Limited

Bank name and branch: Bank of New Zealand, Newmarket Branch

Bank account number: 02-0192-0074249-02

Please ensure that you quote the deceased estate's CSN/holder number and surname in the reference fields of the payment screen when you make your payment. If you fail to complete this, Computershare may not be able to match your payment to your request.

Please provide the following information to enable us to identify your payment in our bank account:

Date payment made

/ / 20

Amount paid

\$.		
----	--	--	--	---	--	--

Your bank name and branch

[illegible]

Direct Credit Reference (CSN/ Holder Number)

--	--	--	--	--	--	--	--	--

Surname

[illegible]

OPTION2 : PAYMENT BY CHEQUE

Please **attach** your cheque for **NZ\$90.00** (inclusive of GST) made payable to Computershare Investor Services Ltd.