

# Deceased Estates Checklist for Australian Residents



This checklist has been prepared to assist executors and administrators when dealing with the securities of an individual deceased securityholder where the deceased was an Australian resident. The below information is to provide guidance on Computershare's requirements under different circumstances and is not to be regarded as legal advice. Executors and administrators should obtain their own legal advice regarding their obligations.

**Please note: Separate forms must be completed for each securityholding held by the deceased.**

**Computershare can only accept originally certified copies of legal documents i.e. Probate, Death Certificate, Will etc.**

**Important: Please do not send original legal documents to Computershare. Fees may apply for the return of documentation submitted.**

## 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, contact a broker for their requirements. Transmission or transfer of securities is not required prior to sale.
- Q2** Is the securityholding registered in joint names?
- No** Go to **Q3**
- 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.
- Q3** Did the deceased leave a valid Will?
- No** Go to **Q4**
- Yes** Go to **Q5**

## Section 1a Requirements where the deceased DID NOT leave a valid Will

- Q4** Does the value of the securityholding exceed AUD\$50,000?
- No** Refer to **Checklist A**
- Yes** Refer to **Checklist B**
- Unsure** Current share price information can be obtained via the ASX website [www.asx.com.au](http://www.asx.com.au).

### Checklist A

Please provide the following documentation where the current market value of the securityholding does not exceed AUD\$50,000.

- Deceased's Death Certificate
- Completed 'Intestacy Request and Indemnity' form
- OR
- Australian Letters of Administration

### Checklist B

Please provide the following documentation where the current market value of the securityholding exceeds AUD\$50,000.

- Australian Letters of Administration
- OR
- Deceased's Death Certificate
- Completed 'Intestacy Request and Indemnity' form
- A Transfer Indemnity Bond\*

\*For more information about Transfer Indemnity Bonds including Terms and Conditions, please visit: [deceasedestates.computershare.com](http://deceasedestates.computershare.com)

**COMPLETE FORMS AS APPLICABLE AND THEN GO TO SECTION 2.**

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

- Q5** Does the value of the securityholding exceed AUD\$50,000?
- No** Refer to **Checklist C**
- Yes** Refer to **Checklist D**
- Unsure** Current share price information can be obtained via the ASX website [www.asx.com.au](http://www.asx.com.au).

### Checklist C

Please provide the following documentation where the current market value of the securityholding does not exceed AUD\$50,000.

- Deceased's Death Certificate
- Deceased's Will
- Completed 'Small Estate Indemnity' form
- OR
- Australian Probate

### Checklist D

Please provide the following documentation where the current market value of the securityholding exceeds AUD\$50,000.

- Australian Probate
- OR
- Deceased's Death Certificate
- Deceased's Will
- A Transfer Indemnity Bond\*






\*For more information about Transfer Indemnity Bonds including Terms and Conditions, please visit: [deceasedestates.computershare.com](http://deceasedestates.computershare.com)

**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.

- Q6** Does the deceased securityholder's name on Computershare's register fully correspond to that shown on the legal documents? i.e. Probate, Death Certificate, Will etc.
- No** Please complete a 'Confirmation of the Deceased's Name' form and then proceed to Q7.
- Yes** Go to  **Q7**
- Unsure** The deceased's name as it appears on the register, can be found on a Holding Statement, Dividend Statement or Share Certificate.
- Q7** Will Probate/Letters of Administration be applied for?
- No** Go to  **Section 3**
- Yes** Go to  **Q8**
- Q8** Will Probate/Letters of Administration be granted in an Australian state other than where the securities are registered?
- No** Go to  **Q9**
- Yes** Please complete a 'Section 1071B Statement' form and then proceed to Q9.
- Unsure** If you are unsure of the state in which the securities are registered, please refer to correspondence from us in relation to the estate, or contact us.
- Q9** Will Probate/Letters of Administration be granted in South Australia?
- No** Go to  **Section 3**
- Yes** Please obtain a 'Section 121A Registrars Certificate of Disclosure' from the Supreme Court of South Australia and submit the original or originally certified copy of the certificate with other required documentation.  
**Proceed to Section 3.**

## Section 3 Transmitting or Transferring Securities out of the Estate

- Q10** 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  **Q11**
- Yes** Please complete a 'Transmission Application' form. If the securityholding is certificated, the original share certificate must accompany the form.
- Q11** Do you want to transfer the securities to the beneficiary(s) and/or buyer(s)?
- No** Go to  **Q1**
- Yes** Please complete a 'Standard Transfer' form. If the securityholding is certificated, the original share certificate must accompany the form.

### To submit your documents and forms:



**Send to:**  
**GPO Box 4656 Melbourne**  
**Victoria 3001 Australia**

All forms quoted in this checklist are available via our website.  
Please visit: [deceasedestates.computershare.com](http://deceasedestates.computershare.com).

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

### For all enquiries:



**Web:**  
[deceasedestates.computershare.com](http://deceasedestates.computershare.com)



**Phone:**  
(within Australia) 1300 850 505  
(outside Australia) 61 3 9415 4000