

# Estate Administration Service

INVESTOR PACK

# What is the Estate Administration Service?

MUFG Corporate Markets is a leading provider of services to investors and their agents. Estate Administration is a core registry service and we have built a reputation for accurate and efficient estate securities administration.

## WHAT DOES THE SERVICE INCLUDE?

- Receipt, verification and recording of the relevant legal documentation related to an estate.
- Processing all the completed forms and transmission or transfer of the security holdings held by the estate to the beneficiary or Joint holder(s).

Please see the "Required Documents" section to determine what documentation you need to supply. The administration form also contains a checklist for your convenience.

- A Securities Transaction Statement detailing the securities and balances of the complete portfolio the estate held will be provided on completion of transfer to the Executor/Beneficiary/Joint Holder.

## WHAT DOES IT COST?

Our fees are applied in relation to receiving any relevant documents and undertaking the tasks involved in carrying out the required procedures. The cost for this service is **NZ\$92.00** (inclusive of GST).

## WHAT DO I NEED TO DO?

- STEP 1** Complete in full the Deceased Estate Securities Administration Form for either an Individual or Joint Holding. If the deceased held both Individual and Joint Holdings, then both Administration forms are required to be completed.
- STEP 2** The Deceased Estate Securities Administration Form for an Individual Holding must be signed by all appointed Executors/Administrators. The Deceased Estate Securities Administration Form for a Joint Holding must be signed by the surviving joint holder(s).
- STEP 3** Complete all the relevant forms listed in the Deceased Estate Securities Administration Form as per Section E.
- STEP 4** Please complete the payment section (section D).
- STEP 5** Mail the original the Deceased Estate Securities Administration Form, the relevant additional Forms (as per the checklist in section E) to:

**MUFG Corporate Markets**  
PO Box 91976, Auckland 1142

## REQUIRED DOCUMENTS

You must in all cases complete the Deceased Estate Securities Administration Form as well as the additional forms for each applicable scenario as stated below.

### Individual Holding Checklist

#### Where Probate HAS been granted

	Certified copy of Probate / Letter of Administration
	Estate Transmission Document and/or Off Market Transfer Document

#### If Probate/Letter of Administration has NOT been applied for or granted

	Certified copy of the Death Certificate
	Certified copy of the Will
	Estate Transmission Document and/or Off Market Transfer Document

#### If the Deceased did NOT leave a valid Will (Intestacy)

	Certified copy of Letters of Administration
	Certified copy of the Death Certificate
	Small Estate Statement, Indemnity and/or Transmission
	Statutory Declaration and Indemnity of Next of Kin form

#### If the Deceased did NOT leave a valid Will and where Letters of Administration have NOT been granted

	Certified copy of the Death Certificate
	Statutory Declaration and Indemnity of Next of Kin form
	Small Intestate Estate Statement, Indemnity and/or Transmission

### Joint Holding Checklist

	Certified copy of the Death Certificate
	Request for Transmission – Surviving Joint Holder(s) form
	Deceased Estates Securities Administration form

#### Note

*Joint holdings are held as joint tenants. The Companies Act 1993 recognises only the interest of the surviving joint holder as being entitled to the securities held in a joint holding of an Estate.*

## DEFINITIONS

### **Death Certificate**

A legal document issued by the Registrar of Births, Deaths and Marriages.

### **Estate Transmission Document**

The form used to transmit the securities to the names of the Executor(s)/ Administrator(s) of an estate. An account designation e.g. <Estate [*name of deceased*]> is added. The account designation does not form part of the registered name. It is not necessary to transmit the securities to Executor(s)/ Administrator(s) prior to a transfer of securities to the Beneficiary(s).

### **Grant of Probate**

An official court document stating that the Will is legally valid, and the named Executor(s) of the Will has the authority to administer the estate.

### **Intestacy**

A term used to describe the situation where a person has died without leaving a valid Will.

### **Letters of Administration**

An official court document issued where there is no Will, appointing an Administrator to administer the estate of the deceased, similar to an Executor.

### **Off Market Transfer Form**

The form used to transfer the securities from the estate holding to the Beneficiary(s) named in the Will. If there is more than one Beneficiary and/ or if the deceased held securities in more than one company, then separate transfer forms are required for each Beneficiary and each company. If there is more than one Beneficiary and they want to hold the securities in joint names, then only one transfer form is required. However, separate forms are still required if the securities are held in more than one share company.

### **Certified Copy**

Is a copy of the original document which has been certified to be a true and correct copy of the original by an authorised person who can witness a Statutory Declaration such as a Justice of the Peace or Solicitor.

### **Request for Transmission – Surviving Joint Holder Form**

The form used to transmit the securities to the surviving joint holder(s) only.

### **Small Estate Statement, Indemnity and/or Transmission**

The form to be completed where a probate does not exist, but a Will is available.

### **Small Intestate Estate Statement, Indemnity and/or Transmission**

The form to be completed where there is no Probate or Will for an Estate.

### **Statutory Declaration and Indemnity of Next of Kin**

The form to be completed where there is no Probate or Will for an estate.

### **Will**

A legal document setting out the wishes of the deceased for the distribution of their asset.