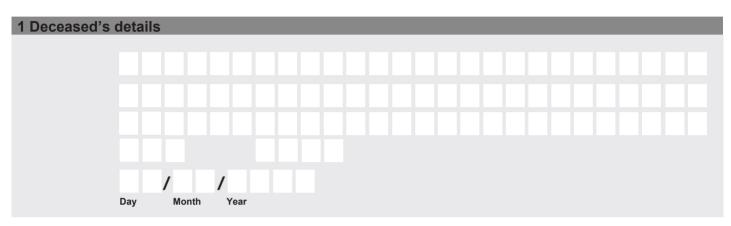


# **Deceased Estates Securities Administration Service Questionnaire**

## For Individual Holding

If you have elected to receive MUFG Corporate Markets (AU) Limited's Deceased Estates Securities Administration Service please complete the following questionnaire, attach the necessary documentation and complete/attach payment and return to MUFG Corporate Markets (AU) Limited, Locked Bag A14, Sydney South NSW 1235 Australia.

### The COST for this service is: \$..... inc GST (refer to brochure)



Please read the following carefully.

You will need to supply the following documentation to MUFG Corporate Markets (AU) Limited as CERTIFIED COPIES ONLY. **Please do not send original documents.** A Certified Copy is a copy of the original document which has been certified to be a true copy of the original by a person authorised to do so under State or Federal law. This includes a Justice of the Peace, Chartered Accountant, Member of Police Force, etc.

A grant of Probate which is an official court document stating that the Will is legally valid and the named Executor of the Will has the authority to administer the estate.

If you do not have a grant of Probate, you will need to supply a certified copy of the Death Certificate and the Will. A Will is a document setting out the wishes of the deceased for the distribution of their assets.

If there is no Will, you will need to supply Letters of Administration. This is an official court document appointing an Administrator, who is charged with the administration of the Estate of the deceased, similar to an executor.

If you do not have Letters of Administration, you will need to supply the FULL NAME and ADDRESS of the deceased's Next of Kin. The Next of Kin is usually the surviving spouse. If there is no spouse, then the children of the deceased. If no children, then the parents of the deceased.

2 Documentation			
	Already sent	Yes	No
Certified copies of a grant of Probate or Letters of Administration, unless you have already sent this to us.			
If the Probate has been granted in South Australia, you will need to send us a certified copy of the Section 121A	N/A	Yes	No
(Registrar's) Certificate in compliance with the South Australian Administration and Probate Act 1919.			
		Yes	No
Certified copy of the Death Certificate. A Medical certificate as to Cause of Death is not acceptable.			
Certified copy of the Will.		Yes	No
		Yes	No
Originally certified copy of executors/administrators ID documents.			

### 3 Full name and address of next of kin (if the deceased left no will)

Full name of the next of Kin Address							
State	Postcode						

#### The FULL Address of the Executor

An Executor is the person(s) responsible for carrying out the terms of the Will. If there is more than one Executor please select one address as MUFG Corporate Markets can only accept one address for the Executor.

4 Full address of the executor													
Address													
State		Postcode											

#### Who is to receive the Securities?

You have two options, Transmission or Transfer.

**Transmission:** The transmission of securities is changing the name under which the securities are registered from the deceased's name into the name of the executor/administrator to be then distributed to the beneficiaries of the estate.

Transfer: Securities can be transferred directly from the name of the deceased into the name of a beneficiary, beneficiaries or other persons.

Please note that if the executor is also the beneficiary, the movement of securities from the deceased's name to the name of the beneficiary should be by way of TRANSFER and not Transmission.

5 Option to Transmit or Transfer Securities		
Do you want the securities transmitted to the executor(s)?	Yes	No
Do you want the securities transferred to the beneficiary(ies)?		

Please provide below FULL DETAILS of the Beneficiary or Beneficiaries. A beneficiary is the person named in the Will to inherit part or all of the estate of the Deceased. If there are more than three beneficiaries attach a separate sheet.

Also please indicate if any of the listed beneficiaries are minors, i.e. under 18 years of age.

6 Full name a	and address of beneficiary		
Full name of the beneficiary			
Address			
State	Postcode	Yes Yes	No No
Is the beneficiary a		res	NO
Full name of the beneficiary			
Address			
State	Postcode		
Is the beneficiary a		Yes	No
Full name of the beneficiary			
Address			
State	Postcode		
Is the beneficiary a		Yes	No

7 Payment details									
Amount from above (GST included in total amount	t charged. A receipt will be issued). \$								
CHEQUE / MONEY ORDER PAYMENT- Payable to "MUFG Corporate Markets (AU) Limited".									
CREDIT CARD PAYMENT									
TYPE OF CARD (please mark box):	MASTERCARD VISA	BANKCARD (American Express not accept	ed)						
CARD NUMBER:		EXPIRES:	/20						
NAME ON CARD:		SIGNATURE:							

Please provide the FULL NAME and PHONE NUMBER, including area code, of a person MUFG Corporate Markets can contact. Also, please provide us with the FULL NAME and ADDRESS of the person to receive the completed forms for signing.

8 Full name of contact									
Full name of person									
Telephone number									
9 Full name a	and address	for return of	completed	l forms					
Full name of person									

person								
Address								
State	Postcode							

10 Checklist: I have attached and completed	Please ti	ck
Payment for this service		Yes
Certified copy of a grant of Probate or Letters of Administration	N/A	Yes
If Probate has been granted in South Australia, a certified copy of the Section 121A (Registrar's) Certificate in compliance with the South Australian Administration and Probate Act 1919.	N/A	Yes
Certified copy of the Death Certificate	N/A	Yes
Certified copy of the Will	N/A	Yes
Certified copy of executors/administrators ID documents.		Yes
The full address of an executor. Only one please.		Yes
The full names and addresses of the beneficiary(s)/next of kin.		Yes
Contact name and telephone number		Yes Yes
Name and address of the person to receive completed forms for signing		res

# 11 Signature

To be signed by the Executor(s) or Agent who has authority to act for the Estate. I/We declare that the information given is true and correct to the best of my/our knowledge.

Date		/	/	
	Day	Month	Year	

**Personal Information Collection Notification Statement:** MUFG Pension & Market Services ("MPMS") advises that your personal information is collected by MPMS organisations for the administration of your investment as required or permitted by the *Corporations Act 2001* (Cth) and other legislation. Some or all of your personal information may be disclosed to contracted third parties, or related MPMS companies in Australia and overseas. Your information may also be disclosed to Australian government agencies, law enforcement agencies and regulators, or as required under other Australian law, contract, and court or tribunal order. For further details about our personal information handling practices, including how you may access and correct your personal information and raise privacy concerns, visit our website at https:// www.mpms.mufg.com for a copy of the MPMS privacy policy, or contact us by phone on +61 1300 554 474 to request a copy.