

CHRIS LEE & PARTNERS ESTATE SALE VIA EXECUTOR

May 2017

To enable a sale via an Executor's instruction, we must be provided with the following:

Probate*	Certified copy of the Probate (Probate must also be sent to the share registry)
Photo ID for all Executors	Certified copy of current Passport or Drivers Licence
Address Verification	Certified copy of Bank Statement, Utility or Rates bill
Bank Account	Certified copy of Bank Statement either in the name of the Estate or a Solicitor's Trust Account

** Where probate is not being issued, a clear, certified copy of the death certificate and a copy of the Will must be received and confirmation that probate or equivalent has been noted at the registry and their fee has been paid.*

All documentation must be received and verified by Chris Lee and Partners in accordance with market regulations before an order can be placed.

THE SALE PROCESS

Once we have received the above information, we would then need:

- A list of the investments to be sold
- The shareholder number of the investments (CSN)
- The 4-digit FIN number (please phone this through on 04-2961023)

Once we have received the above information, we would then proceed to sell the investments. Confirmation of each sale will be sent to the Executor confirming the details of the sale, brokerage amount, the value of the sale and the settlement date.

PAYMENT

Payment is direct credited to the Estate bank account or Solicitor's Trust account on settlement date (normally 2 business days after the sell order has traded).

NOTES ON CERTIFICATION

Certified documents must be signed and include the name of the certifier, their occupation and the date. The certifier must state on each item, "I certify this to be a true and accurate copy of the original document." The certifier must be at least 16 years of age and cannot be related to the person, the spouse or partner of the person or living at the same address as the person.

Acceptable certifiers include: Justice of the Peace; NZ Lawyer; Chartered Accountant (must be member of CAANZ); Notary Public; New Zealand Honorary Consul; and Member of Parliament.