

PROVIDING HELP IN DIFFICULT TIMES, BEREAVEMENT & SHAREHOLDINGS

A Guide from Capita Registrars (Ireland) Limited

We understand that this is a difficult time, and would like to offer our condolences to the relatives of the deceased shareholder.

This guide has been designed to offer assistance and explains the correct procedures that need to be followed to help you deal with the practical matters that arise at such a time.

CAPITA REGISTRARS hopes this guide will help you arrange the necessary changes in ownership quickly and efficiently, at the time when you are ready to do so.

In the meantime, should you have any additional queries, or need further assistance, please contact our SHAREHOLDER HELPLINE on +353 1 8102400. Our lines are open 9.00am – 5.00pm, Monday to Friday.

Alternatively, you may wish to contact us by post:

Capita Registrars (Ireland) Limited
P.O. Box 7117
Dublin 2
Ireland

We provide an on-line service at www.capitaregistrars.ie.

To find out how to register for this service, go online today.

1. WHAT DO I DO NOW?

We wish to advise that only when the death of the deceased shareholder has been noted on the Register can any documents be amended to note the capacity of the personal representative(s) or the shares be transferred out/sold in the name of deceased. The Shareholding will need to be 'administered', and there are a number of options available depending on your circumstances.

2. WHAT DO I NEED TO SEND TO CAPITA REGISTRARS?

2.1

As the shares in the Company are an Irish asset; in order that the death of the deceased shareholder may be noted on the Register of Members in respect of the **sole** shareholding we would be obliged if you would forward the **Original Irish Grant of Probate or an official sealed copy** of same.

When a person dies, it is sometimes necessary to apply to the Probate Office for Irish Grant of Probate. This is a legal process which authorises someone to deal with a deceased person's assets (i.e. property, money and other possessions owned by the deceased at the date of death). The authority is given in the form of a document called a Grant and the three most common types are:

GRANT OF PROBATE – where a person dies leaving a valid Will and appointing an Executor, a Grant of Probate

issues to the Executor. The persons' assets are dealt with by the Executor according to the terms of the Will.

GRANT OF LETTERS OF ADMINISTRATION – this type of document issues when a person dies without having made a Will; the deceased is said to have died 'intestate' and his/her assets are dealt with by an Administrator and according to Statute.

GRANT OF LETTERS OF ADMINISTRATION WITH WILL ANNEXED – this type of document issues where a person dies leaving a will and a person other than the Executor is applying for the Grant.

The principal PROBATE OFFICE is located on:

1st Floor of Phoenix House
15/24 Phoenix Street North
Smithfield
Dublin 7
Ireland

Telephones: +353 1 888 6181, +353 1 888 6179.

Share valuation at the date of death will be required for an Irish Grant. **Please note as Registrars we are not regulated to provide share valuations. We wish to advise that a value of the shares (and value of the shares as of date of death) can be obtained from the Irish Stock Exchange, Tel: +353 1 617 4200 or website www.ise.ie or a stockbroker.**

If it is not intended to obtain an Irish Grant of Probate/Letters of Administration and the total value of the estate of the deceased, held in the Republic of Ireland does not exceed €20,000, we will be able to deal with this matter under our SMALL ESTATES PACKAGE. A fee applies for this service. The following documents will be required:

1. Original Death Certificate or a copy of same certified in ink signature and stamped by Solicitor or Bank.
2. Small Estates Declaration and Indemnity Form filled in by the personal representative(s) and stamped by Solicitor or Commissioner of Oaths to witness representative(s) signature(s). Please note, if the total value of the shares is over a certain value, the Form must also be joined in by an Insurance Company or Bank to protect against any possible future claims that may result from recording the death without an Irish Grant of Probate.
3. There is an administration fee of €156.25 (including VAT) made payable to 'Capita Registrars (Ireland) Limited' to cover some of the work involved in issuing the form of small estates declaration and indemnity and processing it after it is returned to us.

If you would like to use our SMALL ESTATES PACKAGE please advise us in writing that it is not intended to obtain an Irish Grant of Probate in this case and we will send you Small Estates Declaration form and instructions.

If you do not want to use the SMALL ESTATES PACKAGE, please send us an original or sealed copy of an Irish Grant of Probate/Letters of Administration and we will register this free of charge.

When you have an Irish Grant of Probate/Letters of Administration/Small Estate Package completed please forward to us for registration along with the following items:

- all relevant original share certificate(s) for endorsement,
- any outstanding dividend cheque(s),
- completed stock transfer form(s), if you have already decided to transfer the shares. * (See question No.5).

2.2

In order that the death of the deceased shareholder may be noted on the Register of Members in respect of the **joint** shareholding and shares transferred into surviving holder(s) name(s) we would be obliged if you would forward the original Death Certificate or a copy of same certified in ink signature and stamped by Solicitor or Bank along with original share certificate(s) for endorsement.

3. WHAT DO I DO IF I CAN NOT FIND THE SHARE CERTIFICATE(S)?

If the original share certificate(s) can not be located we require a written request for a Letter of Indemnity for lost certificate(s) after the death has been registered. A fee may be required for this service.

Please note after the Companies' register shows that the certificate(s) in question have been reported lost, stolen or destroyed; they can not be used to support any sale or transfer. If you do use them, they will be rejected. **If, however, you find the certificate(s) before we send you a replacement, you should return the indemnity to us for cancellation together with our fee of €75.00 for the administration work carried out. This will allow us to reinstate the original certificate(s).**

4. WHAT DO I DO IF I CAN NOT LOCATE ANY DIVIDEND CHEQUE(S)?

Again, we will be able to re-issue any outstanding dividends that you may not be able to locate, after the death has been registered. A fee may be required for this service.

5. DO YOU WISH TO TRANSFER THE SHARES?

After the death of the shareholder is registered and beneficiaries wish to have the shares transferred, executor(s) should sign and complete a stock transfer form(s). This type of transfer will not attract stamp duty. Please return the completed stock transfer form(s) to this office together with the original share certificate(s) for registration.

A stock transfer form can be downloaded from our website: www.capitaregistrars.ie -> Shareholder Services -> Useful Forms -> Stock Transfer Form.

6. WHAT DO I DO IF I NEED TO SELL MY SHARES?

If it is intended to sell the shares please contact:

- CAPITA SHARE DEALING SERVICES
By Telephone
Ireland:
1890 946 375 (Lo Call)
U.K.
0871 664 0300 (Calls cost up to 10p per minute plus network extras)
Outside UK
Ph: +44 (0) 208 639 3399
Fax: +44 (0) 208 639 2342
By Email: info@capitadeal.com
By Web: www.capitadeal.com

Alternatively you can contact a bank or stockbroker of your own choice.

*** * ***

All documents need to be surrendered at the same time for successful Registration.

Please ensure all forms are completed fully otherwise your application will be rejected.

**THIS IS AN INFORMATION DOCUMENT
AND DOES NOT CONSTITUTE LEGAL
ADVICE.**

**IF YOU NEED LEGAL ADVICE PLEASE
CONSULT A SOLICITOR.**

*** * ***

SMALL ESTATES DECLARATION & INDEMNITY

The Directors of (THE COMPANY SHARES ARE HELD IN)
and the Registrars, Capita Registrars (Ireland) Limited

IN THE ESTATE OF:

Name of Deceased:	
Address:	
Date of death:	
Name of the company shares are held:	
Number of shares at the date of death:	
Value of shares at the date of death:	

I/We do solemnly and sincerely declare that I am/we are the only person(s) entitled to deal with the estate of the said deceased.

The total value of the estate of the deceased in the Republic of Ireland does not exceed €20,000. No Liability to capital tax or estate duty arises in respect of the estate of the deceased in the Republic of Ireland. Furthermore, no inheritance tax is payable on the estate of the deceased.

I/We do not intend nor, to the best of my/our knowledge, does any other person intend to apply for an Irish Grant of Probate or Letters of Administration, in respect of the estate of the deceased.

IN CONSIDERATION of you agreeing to place my/our name(s) upon your register of members (person(s) representing) without extracting an Irish Grant of Representation of the estate and accepting the small estates declaration & indemnity.

I/We (jointly and severally) agree:

1. To Indemnify you Against all claims, demands, liabilities, costs, charges and expenses that may be brought against or incurred by you or any of you arising out of or in connection with your so doing, including in particular, payments of assessments, costs and expenses to another applicant if any of the statements are incorrect.

2. In the event of legal proceedings being instituted against you in connection with any such claim from time to time upon demand to provide you with any such funds as you may require to defend such proceedings and in default of my/our so doing you shall be entitled to admit or settle such proceedings on such terms as you may think fit recourse to me/us. I/We agree to obtain and produce to the Company an Irish Grant of Probate of the estate of the deceased if so required by the Company.

(in **BLOCK CAPITALS**)

Full name(s) and signature(s) of Personal Representative(s)	1.	
	2.	
	3.	
Address(es):	1.	
	2.	
	3.	

DATED THE..... 1..... 2010
(To witness Personal Representative(s) Signature(s))

Solicitors or Commissioner of Oaths Stamp

(TO COMPLETE BY THE GUARANTOR)

.....Hereby join in the above indemnity and undertaking.

Signature of Guarantor (where applicable)

***Bank or Insurance Company. Capacity of Signatory and Office Stamp Must be applied.**

THIS GUARANTEE WILL COVER THE SMALL ESTATES DECLARATION.

Signature of Guarantor (where applicable)

Brand of Guarantor (where applicable)

Not required if the value of the Shareholding is under €-----