SUCCESSION TRAINING GUIDE

GDMA

02 May 2021

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Succession instructions

Client requests a succession to be processed.
The succession table is sent to client for them to complete, as below

Minute Book Reference: 24 TKT 15-18
Transfer Date: 9 June 2018
Comment:
From Owner (Full Name): Alexandro Zemlak (60)

To Owner Full Name or GDMA Owner SHID (and Address)	Block Name	Portion or amount of Shares to be transferred	Portion or amount of $ to be transferred
Julia Marie Bishop	Kopuhaia 2	0.02391975	25.00
Craig Joseph Zemlak	Kopuhaia 2	0.02391975	25.00
Nathaniel Lee Zemlak	Kopuhaia 2	0.02391975	25.00
Adriana Jean Zemlak	Kopuhaia 2	0.02391975	25.00

Check the total shares and money

From the succession table received from the client:

Portion or amount of Shares to be transferred	Portion or amount of $ to be transferred
0.02391975	25.00
0.02391975	25.00
0.02391975	25.00
0.02391975	25.00

Add the shares and $ to get the totals. These totals need to match the totals in the database.

0.02391975	25.00
0.02391975	25.00
0.02391975	25.00
0.02391975	25.00
0.095679	**100.00**

Find the main owner:

Check shares and $ of the main owner:

Trust	Shares	Balance	
		Balance $100.00	
Kopuhaia2	0.095679	$100.00	

Ensure they match the totals from the succession table:

0.02391975	25.00
0.02391975	25.00
0.02391975	25.00
0.02391975	25.00
0.095679	100.00

Add owners

Check that each of the owners in the succession table, are in the database.

To Owner Full Name or GDMA Owner SHID (and Address)
Julia Marie Bishop
Craig Joseph Zemlak
Nathaniel Lee Zemlak
Adriana Jean Zemlak

If not, add the owner to the database:

Keep a record of each owner's SH ID

ID	Firstname	Surname
159	Julia Marie	Bishop
160	Craig Joseph	Zemlak
161	Nathaniel Lee	Zemlak
162	Adriana Jean	Zemlak

Starting the succession process

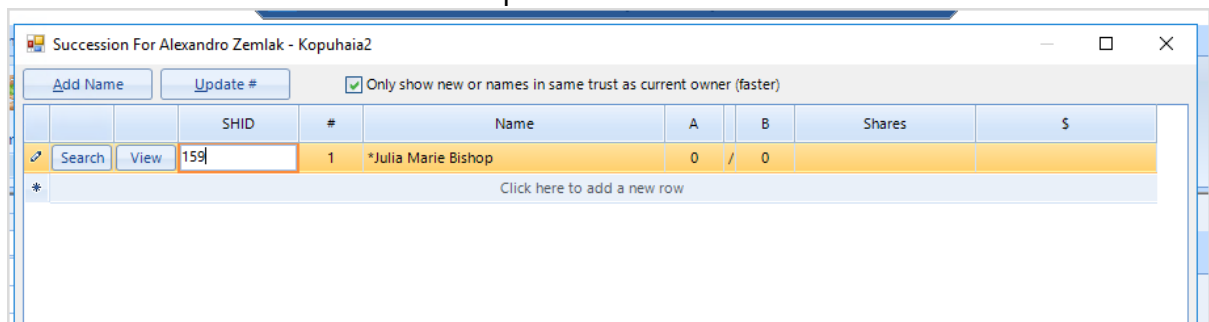On the main owner, check the trust summary section.

For the trust row that the succession is for, click on the people icon next to the far right next to the $ amount:

For each SHID:

ID	Firstname	Surname
159	Julia Marie	Bishop
160	Craig Joseph	Zemlak
161	Nathaniel Lee	Zemlak
162	Adriana Jean	Zemlak

…enter them in the SHID column and press enter:

…until all are entered:

Enter the shares and $

Against each row, enter the shares and $ from the succession table

To Owner Full Name or GDMA Owner SHID (and Address)	Block Name	Portion or amount of Shares to be transferred	Portion or amount of $ to be transferred
Julia Marie Bishop	Kopuhaia 2	0.02391975	25.00
Craig Joseph Zemlak	Kopuhaia 2	0.02391975	25.00
Nathaniel Lee Zemlak	Kopuhaia 2	0.02391975	25.00
Adriana Jean Zemlak	Kopuhaia 2	0.02391975	25.00

…into the succession screen:

Ensure the succession screen matches the succession table.

Check the total remaining is 0.00, once all is entered:

Close the succession screen and go back in. This refreshes the screen. Re-check the succession screen matches the succession table.

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Enter the final succession detail

Enter the reference and schedule # from the minute book reference from the succession table:

Minute Book Reference: 24 TKT 15-18
Transfer Date: 9 June 2018
Comment:
From Owner (Full Name): Alexandro Zemlak (60)

Simply use Up/Down arrow keys to navigate. Press [Esc] to cancel new row. Screen is resizeable.

Calc. From Shares	Total:	0.09567900	100.00
Calc. From Fraction	Total Available:	0.095679000000	100.00
☐ Round shares to: 8 ▾	Total Remaining:	0.00	0.00

Transfer Type: Succession ▾   Transfer Date: 09/06/2018 [*]

Reference: 24 TKT 15-18   Schedule #: 24 TKT 15-18

☑ Include successors name in financial transaction comment (e.g. To Julie Bloggs SH 12345)

The number to select for **Round shares to:** is the largest decimal point placing in the succession table shares column.

Click **Transfer**

Copy List to All Trusts	Clear Successors List	Export to CSV		Transfer	Close

Succession letters will produce, these are usually not used. Click X top right of the report.

Succession Letter report

Print... Export... ✖ Close | 100 % ▾ | 1/4 | Close

Attach documents

Drag-drop document(s) into Auto Linked Files

Documentation

Succession Table

Minute Book Reference: 24 TKT 15-18
Transfer Date: 9 June 2018
Comment:
From Owner (Full Name): Alexandro Zemlak (60)

To Owner Full Name or GDMA Owner SHID (and Address)	Block Name	Portion or amount of Shares to be transferred	Portion or amount of $ to be transferred
Julia Marie Bishop	Kopuhaia 2	0.02391975	25.00
Craig Joseph Zemlak	Kopuhaia 2	0.02391975	25.00
Nathaniel Lee Zemlak	Kopuhaia 2	0.02391975	25.00
Adriana Jean Zemlak	Kopuhaia 2	0.02391975	25.00

Owner IDs

ID	Firstname	Surname
159	Julia Marie	Bishop
160	Craig Joseph	Zemlak
161	Nathaniel Lee	Zemlak
162	Adriana Jean	Zemlak

Main owner – Main Screen
Screenshot to show shares and balance and the linked file

Main owner – Transactions
Main owner's financial transactions tab showing the money being transferred out to the new owners:

Main owner's share transactions tab showing the shares being transferred out to the new owners:

Share Transfer Schedule report
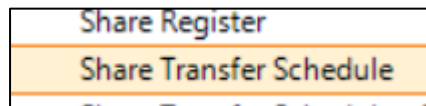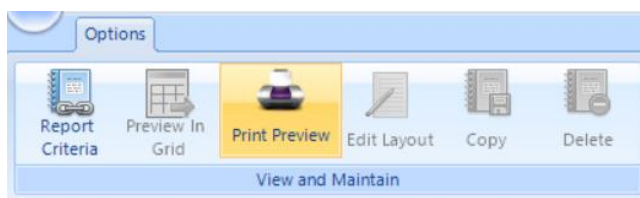
Take screenshot to show the transfer:

Share Transfer Schedule - Kopuhaia2   **Schedule # 24 TKT 15-18**

From Shareholder				To Shareholder					
Existing Shareholder	ID	Shares Held	Dividend Held	New Shareholder	ID	Shares Transferred	Dividend Transferred	Document Evidence	Date
Succession									
Alexandro Zemlak	60	0.095679	$100.00	Julia Marie Bishop	159	0.02391975	$25.00	24 TKT 15-18	09/06/2018
				Craig Joseph Zemlak	160	0.02391975	$25.00	24 TKT 15-18	09/06/2018
				Nathaniel Lee Zemlak	161	0.02391975	$25.00	24 TKT 15-18	09/06/2018
				Adriana Jean Zemlak	162	0.02391975	$25.00	24 TKT 15-18	09/06/2018
						0.095679	$100.00		
Totals For Kopuhaia2		0.095679	$100.00			0.095679	$100.00		

New Owners

For each new owner, screenshots to show shares and balance and the linked file

159   Julia Marie Bishop

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

First Name Julia Marie   Surname Bishop

Trust	Shares	Balance
		Balance $25.00
Kopuhaia2	0.02391975	$25.00

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160   Craig Joseph Zemlak

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

First Name Craig Joseph   Surname Zemlak

Trust	Shares	Balance
		Balance $25.00
Kopuhaia2	0.02391975	$25.00

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161   Nathaniel Lee Zemlak

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

First Name Nathaniel Lee   Surname Zemlak

Trust	Shares	Balance
		Balance $25.00
Kopuhaia2	0.02391975	$25.00

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162 Adriana Jean Zemlak

Shareholder Info | Financial Transactions | Share Transactions | Reference | Misc

First Name: Adriana Jean   Surname: Zemlak

Address (Cheques)   Return Mail

Payee:
IRD: NRWT ☐ Bank Country: NZ
Pay: Bank:
Sex: Bank Account Details   Closed ☐
PostCode: PDF
DOB: -
Address (Notices)
Code: Dec'd ☐ Decd -

☐ Oseas   ☐ AGM Apolo
Reg Form Sent ____ *
Stat ID Sent ____ *
MLC Ref ____
Code 2 ____
Code 3 ____
Reject Bnk Acct# ____

PostCode:

Trust	Shares	Balance
		Balance $25.00
→ Kopuhaia2	0.02391975	$25.00

Phone:
Cell:
Email: Send
Type:

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