

# SUCCESSION TRAINING GUIDE

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**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
<b>0.095679</b>	<b>100.00</b>

Find the main owner:

Shareholder Search (Ctrl F)

Name/No 60

Options Alias/Trustees


Sort By

Trust

Export Clear Filter

..... Alexandro Zemlak

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)
<a href="#">Julia Marie Bishop</a>
<a href="#">Craig Joseph Zemlak</a>
<a href="#">Nathaniel Lee Zemlak</a>
<a href="#">Adriana Jean Zemlak</a>

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.

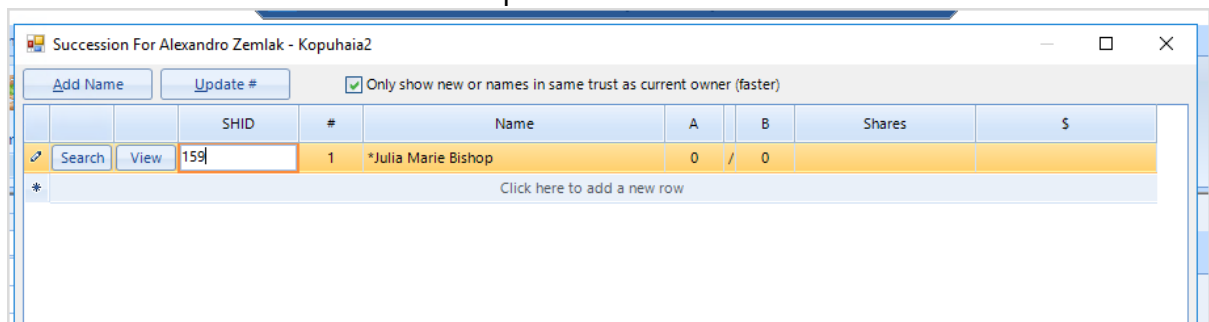
For the trust row that the succession is for, click on the people icon next to the far right next to the \$ amount:

Trust	Shares	Balance
		Balance \$100.00
→ Kopuhaia2	0.095679	\$100.00 

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:

SHID	#	Name	A	B	Shares	\$
159	1	*Julia Marie Bishop	0	/ 0		
160	2	*Craig Joseph Zemlak	0	/ 0		
161	3	*Nathaniel Lee Zemlak	0	/ 0		
162	4	*Adriana Jean Zemlak	0	/ 0		

## 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:

SHID	#	Name	A	B	Shares	\$
159	1	*Julia Marie Bishop	0	/ 0	0.02391975	25.00
160	2	*Craig Joseph Zemlak	0	/ 0	0.02391975	25.00
161	3	*Nathaniel Lee Zemlak	0	/ 0	0.02391975	25.00
162	4	*Adriana Jean Zemlak	0	/ 0	0.02391975	25.00

Click here to add a new row

Ensure the succession screen matches the succession table.

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

navigate. Press [Esc] to cancel new row. Screen is resizeable.

Total:	0.09567900	100.00
Total Available:	0.095679000000	100.00
Total Remaining:	0.00	0.00

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

# 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
<input type="checkbox"/> 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**

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



# Attach documents

Drag-drop document(s) into Auto Linked Files

stCode  WPKW

ne

ail  Send

e  Individual

nin

ion

Alias Names DOB

Notes

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
<a href="#">Julia Marie Bishop</a>	<a href="#">Kopuhaia 2</a>	<a href="#">0.02391975</a>	<a href="#">25.00</a>
<a href="#">Craig Joseph Zemlak</a>	<a href="#">Kopuhaia 2</a>	<a href="#">0.02391975</a>	<a href="#">25.00</a>
<a href="#">Nathaniel Lee Zemlak</a>	<a href="#">Kopuhaia 2</a>	<a href="#">0.02391975</a>	<a href="#">25.00</a>
<a href="#">Adriana Jean Zemlak</a>	<a href="#">Kopuhaia 2</a>	<a href="#">0.02391975</a>	<a href="#">25.00</a>

### 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

**60 Alexandro Zemlak**

Shareholder Info   Financial Transactions   Share Transactions   Reference   Misc

First Name: Alexandro   Surname: Zemlak

Address (Cheques): 88773 Aditya Light, Pourosside, AUSTRALIA   Return Mail   PDF

PostCode:   Address (Notices):   Phone: (04) 043-0361   Cell: (0455) 872-303   Email: Alexandro@Zemlak.cc   Send   Type: Individual

Payee:   IRD:   NRWT: ☐ Bank Country: AUD   Bank: 340-949-484895454   Sex: Female   DOB: 11/09/2007   14y   Code: 3256318   Dec'd: ☐ Decd: -   Oseas: ☐ AGM Ap: ☐ Reg Form Sent:   Stat ID Sent:   MLC Ref:   Code 2:   Code 3:   Reject Bnk Acct#:

Trust   Shares   Balance

Trust	Shares	Balance
Kopuhaia2	0	\$0.00

Notes: D:\DatabaseBackups\gdpro27\train1\SH60-05May22-1709-succession orders.png

## Main owner – Transactions

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

**60 Alexandro Zemlak**

Shareholder Info   Financial Transactions   Share Transactions   Reference   Misc

Select Trust Group: All   Select Trust: All

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
01-Jan-2020	Journal	-		Kopuhaia2	\$100.00	\$0.00
09-Jun-2018	Transfer	To Julia Marie Bishop SH 159		Kopuhaia2	-\$25.00	-\$100.00
09-Jun-2018	Transfer	To Craig Joseph Zemlak SH 160		Kopuhaia2	-\$25.00	-\$75.00
09-Jun-2018	Transfer	To Nathaniel Lee Zemlak SH 161		Kopuhaia2	-\$25.00	-\$50.00
09-Jun-2018	Transfer	To Adriana Jean Zemlak SH 162		Kopuhaia2	-\$25.00	-\$25.00
22-Nov-2015	Opening Balance			Kopuhaia2	0	\$0.00

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

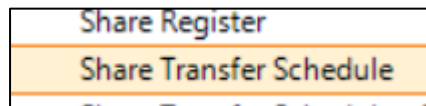
**60 Alexandro Zemlak**

Shareholder Info   Financial Transactions   Share Transactions   Reference   Misc

Select Trust: All   Add Parent   Link Person

Date	Transaction	Comments	Name	Ref ID	Trust Code	Amount	Balance	LI
09-Jun-2018	Succession	24 TKT 15-18	Julia Marie Bishop	159	Kopuhaia2	-0.02391975	0	<input type="checkbox"/>
09-Jun-2018	Succession	24 TKT 15-18	Craig Joseph Zemlak	160	Kopuhaia2	-0.02391975	0.02391975	<input type="checkbox"/>
09-Jun-2018	Succession	24 TKT 15-18	Nathaniel Lee Zemlak	161	Kopuhaia2	-0.02391975	0.0478395	<input type="checkbox"/>
09-Jun-2018	Succession	24 TKT 15-18	Adriana Jean Zemlak	162	Kopuhaia2	-0.02391975	0.07175925	<input type="checkbox"/>
22-Nov-2015	Other	Imported from MLC			Kopuhaia2	0.095679	0.095679	<input type="checkbox"/>

## Share Transfer Schedule report

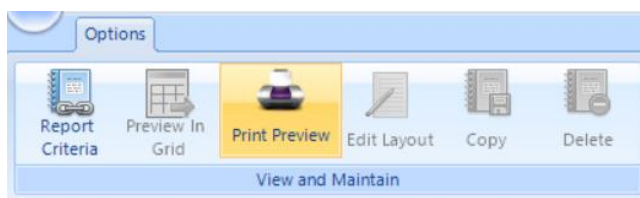


Trust:

Transfer Type:

Transfer Date From:  to

Schedule Number:



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  Surname

Address (Cheques)  Return Mail

PostCode  PDF

Address (Notices)

PostCode

Phone

Cell

Email  Send

Type

Payee

IRD  NRWT ☐ Bank Country

Pay  Bank

Sex  Bank Account Details  Closed ☐

DOB

Code  Dec'd ☐ Decd

☐ Oseas ☐ AGM Apok

Reg Form Sent  \*

Stat ID Sent  \*

MLC Ref

Code 2

Code 3

Reject Bnk Acct#

Trust	Shares	Balance
		Balance \$25.00
→ Kopuhaia2	0.02391975	\$25.00

Notes

**160 Craig Joseph Zemlak**

Shareholder Info Financial Transactions Share Transactions Reference Misc

First Name  Surname

Address (Cheques)  Return Mail

PostCode  PDF

Address (Notices)

PostCode

Phone

Cell

Email  Send

Type

Payee

IRD  NRWT ☐ Bank Country

Pay  Bank

Sex  Bank Account Details  Closed ☐

DOB

Code  Dec'd ☐ Decd

☐ Oseas ☐ AGM Apok

Reg Form Sent  \*

Stat ID Sent  \*

MLC Ref

Code 2

Code 3

Reject Bnk Acct#

Trust	Shares	Balance
		Balance \$25.00
→ Kopuhaia2	0.02391975	\$25.00

Notes

**161 Nathaniel Lee Zemlak**

Shareholder Info Financial Transactions Share Transactions Reference Misc

First Name  Surname

Address (Cheques)  Return Mail

PostCode  PDF

Address (Notices)

PostCode

Phone

Cell

Email  Send

Type

Payee

IRD  NRWT ☐ Bank Country

Pay  Bank

Sex  Bank Account Details  Closed ☐

DOB

Code  Dec'd ☐ Decd

☐ Oseas ☐ AGM Apok

Reg Form Sent  \*

Stat ID Sent  \*

MLC Ref

Code 2

Code 3

Reject Bnk Acct#

Trust	Shares	Balance
		Balance \$25.00
→ Kopuhaia2	0.02391975	\$25.00

Notes

162 Adriana Jean Zemlak

Shareholder Info
Financial Transactions
Share Transactions
Reference
Misc

First Name  Surname

Address (Cheques)  Return Mail

PostCode  PDF

Address (Notices)

PostCode

Phone

Cell

Email  Send

Type

Payee


IRD  NRWT ☐ Bank Country

Pay  Bank

Sex  Bank Account Details Closed ☐

DOB

Code  Dec'd ☐ Decd



☐ Oseas ☐ AGM Apolo

Reg Form Sent


Stat ID Sent

MLC Ref

Code 2

Code 3

Reject Bnk Acct#

Trust	Shares	Balance
		Balance \$25.00
→ Kopuhaia2	0.02391975	\$25.00 

files | D:\DatabaseBackups\gdpro27\train1\SH162-05May22-1717-succession orders.png