

TRANSFER CHECKLIST FOR DECEASED ESTATES UNDER \$25,000

This checklist has been prepared to assist Executors and Administrators with the transfer of Units where the Units are registered under the individual name of the deceased and the deceased is an Australian Resident.

This document outlines the requirements of Trilogy Funds and should not be regarded as legal advice. Executors and Administrators should obtain their own legal advice regarding their obligations. Please attach this checklist to the front of the Transfer Forms, together with the other required documentation.

Option 1 – Probate or Letters of Administration Granted	Tick ✓
Certified copy of the Grant of Probate or Letters of Administration	
Section 1071B Statement*	
*Required if the Grant of Probate or Letters of Administration have been granted outside of Queensland.	
Option 2 – No Probate or Letters of Administration	Tick ✓
Certified copy of the Death Certificate	
Certified copy of the last Will	
Small Estate Statement and Indemnity	
Option 3 – Deceased left no Will (Intestate)	Tick ✓
Certified copy of the Death Certificate	
Intestate Statement and Indemnity	
Documents required	Tick ✓
Original Transfer Form(s)	
Transferee Information Form(s)	
Identification documents required	Tick ✓
A certified copy of a current Passport or Driver Licence for each Executor or Next of Kin	
A certified copy of a current Passport or Driver Licence for each Beneficiary/Transferee	

Please note that it is a requirement that we receive a certified copy of each Executor(s) or Next of Kin(s) photo identification that has a sample signature.

If the Estate is being transferred to more than one individual, a separate Transfer Form and Transferee Information Form will need to be completed.

PLEASE POST ALL REQUIRED DOCUMENTS TO:

Trilogy Funds
GPO Box 548
BRISBANE QLD 4001

For further information or assistance please contact Investor Relations:

☎ 1800 194 500 (or +61 7 3503 6100 outside Australia)

✉ investorrelations@trilogyfunds.com.au