

How to complete the **Small Estates Declaration & Indemnity form** ("Small estates package")

In order that the death of the deceased shareholder in an Irish Registered Company may be noted on the Register of Members in respect of a sole shareholding it is required that you forward us the **Original Irish Grant of Probate or an official sealed copy by the Irish Probate Office**, as the shares in the Company are an Irish asset.

If it is not intended to extract an Irish Grant of Probate/Letters of Administration, you may register the shareholder's death using our Small Estates Package. You may use this as long as the total value of the estate in the Republic of Ireland is not more than €20,000.

If you would like to use our Small Estates Package, please complete the Small Estates Declaration and Indemnity form and return to us completed, signed and stamped by Solicitor/Commissioner of Oaths to witness the personal representative(s) full name, address and signature(s). You are also required to enclose the following documents:

- The original death certificate or a copy stamped and certified by a Solicitor or bank
- A cheque, bankers draft or postal order made payable to 'Capita Registrars (Ireland) Limited' for €175.00 (including VAT of 23%), or the sterling equivalent. You will need to check the conversion rate on-line or with your local bank. This administration fee is to cover the administration and guarantee fees needed to protect against any possible future claims that may result from recording the death without an Irish Grant of Probate/Letters of Administration.

If you would like to transfer the shares after the death of the shareholder has been registered, please complete a Stock Transfer Form. Our Stock Transfer Form and guidance notes can be found on our website www.capitaassetservices.com and should be completed and returned back to us along with the relevant share certificate(s).

We wish to advise that only when the death of the deceased 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/sold.

Please note you are under no obligation to use our Small Estates package. If you do not want to use Small Estates package, please send us an original or office sealed copy of an Irish Grant of Probate/ Letter of Administration and we will register the shareholder's death free of charge.

When returning the legal documents required to register the death you may also enclose the original share certificate(s) for replacement. However, existing valid share certificates remain valid. If you do not have the original share certificate(s) for the total holding and wish to obtain duplicate share certificate(s) please send us a signed request for a letter of Indemnity for duplicate share certificate. For further information regarding our letter of Indemnity procedures and fees can be found on our website www.capitaassetservices.com.

Notes on completing the **Small Estates Declaration & Indemnity form**

Please read the following instructions carefully before completing the Small Estates Declaration and Indemnity form. The numbers below relate to the attached form.

1. **To the Directors of**

Please enter the name of the Company the shares are held in. Please note that you must complete a separate form for each Company that you are requesting the Small Estates.

2. **Name, Address, Date of death and Value of shares.**

Please complete this section in full including the value of the shares at the date of death. **Please note as Registrars we are not regulated to provide share valuations. We wish to advise that a value of the shares as of date of death can be obtained from the Irish Stock Exchange Tel: 01 617 4200 or website www.ise.ie, the London Stock Exchange Tel: +44 (0) 207 797 1000 or website www.londonstockexchange.com or a stockbroker.**

3. **Full name(s) and Signature(s) of Personal Representative(s)**

Please enter the full name, address and signature of all Personal representative(s) that you require to be added to the account.

4. **Solicitors Signature and Stamp.**

Your Solicitor should sign and stamp this section as witness to the Personal representative(s) signatures entered in Section 3.

5. **Date.**

Please enter date of completion of this form.

Small Estates Declaration & Indemnity

Please complete in BLOCK CAPITALS with either blue or black ink and return to the address below.

1 To the Directors of

Name of the company in which the shares are held

and the Registrars, Capita Asset Services

2 Name, address, date of death and value of shares

Name of the Deceased

Registered Address of Deceased

Number of shares held at the date of death

€ Value of shares at date of death

Date of death

D D M M Y Y Y Y

I/We do solemnly and sincerely declare that I /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 transfer 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 as personal representative(s) without extracting an Irish Grant of Representation of the estate and accepting the Small Estates Declaration & Indemnity.

I/We (jointly and severally) agree:

- 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 entitlements and costs and expenses to another applicant if any of the statements are incorrect.
- 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 to recourse to me/us. I/We undertake to obtain and produce to the Company an Irish Grant of Probate of the estate of the deceased if so required by the Company.

3 Full name(s) and Signature(s) of Personal Representative(s) (Please complete as required)

Personal Representative 1

Full name

Address

Signature

Personal Representative 2

Full name

Address

Signature

Personal Representative 3

Full name

Address

Signature

Personal Representative 4

Full name

Address

Signature

4 Solicitors signature and stamp

Solicitors Signature
(To witness Personal Representative(s) Signature(s))

Solicitor or
Commissioners of
Oaths stamp

5 Date

D D M M Y Y Y Y

Please return this form, original death certificate or a copy stamped and certified by a Solicitor or bank, and Fee to **Capita Asset Services, Shareholder solutions, P.O. Box 7117, Dublin 2.Tel: +353 1 553 0050.**