

## Q&A for Probated Estate Requirements

### A - What is a Probated Estate?

A probated estate is one in which you have received a document issued by a court (issued document) proving, validating and registering the Last Will and Testament, granting the executor(s) legal authority to execute the will.

Alternatively, in the absence of a Will, you have received a document issued by a court naming the estate executor(s) (such as a Certificate of Appointment as Estate Trustee, Letters of Administration, Letters Testamentary)

### B - What is the Paperless Legal Transfers Program?

This program allows for reduced transfer requirements!

In the event that the transferor has obtained an acceptable **Medallion Signature Guarantee**, Computershare does not require supporting documentation (such as the Letters Probate). Verification of the supporting documentation has already been completed by the Guarantor. With a Medallion Signature Guarantee on the Securities Transfer Form, send **only** the original share certificate(s) and Securities Transfer Form for the transfer.

**Important Note:** No other documents are required. Should any additional documents be provided, they will be returned without being verified. Fees may be applied for the return of these documents.

### C – Do my documents need to be certified, notarized or guaranteed?

The enclosed Computershare **Estate Transfer Checklist** lists the various documents that will be required to process your estate transfer. The Checklist indicates which documents must be certified, guaranteed or sworn under oath – and what your options are. We explain these options in more detail below.

#### **Notary Public or Commissioner for Oaths:**

Individuals authorized by the government. A **Notary Public** can affirm affidavits and certify ("notarize") copies of documents (i.e., verify as true copy). A **Commissioner for Oaths** is a person authorized to take your oath or solemn declaration when you sign an affidavit. A Commissioner does not certify that the statement being made is true but only certifies that an oath has been administered properly. Usually lawyers and public figures are Notaries Public or Commissioners for Oaths.

#### **(In Canada) - Signature Guarantee or Certified True Copy from a Canadian Schedule I Chartered Bank:**

##### **Canadian Schedule I banks include:**

Bank of Nova Scotia, Toronto-Dominion Bank, and Royal Bank of Canada.

(*Signature Guarantees or Certified True Copy* are not accepted from Treasury Branches, Caisses Populaires or a Credit Union unless they are members of a Medallion Signature Guarantee Program.)

**Please note - For the Securities Transfer Form only:**

The Guarantor must affix a stamp bearing the actual words "**Signature Guaranteed**", sign, and print full name and alpha numeric signing authorization number.

**(In Canada and the US) - Medallion Signature Guarantee\*** obtained from a member of an acceptable Medallion Signature Guarantee Program (STAMP, SEMP, MSP). Many commercial banks, savings banks, members of Credit Union Central, and all broker dealers participate in a Medallion Signature Guarantee Program. The Guarantor must affix a stamp bearing the actual words "**Medallion Guaranteed**".

**(Outside of North America)** - present the certificate(s) and/or document(s) that require a guarantee to a local financial institution that has a corresponding Canadian or American affiliate which is a member of an acceptable **Medallion Signature Guarantee\*** Program.

\*Should you obtain a Medallion Guarantee, the Guarantor affixing the Medallion Guarantee stamp warrants that at the time of signing (a) the signature was genuine; and (b) the signer was an appropriate person to endorse; and (c) the signer had legal capacity to sign. The Guarantor retains any legal documentation.

**D - What do I do if some or all of the original certificates are missing?**

If some or all of the original certificates are missing, please send a letter in writing to Computershare explaining the circumstances surrounding the loss, damaged or destroyed certificates **before completing the enclosed documents.**

**The letter must include:**

- > The Issue/Company Name
- > Name and address of the shareholder
- > Copy of either the Letters Probate, Letters Testamentary, Letters of Administration, or Certificate of Appointment of Estate Trustee
- > The certificate numbers of the lost, damaged or destroyed certificates, if available. If you do not have the certificate numbers, please indicate so in your letter.
- > Signature of executor(s) or estate legal representative

**Please forward letter to:**

**Computershare**  
**Attn: Lost Certificates**  
100 University Ave, 8<sup>th</sup> Floor  
Toronto, ON  
M5J 2Y1

# ESTATE TRANSFER CHECKLIST

Select one of the 2 estate transfer options:

**Option A** – Paperless Legals Transfer Instructions – Medallion Guarantee Transfers (reduced requirements)

**Option B** – Standard Transfer Instructions

Please use the check boxes to ensure you have all required documents enclosed.

**NOTE:** Documents will not be returned unless you clearly request this in your letter of direction. If you need to retrieve your documents from Computershare following the initial request, fees will apply.

There are *reduced requirements* if you obtain a **Medallion Guarantee** on the **Securities Transfer Form**.

## Option A - Paperless Legals Transfer Instructions – Medallion Guarantee Transfers

Complete	Required Originals	Instructions and Information
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**IMPORTANT NOTE:** *No other documents are required.* Should any additional documents be provided, they will be returned without being verified. Fees may be applied for the return of these documents.

Send **ONLY** the following for this transfer:

<input type="checkbox"/>	<b>Original Security Certificate(s)</b>	> If any or all original certificates listed on the cover letter cannot be located, you will have to advise us in writing to arrange for replacement certificates before sending in your information. Please see <b>section D</b> of the <b>Q&amp;A</b> for more information.
<input type="checkbox"/>	<b>Completed Securities Transfer Form</b>	> The form must be completed and certified by a Medallion Guaranteed. See <b>section B</b> of the Q&A for more details on these options

If Option A is not possible, turn page over to see **Standard Transfer Instructions**.

**Privacy Notice** Computershare is committed to protecting individuals' personal information. In the course of providing our services, we receive non-public personal information - from transactions we perform for investors, forms sent to us, other communications we have with investors or representatives, etc. This information could include name, address, social insurance number, social security number, securities holdings and other financial information. We use this to administer investor accounts, to better serve investors' and clients' needs and for other lawful purposes relating to our services. We have prepared a Privacy Code to tell you more about our information practices and how personal information is protected. It is available at our website, [computershare.com](http://computershare.com), or by writing us at 100 University Avenue, Toronto, Ontario, M5J 2Y1.

## Option B - Standard Transfer Instruction

Complete	Required Originals	Instructions and Information
<input type="checkbox"/>	<b>Original security certificate(s).</b>	> If any or all original certificates listed on the cover letter cannot be located, you will have to advise us in writing to arrange for replacement certificates <b>before</b> sending in your information. Please see <b>section D</b> of the <b>Q&amp;A</b> for more information.

**PLEASE NOTE:** The following form must be completed and certified by a Schedule 1 Canadian Chartered Bank. See **section B** of the **Q&A** for more details on these options.

<input type="checkbox"/>	<b>Completed Securities Transfer Form</b>	> This form is only required if you would like to transfer the securities to the estate beneficiary(ies) or to another party or parties (other than the executor(s)).
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**PLEASE NOTE:** The following form must be signed under oath by all required parties in the presence of a Notary Public or Commissioner for Oaths with the appropriate seal/stamp. See **section B** of the **Q&A**.

<input type="checkbox"/>	<b>Completed Computershare Declaration of Transmission form</b>	
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Complete	Required Copies	Instructions and Information
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**PLEASE NOTE:** All document copies must be certified by a court, a Notary Public or a Schedule 1 Canadian Chartered Bank, or must be Medallion Guaranteed. See **section D** of the **Q&A** for more details on these options.

<input type="checkbox"/>	<b>Certified Copy of ONE of the following:</b> <ul style="list-style-type: none"><li>○ Letters Probate</li><li>○ Letters Testamentary</li><li>○ Letters of Administration</li><li>○ Proof of Appointment of Estate Trustee With <b>(or Without)</b> a Will</li></ul>	
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**NOTE:** : If the deceased was a U.S. resident, the Court Appointment document must be dated within **60 days** of the transfer being presented (6 months if the Court Appointment was issued in the state of New York).