



BELLMONT
S E C U R I T I E S

Capabilities Statement

Specialist Broking for the Legal Industry

Version 4.3.2



Broking Services

Bellmont provides a seamless and all-encompassing solution for solicitors dealing with shares that are held in deceased estates.

Our capabilities include, but are not limited to:

- Name searches, verifications and cross-checks.
- Extraction of shareholding information - e.g security holder reference number (SRN).
- The search and repayment of unpaid dividends.
- The sale of ASX shareholdings (without having to set up an account).
- Share transfers to beneficiaries.
- Liaising, reporting and completing the final due diligence.

Share Sales

Bellmont can take care of the entire share sale process for you. We propose an approach that streamlines the sale process in a timely manner and without the need to set up an account.

Our share sale facility allows solicitors and executors to sell multiple shareholdings simultaneously, regardless of whether they are held directly with the share registries (Issuer sponsored) or with an external broker (CHESSE sponsored).

Our dedicated team will complete all the paperwork for you and directly deal with the share registries, external brokers, or any other parties involved - allowing you to administer this aspect of the estate with ease.

When we sell shares, brokerage is charged to facilitate the transaction. This involves a minimum fee or a percentage value of the gross sale proceeds. Bellmont's headline brokerage rate is **\$150 or 0.95% (ex GST)**.

Example 1:

Sale of 1,000 shares of Telstra (TLS) at \$4.50

Gross sale proceeds: \$4,500

Less Bellmont's fee: \$150 + GST

Net proceeds to your trust account: \$4,335

Example 2:

Sale of 1,000 shares of CBA (CBA) at \$85.00

Gross sale proceeds: \$85,000

Less Bellmont's fee: \$807.50 + GST (\$85,000 x 0.95%)

Net proceeds to your trust account: \$84,111.75

Required Documents

- Certified copy of the Grant of Probate OR certified copies of the Will and Death Certificate. Please note that Probate thresholds apply.
- Certified copy of the executor(s) valid drivers licence, to be electronically verified using GreenID (see page 5) OR certified copy of the executor(s) drivers licence along with a certified copy of either the executor's valid passport or Medicare card.
- Share holding information (SRN and registered address)
- Signed and currently dated trust account banking details on a letterhead

Note: All documents can be emailed... It's 2024!

Share Transfers to Beneficiaries

Remove the administrative burden of having to complete countless forms to transfer shares to beneficiaries by outsourcing the entire process to Belmont. Our dedicated team will complete all necessary paperwork in order to transfer shares out of an estate, taking care of every step so you can focus on what you do best.

We pride ourselves in making the entire process seamless and pain-free.

Bellmont does not bill by the hour, but rather we offer a transparent pricing model based on the number of shareholdings involved. Our fixed charge is \$200 (ex GST) per holding, up to 2 beneficiaries, then \$50 per beneficiary thereafter.

Example 1:

Transfer of 1,000 units of Commonwealth Bank of Australia (CBA) to one beneficiary - \$200 + GST invoiced to the estate

Example 2:

Transfer of 1,000 units of CBA and 1000 units of BHP Limited (BHP) to five beneficiaries - \$700 + GST invoiced to the estate (\$350 x 2)

Example 3:

Transfer of 1,000 units of CBA to two beneficiaries - \$200 + GST invoiced to the estate

Required Documents and Info:

- Originally certified copy of the Grant of Probate OR originally certified copies of the Will and Death Certificate. Please note that Probate thresholds apply per the relevant share registry's requirements.
- Originally certified copies of valid IDs of the executor and beneficiaries
- Registration details of the beneficiaries
 - Full name
 - Mailing address

Once received, our team will prepare all forms required to action the transfer(s).

Search and Repayment of Unpaid Dividends

Estate administration can be complex, and it is not uncommon for estate bank accounts to be closed prematurely, resulting in beneficiaries missing out on dividend payments. At Belmont, we understand the importance of ensuring that beneficiaries receive their entitled payments and offer a comprehensive dividend recovery service.

Before conducting any share sale or transfer, we conduct thorough checks of each shareholding to determine if there are any unpaid dividends at the respective share registry. If we identify any unpaid dividends, our team will notify the acting solicitor and complete the necessary forms to reissue the funds to the trust account.

A fixed fee of \$95 + GST per shareholding is charged only when Belmont has not been engaged to facilitate the sale or transfer of the holding in that estate. Where Belmont has been engaged for sale or transfer, dividend recovery is free of charge.

Example 1:

Bellmont are instructed by XYZ Law to carry out the sale of 1,000 shares of Telstra held in an estate. While completing a sale authorisation form, a Belmont account manager checks the shareholding to find that there are unpaid dividends totalling \$450. The account manager completes the registry forms to reissue the dividends to XYZ Law's trust account and then emails the documents (along with our sale form) to the acting solicitor.

Required Documents:

Initially we ask for holding information to conduct our initial fact find. After we undertake a general search, we will provide the acting solicitor and executor(s) with a transparent quote for their review.

Name Search

When executors are uncertain about whether a deceased individual held shares with a certain company or if a known holding is still active, Belmont provides a valuable service by conducting a name search with the main registries. We only require the full name of the deceased, possible registered address/es, and the company name to proceed. Once we obtain this information, we will notify you if there is an active holding registered with those details. We offer this service free of charge to assist you and your firm in handling the estate.

Benefits

- A pain-free, efficient solution for finalising estate shareholdings while freeing up time for your employees
- Finalise share sales without establishing an account
- Deal with experienced professionals rather than a call centre or automated phone line
- Same day turnarounds with professional and experienced support staff
- Settlement proceeds are securely transferred to your nominated trust account
- Any required paperwork is completed by Bellmont for your client's convenience
- Flexible submission processes - we can accept online, email or mailed requests

Fee Matrix

Service	Fee Charge per Shareholding*
Share Sale	\$150 or 0.95%, whichever is higher
Share Transfer	\$200
Dividend Search & Repayment	No Cost***
SRN Search	\$95
Cost Base Reconstruction	Request a quote

*Excludes GST.

**Up to 2 beneficiaries, \$50 per additional beneficiary.

***\$95 per holding if not engaged to transfer or sell holdings.

Electronic ID Verification Using GreenID

Bellmont is able to verify clients' identification using an online system, GreenID, that leverages the Government run Document Verification Service (DVS). The DVS is a national online system that allows organisations to compare a client's (e.g. executor) identification against government records - removing the need to submit another certified copy of identification.

Required Documents:

- For share sales **less than \$100,000**, we will only require the executor(s) drivers licence.
- For share sales **greater than \$100,000**, we will require the executor(s) drivers licence + passport or medicare card.

Frequently Asked Questions

Q: How long does it take to sell shares?

A: Provided that we have all required documents, we aim to sell shares within 1-2 working days.

Q: What price will shares be sold at?

A: Market orders (at the best available price) will be placed for the share sale, and the sale price will be determined by the current market price of each stock at the time of sale.

Q: When do I receive the sale proceeds?

A: The sale proceeds (less our brokerage fees) will be transferred to your nominated trust account in T+2 (Trade date + 2 business days).

Q: Do I need a Grant of Probate to sell shares?

A: Not always! If the total value of shares is under \$25,000 it will be regarded as a small estate. In these scenarios, Belmont will require a certified copy of the Will and the Death Certificate. We will also provide your office with a pre-filled Small Estate Indemnity form for the executor(s) to sign.

Q: Our client believes that the deceased had shares, but cannot locate a statement. Can you assist?

A: Certainly! Our team's specialist knowledge in the world of securities has allowed us find thousands of SRNs in the time this service has been in operation by using a 12A search.

Q: I already have a broker, why should I select Belmont?

A: Belmont offers a unique and comprehensive service that goes beyond the scope of most brokers. Our experienced team is dedicated to making the process as seamless and stress-free as possible. We handle all necessary paperwork, contact share registries, locate SRNs, and ensure that the best outcome is delivered not only to the executors but also to your law firm. Unlike many brokers that operate on an execution-only basis, we provide end-to-end support for the entire process. Our service is designed to lift the weight off your shoulders, allowing you to focus on other important matters while we take care of the details.

About Belmont Securities

Founded in 2006, Belmont Securities is a boutique Australian broker and portfolio manager, offering bespoke trading and investment solutions to individuals and wholesale intermediaries. Headquartered in Sydney, Belmont Securities is trusted by over 1800 clients including financial advisers, law firms, accountants, private clients and charitable trusts.

Bellmont holds an Australian Financial Services Licence (AFSL no. 331625).

Contact Us

Bellmont Securities Pty Ltd
ABN 47 119 852 890
AFSL 331625

Suite 5 Level 9 70 Phillip Street
Sydney NSW 2000
P: 02 8042 1990
W: www.bellmontsecurities.com.au
E: estates@bellmontsecurities.com.au

Primary Contacts

Alex Dubois
Manager

Jonhel Boticario
Associate

Pauleen Coraza
Associate