bellmont.

Capabilities Statement

Version 5.0.1

Specialist Broking for the Legal Industry

We take care of the paperwork
so you can focus on the legal work.

Specialist Broking Services

Bellmont provides a seamless and all-encompassing solution for solicitors dealing with shares that are held in deceased estates. Our services are designed to streamline the process and alleviate the administrative burden on legal professionals.

Our capabilities include, but are not limited to:

- ❖ Facilitating the sale of ASX-listed shareholdings without the need to establish a brokerage account;
- ❖ Transferring shares;
- ❖ Recovering unpaid dividends from share registries;
- ❖ Determining the cost base of shares for CGT purposes;
- ❖ Identifying active ASX-listed holdings through searches and verification with the main registries;
- ❖ Retrieving Securityholder Reference Numbers (SRNs); and
- ❖ Liaising with registries, brokers, and other parties to complete due diligence.

Share Sales

Bellmont can take care of the entire share sale process for you. Our streamlined approach allows the shares to be sold without needing to set up a brokerage account. Our dedicated team will take care of all paperwork and liaise directly with share registries, brokers, or any other parties involved, allowing you to administer this aspect of the estate with ease.

Our share sale facility allows executors or administrators to sell multiple shareholdings simultaneously. We can assist you whether the holdings are held directly with the share registries (issuer-sponsored) or with an external broker (CHESS-sponsored). Shares are sold through market orders to ensure they achieve the best available price on the Australian Securities Exchange (ASX) at the time of sale.

Brokerage fee is charged to facilitate the share sale. Bellmont's brokerage fee, per holding and excluding GST, is $150 or 1.1%, whichever is higher.

Example 1: *Sale of 1,000 shares of Telstra Group Ltd (TLS) at $4*	***Example 2:*** *Sale of 1,000 shares of Commonwealth Bank of Australia (CBA) at $150*
Gross sale proceeds: $4,000	*Gross sale proceeds: $150,000*
Less brokerage fee: $150 + GST	*Less brokerage fee: $1,650 ($150,000 x 1.1%) + GST*
Net sale proceeds: $3,835	*Net sale proceeds: $148,185*

Initial Requirements:

- ❖ Shareholding information (company name, HIN or SRNs, and registered address)
- ❖ Certified copy of the Grant of Probate or the Will and Death Certificate (subject to probate thresholds)
- ❖ Certified copy of the executor's valid driver's licence, verified electronically via GreenID (see page 5) or along with either a valid passport or Medicare card
- ❖ Solicitor's trust account details, signed and dated on a letterhead or a recent bank statement of the estate bank account

Note: All initial requirements can be emailed... It's 2026!

Share Transfers

We take pride in making the share transfer process seamless and stress-free. Our dedicated team will handle all the paperwork to transfer shares from an estate and liaise with registries, brokers, and other parties, taking care of every step so you can focus on what you do best.

Bellmont offers a transparent pricing model based on the number of shareholdings involved. Our fixed fee is $225 excluding GST per holding, up to 2 beneficiaries, with an additional $100 for each additional beneficiary.

Example 1: *Transfer of 1,000 units of Commonwealth Bank of Australia (CBA) to two beneficiaries*

Bellmont's fee: $225 + GST

Example 2: *Transfer of 1,000 units of Telstra Group Ltd (TLS) and 1,000 units of Insurance Australia Group Ltd (IAG) to four beneficiaries*

Bellmont's fee: $850 + GST ($225 base fee + $100 per additional beneficiary, per holding)

Initial Requirements:

- ❖ Shareholding information (company name, HIN or SRNs, and registered address)
- ❖ Certified copy of the Grant of Probate OR the Will and Death Certificate (subject to probate thresholds)
- ❖ Certified copies of the executor's and beneficiary's valid government-issued IDs
- ❖ Beneficiary's mailing address

Dividend Recovery

Estate administration is often complex, and premature closure of the deceased's bank accounts can result in beneficiaries missing out on dividend payments. At Bellmont, we understand the importance of ensuring that beneficiaries receive their entitled payments and offer a comprehensive dividend recovery service.

Before any share sale or transfer, we check each shareholding for unpaid dividends at the relevant share registry. If we identify 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 Bellmont has not been engaged to facilitate the sale or transfer of the holding in that estate. Where Bellmont has been engaged for sale or transfer, dividend recovery is free of charge.

Example 1: *Sale of 1,000 units of Commonwealth Bank of Australia (CBA) with dividend recovery*

Bellmont's fee for dividend recovery: No cost

Example 2: *Dividend recovery only for a Telstra Group Ltd (TLS) holding*

Bellmont's fee for dividend recovery: $95 + GST

Initial Requirements:

- ❖ Shareholding information (company name, HIN or SRNs, and registered address)
- ❖ Certified copy of the Grant of Probate OR the Will and Death Certificate
- ❖ Certified copy of the executor's valid government-issued IDs
- ❖ Solicitor's trust account details, signed and dated on a letterhead or a recent bank statement of the estate bank account

Cost Base Reconstruction

Determining original share purchase values and transaction histories can be challenging for estate administration. Bellmont offers a Cost Base Reconstruction service to assist executors and administrators in gathering historical trade records. We research available registry data, dividends, share splits, and consolidations to compile a comprehensive transaction report for your accountant or tax professional.

Our team will liaise with share registries and utilise historical data to piece together transaction histories, providing your clients with clear, consolidated records for estate administration purposes. Once we receive the required documents, we will review the holdings and provide a detailed quote for completing the reconstruction.

Initial Requirements:

- ❖ Shareholding information (company name, HIN or SRNs, and registered address)
- ❖ Certified copy of the Grant of Probate OR the Will and Death Certificate

General Search and Verification of ASX Holdings

If an executor is unsure whether a deceased individual held shares with a certain company, Bellmont can assist by conducting a General Search. This involves enquiring with the main registries to identify any ASX-listed holdings registered under the deceased's name and address. Once we obtain this information, we will notify you if any active holdings are found.

We can also confirm with the respective registry if a known holding remains active. This service is offered free of charge to assist you and your firm in handling the estate.

Initial Requirements:

- ❖ Copy of the Death Certificate
- ❖ Full name of the deceased, including any name variations (e.g. nicknames or anglicised names)
- ❖ Possible registered address (e.g. the deceased's last residential address or PO Box address)
- ❖ If applicable, specific companies you would like us to investigate (e.g. Telstra, BHP, AMP)

SRN Search

The Securityholder Reference Number (SRN) is essential for managing issuer-sponsored holdings. The SRN begins with an "I" and can typically be found on statements periodically issued by the registry. If the SRN is unavailable, Bellmont can assist in attempting retrieval of the SRN by conducting an SRN Search.

To initiate an SRN Search, we require the company name, registered name, and registered address. If uncertain about the address, please provide all possible addresses (e.g., the deceased's last residential address or PO Box address). We will confirm these details with the respective registry and assist in attempting retrieval of the SRN. An SRN Search incurs a fee of $95 + GST per holding.

Electronic ID Verification with GreenID

Bellmont can use GreenID to verify the executor's identification, eliminating the need to provide another certified copy of their ID. GreenID leverages the government-run Document Verification Service (DVS), which allows organisations to compare identification details against official records.

Share Sale Requirements:

- Less than $100,000: Executor's driver's licence
- Greater than $100,000: Executor's driver's licence + passport or Medicare card

Benefits

- **Tailored services for legal professionals:** Our processes are specifically designed to meet the needs of solicitors handling estate administration, unlike general brokers.
- **No brokerage account required:** Finalise share sales efficiently without the need to set up a brokerage account.
- **Direct access to experienced professionals:** Work with knowledgeable support staff familiar with estate processes, not call centres or automated systems.
- **Secure settlement transfers:** Proceeds are deposited directly into your nominated trust account, ensuring security and compliance.
- **Comprehensive paperwork support:** We handle all required documentation, saving you time and effort.
- **Flexible submission options:** Send requests via email or post, whichever suits your practice best.
- **Transparent pricing with no surprises:** Our fees are clear and easy to understand, with no hidden costs.

Fee Matrix

Service	Fee Charge per Shareholding (excluding GST)
Share Sale	$150 or 1.1%, whichever is higher
Share Transfer	$225*
Dividend Recovery	No cost**
SRN Search	$95
Cost Base Reconstruction	Request a quote

Notes:

*Up to 2 beneficiaries, $100 per additional beneficiary.

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

We're here to make estate shareholdings simple and efficient. If you have any questions or need assistance, please don't hesitate to reach out to us.

Frequently Asked Questions

Q: How long does it take to sell shares?
A: Once we have all required documents and signed forms, we aim to sell the shares within 2-4 working days.

Q: When will the sale proceeds be credited to the account?
A: Shares sold on the ASX are subject to a T+2 settlement period (trade date plus two business days). The net sale proceeds will be credited to the nominated bank account following settlement.

Q: Do I need a Grant of Probate to sell shares?
A: Not always! If the total value of the shares is under $50,000, it will be regarded as a small estate. In these cases, we require a certified copy of the Will and Death Certificate. We will also provide a pre-filled Small Estate Indemnity form for the executor to sign.

Q: I already have a broker, why should I select Bellmont?
A: Bellmont offers a specialist service designed specifically for legal professionals handling estate administration. We take care of the full process from start to finish, including registry liaison, SRN retrieval, and all paperwork preparation. Traditional brokers usually provide execution-only support, while we focus on making the entire process smooth for solicitors and executors. Our aim is to save you time so you can focus on the legal work while we handle the details with care.

Q: I have a complex matter involving shares. Can Bellmont assist me?
A: Absolutely. Whether the matter is straightforward or more involved, our experienced team is ready to help. Send us a brief outline of the situation and we will review it carefully. Once we understand what is needed, we will guide you through the next steps to ensure everything progresses smoothly.

Q: How do I get started with Bellmont's services?
A: You can contact us by email or phone using the details below. Let us know what you need assistance with and we will confirm the required documents and guide you through the process. Our team is always happy to help make things easier for you.

About Bellmont Group

Founded in 2006, Bellmont is a licensed boutique Australian Investment Manager and Specialist Broker, offering a range of services to wholesale clients and financial intermediaries and legal practices across Australia.

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

Contact Us

Bellmont Group Pty Ltd
ABN 47 119 852 890

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

Manager: Alex Dubois

Team Lead: Jonhel Boticario

Associates:
Pauleen Coraza
Jade Reonal