

## SHAREHOLDER INSURANCE TRUST CHECKLIST

### 1. DOCUMENTS

You have read, understood and printed 4 documents:

- |                          |                              |  |
|--------------------------|------------------------------|--|
| <input type="checkbox"/> | <b>1) Letter of Wishes</b>   | a) To be signed by 2 of the Company Directors as Settlor.  |
| <input type="checkbox"/> | <b>2) Trust Deed</b>         | a) Each signature on the trust deed has been witnessed by someone who will not benefit in any way from the trust.<br>b) Page 13 to be signed by 2 of the Company Directors and 1 Director of the Accounting Firm.<br>c) Each page has been initialled by the signatories of Page 13. |
| <input type="checkbox"/> | <b>3) IR596 Form</b>         | a) Accounting Firm to sign and date as the Trustee, under Section 17 on page 2 (Noting the business description as Service to Insurance K642060).<br>b) Send completed form and copy of the Trust Deed to IRD.   |
| <input type="checkbox"/> | <b>4) Trustee Resolution</b> | a) Accounting Firm to sign and date as the Trustee confirming intentions of being the nominated beneficiary of insurance policies owned by the Company.  |

### 2. ADMINISTRATION

The Accounting Firm as Trustee:

- |                          |                              |   |
|--------------------------|------------------------------|---|
| <input type="checkbox"/> | <b>1) Bank Account</b>       | a) To set up the Trust bank account with \$150 from the Company and take a signed copy of the trust deed to the Bank. *<br>b) When completing AML requirements, note that the source of wealth is the \$150 gift from the Settlor to establish the Trust. |
| <input type="checkbox"/> | <b>2) Confirming Cover</b>   | a) Insurance Adviser has confirmed policies have been issued, and nominated beneficiary forms (or equivalent) completed for the shareholder benefits of the Trust.  |
| <input type="checkbox"/> | <b>3) Review Share Price</b> | a) To prepare minutes as well as review the value of shares at least annually (with the Insurance Adviser and the Company) to ensure levels of cover align with shareholder benefits.   |

**\* Note:** This transaction is to create a paper trail, as the trust technically does not exist until such time as the initial gift of \$150 from the Settlor is received by the Insurance Trust (forming the original trust).