Memorandum of Transfer – Instructions

In order to change the ownership on a policy the Memorandum of Transfer form at the back of our policy document must be completed and the policy document sent to our office for assignment.

If the client/s do not have the policy document we require the attached Memorandum of Transfer and Application for Replacement Policy forms to be completed.

- Memorandum of Transfers are not applicable to superannuation policies
- A family trust name cannot be designated as the owner of a policy eg Johnson Family Trust. Instead, the individual names of Trustees need to be listed eg Wayne Johnson as trustee of the Johnson Family Trust
- A limited Trustee company can be a policy owner, e.g. Wadham Goodman Trustees Limited
- Transferees (new owners) and witnesses must be a minimum of 18 years of age. The witnesses cannot be the existing policy owners (transferor) or the new policy owners (transferee)
- A separate form is required for each policy

How to Complete the Memorandum of Transfer form

Date of transfer ........................................... enter the date the form is being completed
Policy number ............................................. enter policy number
Transferor details (current owner/s) ........ the existing owner/s need to complete their details and sign
Witness: ....................................................... a witness needs to complete his/her details and sign
Transferee details (new owner/s) .......... the new owner/s need to complete their details and sign.
   Documentation will be sent to the one address only. If there is more than one new owner and they have different mailing addresses a decision needs to be made by the new owners which address is to be used. This should be noted on the form, e.g. Mailing address
Witness ....................................................... a witness needs to complete his/her details and sign
MEMORANDUM OF TRANSFER

TRANSFEROR DETAILS (CURRENT OWNER/S)

Name in full ___________________________________  Signature _____________________________

(If more than one transferor, please complete below)

Name in full ___________________________________  Signature _____________________________

Name in full ___________________________________  Signature _____________________________

Name in full ___________________________________  Signature _____________________________

Name in full ___________________________________  Signature _____________________________

Witness ___________________________________________  Signature of Witness ____________________

TRANSFEREE DETAILS (NEW OWNER/S)

Name in full ___________________________________  Address _________________________________

Date of birth ___________________________________  _________________________________

Occupation _____________________________________  _________________________________

Signature of Transferee ________________________________

(If more than one transferee, please complete below)

Name in full ___________________________________  Address _________________________________

Date of birth ___________________________________  _________________________________

Occupation _____________________________________  _________________________________

Signature of Transferee ________________________________

Name in full ___________________________________  Address _________________________________

Date of birth ___________________________________  _________________________________

Occupation _____________________________________  _________________________________

Signature of Transferee ________________________________

Name in full ___________________________________  Address _________________________________

Date of birth ___________________________________  _________________________________

Occupation _____________________________________  _________________________________

Signature of Transferee ________________________________

Witness ___________________________________________  Signature of Witness ____________________

Date of registration of transfer by company _________________  _______________________________

Signature of Principal Officer or Person authorised

The original policy document must accompany this form