

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 transferenter the date the form is being completed

Policy numberenter 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

Witnessa witness needs to complete his/her details and sign

MEMORANDUM OF TRANSFER

TRANSFEROR DETAILS (CURRENT OWNER/S)

Name in full _____

(If more than one transferor, please complete below)

Name in full _____

Name in full _____

Name in full _____

Witness _____

Date of transfer _____

Policy number _____

Signature _____

Signature _____

Signature _____

Signature _____

Signature of Witness _____

TRANSFeree DETAILS (NEW OWNER/S)

Name in full _____

Date of birth _____

Occupation _____

Signature of Transferee _____

(If more than one transferee, please complete below)

Name in full _____

Date of birth _____

Occupation _____

Signature of Transferee _____

Name in full _____

Date of birth _____

Occupation _____

Signature of Transferee _____

Name in full _____

Date of birth _____

Occupation _____

Signature of Transferee _____

Witness _____

Address _____

Address _____

Address _____

Address _____

Signature of Witness _____

Date of registration of transfer by company _____

Signature of Principal Officer or Person authorised