



### **Share Transfer Process**

1. The Company Registrar will confirm the number of shares held, shareholding entity and details of the property (Certificate of Title).
2. The Purchaser or Vendor's Solicitor can prepare the Transfer Form or the Share Register can be requested to do this.
3. Upon receipt of the signed Share Transfer Form, Certificate of Titles and Information sheet the Share Registrar will prepare a Water Supply Agreement which then will be sent to the new land owner.
4. Ashburton Lyndhurst Irrigation shall invoice the purchaser directly for preparing the Water Supply Agreement (and other attendances) which should be paid by the purchaser as part of the transfer. The cost of this is \$250 +GST.
5. Upon receipt of the signed Water Supply Agreement, the Share Registrar will then table the approval of the transfer and signing of the Water Supply Agreement of the next Meeting of Directors. All transfer approvals are subject to receipt of a Direct Debit authority for payment of the water charges. The original signed Water Supply Agreement will then be returned to the Shareholder. A copy will be retained on file.
6. The Company Registrar will update the Share Registry.

### **Contact Details**

1. Company Registrar
  - Carmen Foster
  - Irrigo Centre Ltd
  - Ph: 03 975 8547
  - Email: [carmen@alil.co.nz](mailto:carmen@alil.co.nz)
2. Company Solicitor
  - Tom Evatt
  - Tom Evatt & Co Ltd
  - Ph: 029 200 8819
  - Email: [tom.evatt@tomevatt.co.nz](mailto:tom.evatt@tomevatt.co.nz)