



Hepburn Energy is a member-owned co-operative and Australia's first community-owned wind farm. Our cooperative takes action on climate change and advocates for community energy, seeking to reduce local emissions and build community resilience. We wouldn't exist without our members and their desire to make a difference and unlock new ideas, projects and opportunities.

Please accept our condolences to you and your family, for your loss. As a part owner of our wind farm, your family member or friend was a valued member of our cooperative, and we look forward to welcoming their beneficiaries to join our community committed to climate action.

To assist you at this difficult time, we have instigated simple procedures to affect the transfer of shareholdings of 10,000 or less or where a Grant of Probate has been made or Letters of Administration have been issued.

In the event that the shareholding is greater than 10,000 and a Grant of Probate has not been made or Letters of Administration have not been issued, please contact us to discuss.

**We understand that this is a difficult time and are here to assist.
Please contact community@hepburnenergy.coop for help**

DOCUMENTS REQUIRED FOR TRANSFER:

Hepburn Energy shareholding size is 10,000 shares or less & no Probate has been granted or Letters of Administration issued

1. A copy of the **Death Certificate and Will** (if any) certified as a true copy by a practicing solicitor. Please note that the certification is required to be an original certification statement and signature. Photocopies of the certification statement and signature are not accepted
2. The **Small Estate Statement & Indemnity**, signed by the appointed executor (s) (if there is a will) or next of kin (in the event that there is no Will) and witnessed
3. The **Deceased Estate Share Transfer Application Form** completed, signed by the appointed executor(s), administrator, next of kin (as applicable) and proposed transferee beneficiary. A separate form for each transferee must be completed, unless applying for a joint shareholding.

OR

Hepburn Energy shareholding is of any size and Probate has been granted or Letters of Administration have been issued

1. A copy of the **Probate/Letters of Administration** certified as a true copy by a practicing solicitor. Please note, the certification required is an original certification statement and signature. Photocopies of the certification statement and signature are not accepted.
2. The **Deceased Estate Statement**
3. The **Deceased Estate Share Transfer Application Form** completed, signed by the appointed executor(s) or administrator and beneficiary. A separate form for each transferee beneficiary must be completed, unless applying for a joint shareholding.

TRANSFERRING HEPBURN ENERGY SHARES TO BENEFICIARIES

STEPS:

1

Complete the forms and post

Complete the forms, gather the required documents & email to:
community@hepburnenergy.coop
OR post to:

Hepburn Energy
PO Box 225
Daylesford VIC 3460

If you post hardcopies, we recommend sending you documents with tracking.

All deceased estate beneficiaries, unless existing members with Hepburn Energy, will become **new members** of our cooperative. Find out what it means to be a member on the next page.

2

Application Received

Hepburn Energy will notify the contact of the receipt of the application

Wait for Board Approval

3

If the transfer requires new membership, these memberships will need to be approved by the Hepburn Energy board. The Hepburn Energy Board meets bimonthly. The process to approve your new membership application could take up to three months.

If the transferee beneficiaries are existing members of Hepburn Energy, this approval will not be required.

4

Shares Transferred & New Member Pack

If the transfer application(s) is successful you will be notified by email.

We will establish your membership, transfer the shareholding and post you a New Member Pack (as applicable).





What it means to be a member of Hepburn Energy:

Member Benefits

As a Hepburn Energy Member, your investment is not only good for the planet but also good for you.

As a member you will receive:

- Member returns when financially prudent
- The Member Newsletter
- The ability to access our Energy Products

Member Responsibilities

All members of Hepburn Energy, as part owners of the Hepburn Energy Co-op, are responsible for their shareholding and have **Active Member Responsibilities** as shareholders. Members must comply with the Cooperative Rules and maintain an “active” membership. There are a number of ways that members can maintain their active membership, including purchasing one or more of our Energy Products and keeping a current email to receive our member newsletter.

As a shareholder at Hepburn Energy, you are responsible for the sale of your shares should you wish to do so and for keeping important details of your shareholding up to date so we can contact our members regarding important activities like our AGM, Annual Reports or dividends. We require at all times the following details to administer your holding:

- Email Address
- Bank Account Details
- TFN, TFN Exemption or ABN

If you would like to become a Hepburn Energy Member, it is your responsibility to read the **Hepburn Energy Rules** and **Disclosure Statement** to ensure that you can meet your **Active Membership Requirements**. These documents can be found on our website at www.hepburnenergy.coop/membership

Hepburn Energy Reports & Communications

Please also view our current cooperative reports and publications on our website before proceeding with a membership application. www.hepburnenergy.coop/membership