



Level 2, Cecil House, 12 Garden Place  
PO Box 15-049, Hamilton 3243  
P +64 7 83 9999 3 D +64 223 54321 3  
[www.arisesoftware.nz](http://www.arisesoftware.nz)

# SUCCESSIONS

## PROCEDURE MANUAL

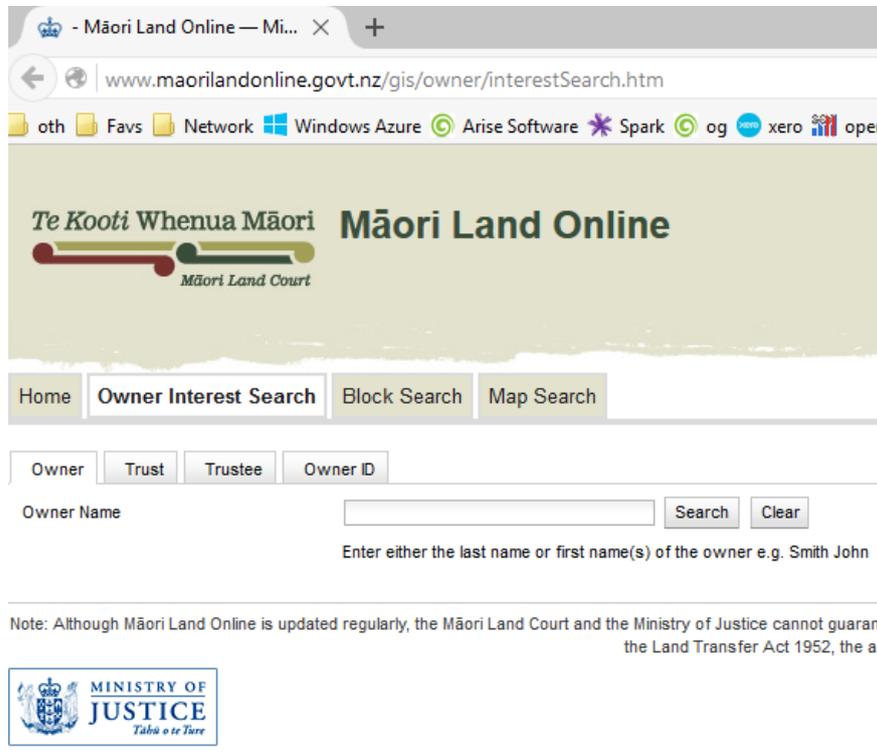
March 2016

## CONTENTS

Block Examples – Owner and Shares .....	3
Successions – An Overview .....	6
Video Presentation .....	6
Unlocking Screen in GDMA .....	7
Successions –Process Example .....	8
Locating Shareholder .....	8
Adding Shareholder for Succession .....	9
Creating a Succession.....	11
Calc from Fraction .....	13
Calc From Shares.....	13
Round shares to .....	13
Transfer Type .....	14
Financial Transactions.....	16
Share Transactions.....	16
Shares and Money Received.....	18

## BLOCK EXAMPLES – OWNER AND SHARES

In <http://www.maorilandonline.govt.nz/gis/owner/interestSearch.htm> allows to search for Maori land owners.



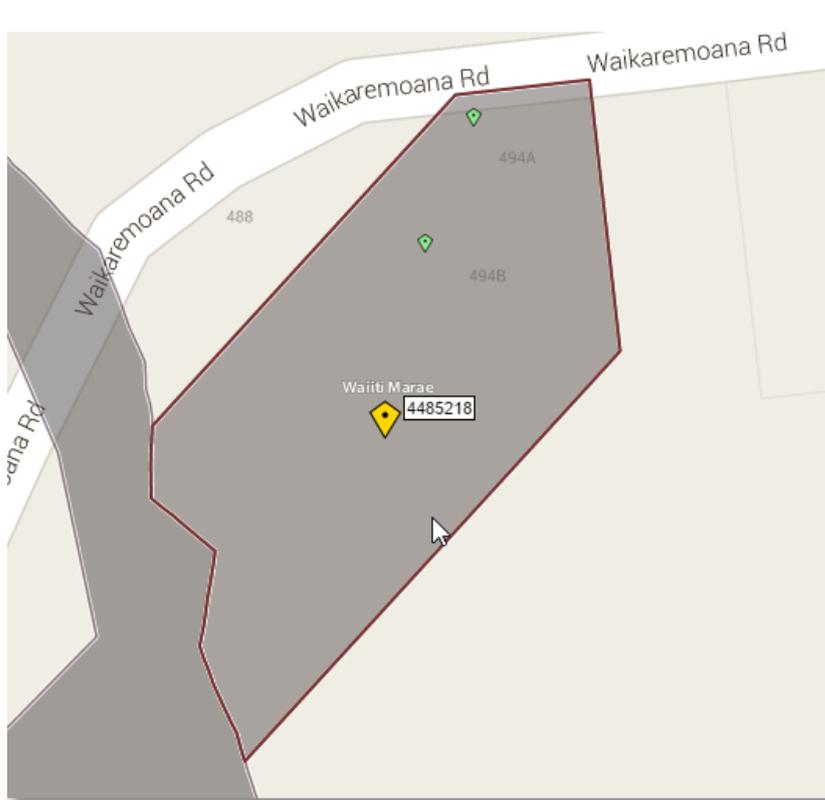
An example search:

The screenshot shows the search results for 'Wharekura Rawiri David'. The search form is filled with the name 'Wharekura Rawiri David' and the 'Search' button is highlighted. Below the search form, the text 'Search results for: Wharekura Rawiri David' is displayed.

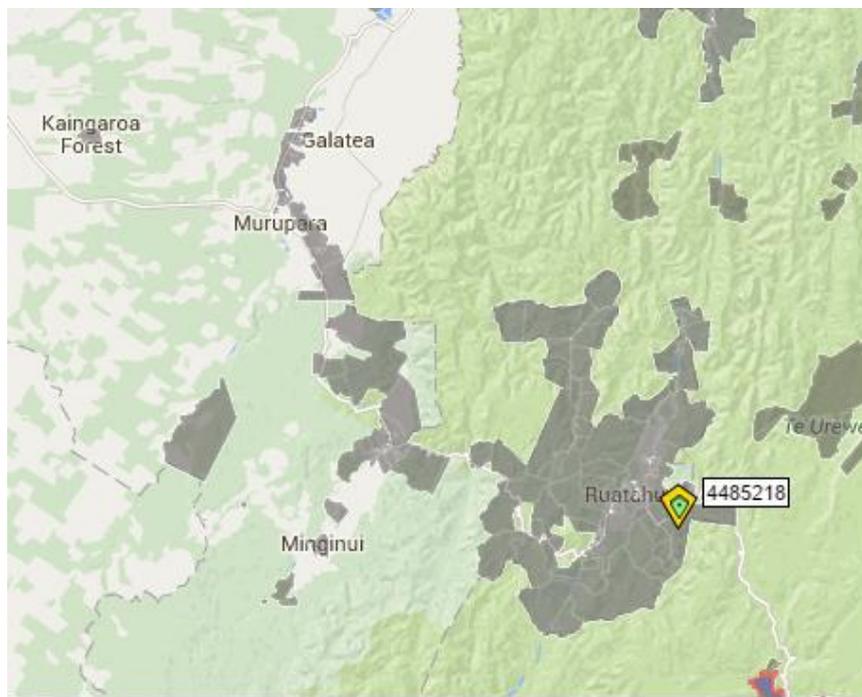
This example shows an owner and what block s/he belongs to and how many shares there are from the block Waiti Marae.

35973	<a href="#">Waiti Marae</a>	0.0018794	319 ROT 60 - 63	Absolute
-------	-----------------------------	-----------	-----------------------	----------

This is the location of the block Waiiti Marae.



The block is located in Ruatahuna, by Murupara – east of Rotorua.



Located in the North Island of New Zealand.



The website will provide block information, such as the number of owners and total shares.

Block ID :	35973
District :	Wairariki
Title Order Type :	Partition Order
Title Order Ref :	125 ROT 43
Title Notice Ref :	-
Title Order Date :	24/10/1962
Land Status :	Maori Freehold Land
Plan :	ML 19741
LINZ Ref :	454371
Area (ha) :	.369
Total Shares :	4.8625
Total Owners :	198

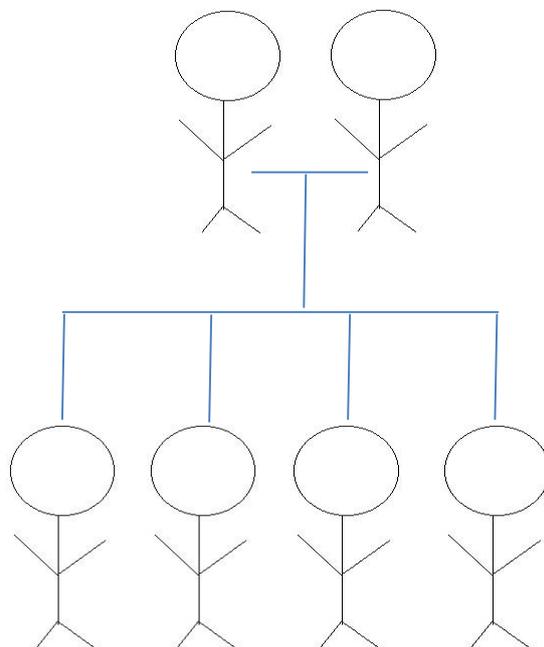
## SUCCESSIONS – AN OVERVIEW

David has **0.0018794** shares from Waiti Marae block.

<u>Waiti Marae</u>	0.0018794
--------------------	-----------

When David passes on, the shares will then go to his wife - this is called Life Interest. If he has no wife, then the shares go to his children. She will have ownership of the shares until she passes on.

The shares are distributed to the children, usually in equal amounts.



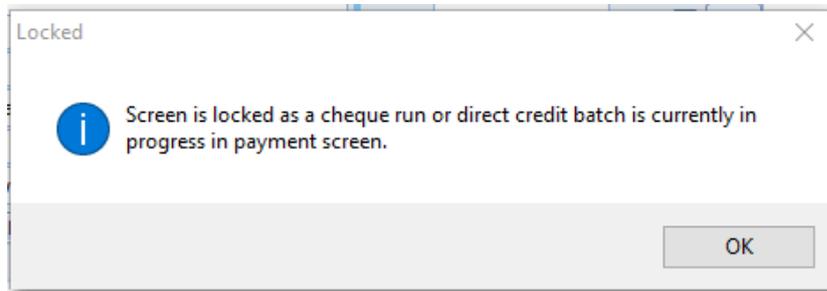
As David has 0.0018794 shares and 4 children, each child receives 1/4 or **0.00046985**

## VIDEO PRESENTATION

<http://arisesoftware.co.nz/Demos/Successions/Successions.html>

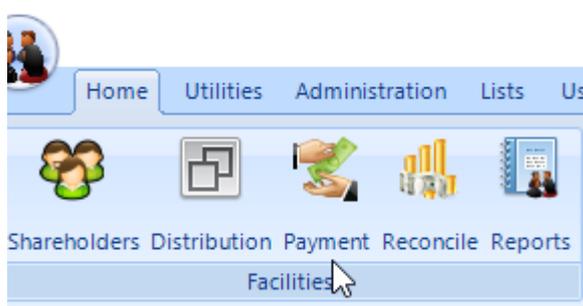
## UNLOCKING SCREEN IN GDMA

When initially logging in, a pop up message will display if cheque run or direct credit batch is in progress. These have to be completed first before continuing.



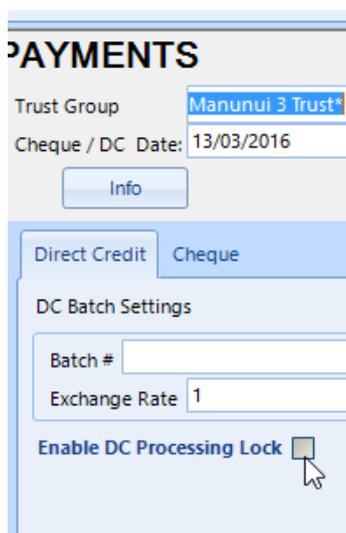
**Important: Ensure that the cheques or direct credits have not been paid out before removing batches otherwise you could be paying out twice.**

Click on Payment in Facilities.

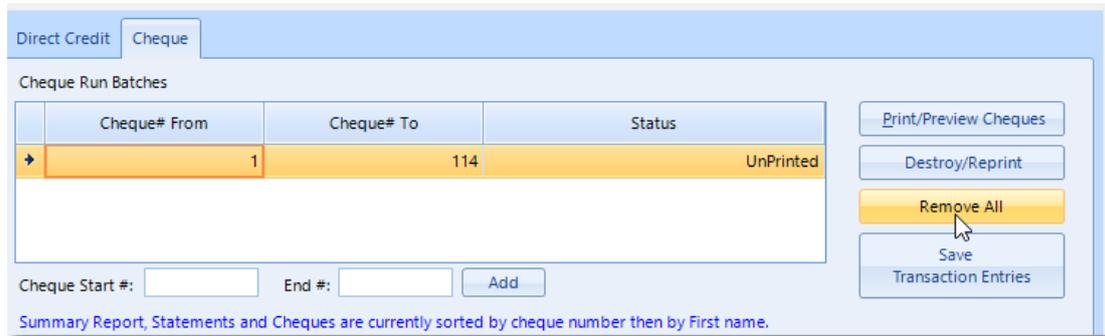


To unlock do either of the following

1. Untick the box shown below

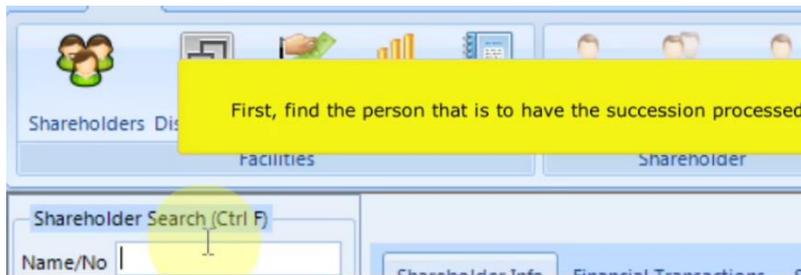


## 2. Remove All in Cheque.



## SUCCESSIONS – PROCESS EXAMPLE

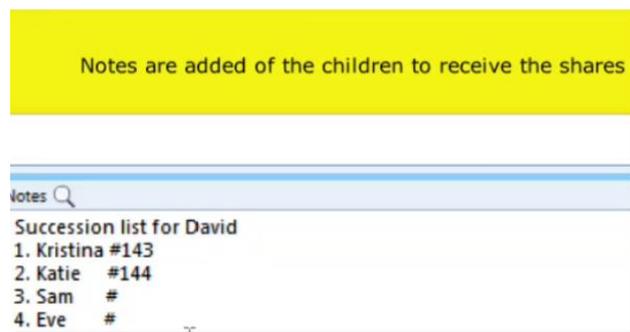
### LOCATING SHAREHOLDER



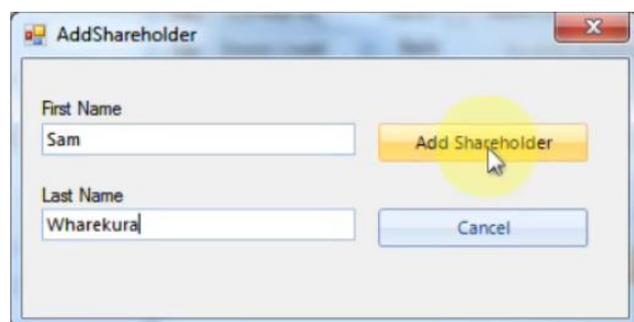
Type in name of person to search, click Search and click on required shareholder



Optional: Add notes of the succession



## ADDING SHAREHOLDER FOR SUCCESSION



I will go back to David and update the notes with Sam's owner number



Now I will add Eve



AddShareholder

First Name  
Eve

Last Name  
Wharekura

Add Shareholder

Cancel

146 Eve Wharekura

Surname Wharekura

Employee

NRWT  Bank Country NZ

Bank

Eve is now added with owner number 146



**138 Rawiri David Wharekura**

ctions Share Transactions Reference Misc

Surname Wharekura

Payee

IRD 123-456-78\_ NRWT  Bank Country NZ

Pay Direct Credit Bank 11-1111-111111-111

Sex Male Bank Account Details Closed

DOB -

Code 3200006 Dec'd  Decd -

Trust	Shares	Balance
		Balance \$100.00
→ Kopuhaia2	0.677582	\$100.00

Notes

Succession list for David

1. Kristina #143
2. Katie #144
3. Sam #145
4. Eve #146

0.677582 \$100.00

Now I will go to the succession screen

## CREATING A SUCCESSION

There are two ways that people can be added to the list. By search or by typing in the owner number.

→

We will add Kristina by the quick search screen

Search Shareholder Kristina Enter ID or name Search

→	143	Kristina Wharekura	0	/	0
---	-----	--------------------	---	---	---

Kristina is now added. For the other 3, I will just type in the owner number

143	Kristina Wharekura	0	/	0
144			/	

Now I have typed 144, I will simply use the down arrow to enter the next number

143	Kristina Wharekura	0	/	0
144	Katie Wharekura	0	/	0
145			/	

And I will use the down arrow again to enter the next owner number

143	Kristina Wharekura	0	/	0
144	Katie Wharekura	0	/	0
145	Sam Wharekura	0	/	0
146	Eve Wharekura	0	/	0

Now all the children are added, I will now enter the fractions of share they each receive in the succession

143	Kristina Wharekura	1	/	4
144	Katie Wharekura	1	/	0
145	Sam Wharekura	1	/	0
146	Eve Wharekura	1	/	0

Click here to add a new row

I am not using the Enter key. Simply entering the number 4 and using the down arrow

Successors	Distribution Fraction	Shares	Dollar Amount
143 Kristina Wharekura	1 / 4		
144 Katie Wharekura	1 / 4		
145 Sam Wharekura	1 / 4		
146 Eve Wharekura	1 / 4		
* Click here to add a new row			

Simply use Up/Down arrow keys to navigate. Press [Esc] to cancel new row. Screen is resizable.

Total: 0 0.00

Total Available: 0.677582000000 100.00

Round shares to: 12
 Total Remaining: 0.677582000000 100.00

### CALC FROM FRACTION

- Click **Calc from Fraction** button.
- The shares and \$ amounts can be manually adjusted, if necessary, before the distribution is made.
- The default number of decimal places can be changed so that the same number is always displayed.

### CALC FROM SHARES

- If the number of shares for each SH are entered, then use the **Calc From Shares** button to calculate the \$ values.

### ROUND SHARES TO

- Tick the **Round shares to** box if you want auto-rounding and select the number of decimal places to round to.

Alternatively, the number of shares and the \$ amount can be manually entered. When both balances are zero the succession process can proceed. (A partial succession can be done – it is not necessary to have nil balances in order to perform the succession. It is not possible to do a succession that will result in a negative balance).

The succession screen performs the calculations and the rounding for the MLC fractions to actual shares.

Successors	Distribution Fraction	Shares	Dollar Amount
143 Kristina Wharekura	1 / 4	0.169395500000	25.0000
144 Katie Wharekura	1 / 4	0.169395500000	25.0000
145 Sam Wharekura	1 / 4	0.169395500000	25.0000
146 Eve Wharekura	1 / 4	0.169395500000	25.0000
* Click here to add a new row			

TRANSFER TYPE – Options are Succession, Purchase/Sale, Gifting, Other, Transfer or Succession- Life Interest.

The successions can be batched by using the Schedule number field. When the Share Transfer Schedule report is run only the successions related to the selected schedule number will be included in the report.

Succession For Rawiri David Wharekura - Kopuhaia2

Successors	Distribution Fraction	Shares	Dollar Amount
142 Sam Wharekura	1 / 2	0.338791000000	0.0000
143 Eve Wharekura	1 / 2	0.338791000000	0.0000
* Click here to add a new row			

Simply use Up/Down arrow keys to navigate. Press [Esc] to cancel new row. Screen is resizable.

Total: 0.677582000000 0.00  
 Total Available: 0.677582000000 0.00  
 Round shares to: 12 Total Remaining: 0.00 0.00

Transfer Type: Succession Transfer Date: 15/03/2016  
 Reference: Test 3 Schedule #: 123  
 Include successors name in financial transaction comment (e.g. To Julie Bloggs SH 12345)

This is the report

Share Transfer Schedule

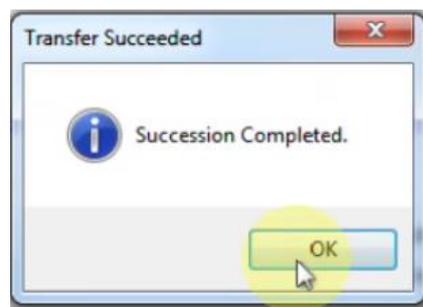
Trust: **Kopuhaia2**  
Transfer Type:   
Transfer Date From: - to -  
Schedule Number: 123

**Share Transfer Schedule - Kopuhaia2** Schedule # 123

From Shareholder				To Shareholder						
Existing Shareholder	ID	Shares Held	Dividend Held	New Shareholder	ID	Shares Transferred	Dividend Transferred	Document Evidence	Date	
<b>Succession</b>										
Rawiri David Wharekura	138	0.677582	\$0.00	Sam Wharekura	142	0.338791	\$0.00	Test 3	15/03/2016	
				Eve Wharekura	143	0.338791	\$0.00	Test 3	15/03/2016	
						<b>0.677582</b>	<b>\$0.00</b>			
<b>Totals For Kopuhaia2</b>		<b>0.677582</b>	<b>\$0.00</b>			<b>0.677582</b>	<b>\$0.00</b>			

Enter the succession details and click transfer.

Transfer Type: **Succession**      Transfer Date: 17/12/2015 \*  
Reference: Test 1      Schedule #: 123  
 Include successors name in financial transaction comment (e.g. To Julie Bloggs SH 12345)



Succession letter(s) will display. The format can be updated by us.

## FINANCIAL TRANSACTIONS

er Info **Financial Transactions** Share Transactions Reference Misc

e Rawiri David Surname Wharekura

**We can check the succession transactions of the shares and money**

Shareholder Info **Financial Transactions** Share Transactions Reference Misc

Select Trust Group: All Select Trust: All

Date	Transaction	Comments	Reconciled	Trust Code	Amount	Balance
						Balance \$0.00
17-Dec-2015	Transfer	To Kristina Wharekura SH 143		Kopuhaia2	-\$25.00	\$0.00
17-Dec-2015	Transfer	To Katie Wharekura SH 144		Kopuhaia2	-\$25.00	\$25.00
17-Dec-2015	Transfer	To Sam Wharekura SH 145		Kopuhaia2	-\$25.00	\$50.00
17-Dec-2015	Transfer	To Eve Wharekura SH 146		Kopuhaia2	-\$25.00	\$75.00
23-Nov-2015	Journal	Late dividend		Kopuhaia2	\$100.00	\$100.00
22-Nov-2015	Opening Balance			Kopuhaia2	0	\$0.00

**Here you can see the money transferred from David to each of his children**

## SHARE TRANSACTIONS

Shareholder Info **Financial Transactions** **Share Transactions** Reference Misc

Select Trust: All

Date	Transaction	Comments	Name	RefID	Trust Code	Amount	Balance
							Balance 0
17-Dec-2015	Succession	Test 1	Kristina Wharekura	143	Kopuhaia2	-0.1693955	0
17-Dec-2015	Succession	Test 1	Katie Wharekura	144	Kopuhaia2	-0.1693955	0.1693955
17-Dec-2015	Succession	Test 1	Sam Wharekura	145	Kopuhaia2	-0.1693955	0.338791
17-Dec-2015	Succession	Test 1	Eve Wharekura	146	Kopuhaia2	-0.1693955	0.5081865
22-Nov-2015	Other	Imported from MLC			Kopuhaia2	0.677582	0.677582

**And here you can see the succession of shares**

Date	Transaction	Comments	Name	RefID	Trust Code	Amount	Balance
							Balance
17-Dec-2015	Succession	Test 1	Kristina Wharekura	143	Kopuhaia2	-0.1693955	
17-Dec-2015	Succession	Test 1	Katie Wharekura	144	Kopuhaia2	-0.1693955	0.16
17-Dec-2015	Succession	Test 1	Sam Wharekura	145	Kopuhaia2	-0.1693955	0.3
17-Dec-2015	Succession	Test 1	David Wharekura	146	Kopuhaia2	-0.1693955	0.50
22-Dec-2015					Kopuhaia2	0.677582	0.6

**Shareholder Transfers**

Shares transferred as Succession to Kristina Wharekura  
Do you want to view the Shareholder Details?

Yes No

By clicking on a name in the share transaction list, will allow to automatically go to the clicked owner record

Shareholder Search (Ctrl F)

Name/No:

Options: Alias/Trustees

Sort By:

Trust: 1

ID: Kristina Wharekura

Here we can see Kristina in receipt of shares from David

Shareholder Info

Select Trust: All

Date	Transaction	Comments	Name	RefID	Trust Code	Amount	Balance
							Balance 0.169
17-Dec-2015	Succession	Test 1	Rawiri David Wharekura	138	Kopuhaia2	0.1693955	0.16

### 143 Kristina Wharekura

Shareholder Info   Financial Transactions   **Share Transactions**   Reference   Misc

Select Trust: All

Date	Transaction	Comments	Name	RefID	Trust Code	Amount	Balance
							Balance 0.169
17-Dec-2015	Succession	Test 1	Rawiri David Wharekura	138	Kopuhaia2	0.1693955	0.16

## SHARES AND MONEY RECEIVED

And here we can see the summary of shares and money received

### 143 Kristina Wharekura

Transactions Share Transactions Reference Misc

Surname Wharekura

Payee

IRD  NRWT  Bank Country NZ

Pay  Bank

Sex  Bank Account Details  Closed

DOB -

Code  Dec'd  Decd -

Trust	Shares	Balance
		Balance \$25.00
→ Kopuhaia2	0.1693955	\$25.00

Shareholder Info Financial Transactions Share Transactions Reference Misc

Select Trust: All

Date	Transaction	Comments	Name	RefID	Trust C
→ 17-Dec-2015	Succession	Test 1	Rawiri David Wharekura	138	Kopuhaia

Now we will go back to the original owner

Click here

### Shareholder Transfers

Shares transferred as Succession to Rawiri David Wharekura  
Do you want to view the Shareholder Details?

Yes