Medallion Signature Guarantee Application Checklist

A Medallion Signature Guarantee ("Medallion") is a special signature guarantee for the transfer of shares (also known as stock or securities) in North America. Medallions are a statutory requirement and take the form of a barcoded stamp which is affixed to relevant paperwork which has been signed by the person authorised to request the transfer.

The Medallion provides a guarantee to the transfer agent that certain compliance checks have been made, to prevent the risk of fraudulent or unauthorised transfers being made.

Lester Aldridge is an authorised guarantor of the STAMP Medallion Signature Guarantee Programme. Applications for Medallions are processed at our Bournemouth office. You may also attend our Southampton or London office to complete the "Confirming your Identity and Signature" form that is required as part of the application. If you are not located near to one of our offices, you can appear before an independent solicitor or notary public.

Please note that for transfers in relation to a deceased asset holder, we also offer a "full administration service". Please email or call us for further details.

To obtain a Medallion from our firm, you must meet the requirements of the Medallion Signature Guarantee Programme which are strictly enforced.

Please ensure that you carefully consider this checklist and ensure that you complete all requirements, exactly as requested.

Please note that we are currently only able to provide a medallion signature guarantee in relation to deceased estate assets. There are only a few exceptions with lifetime transfers or requests that we can cover. If your application is not in connection with a deceased asset holder, please contact us before applying so that we can advise you as to whether we can assist.

1. Original document requiring stamp	✓
Has the form been fully completed as required by the issuing institution who requested the stamp? Please note that we cannot provide a Medallion on original share certificates – where this is requested, please contact the transfer agent and ask that they provide you with an appropriate stock transfer form instead.	
Has the form been signed by the person(s) authorised to request the transfer, for example, the owner of the holding or an executor or trustee?	
Has each signatory ensured that their signature is an exact match to those on the photographic identity document?	
Has each signatory printed their name AND capacity (e.g. Executor) immediately below their signature?	
Has the date on the form been completed using the USA date format MM/DD/YYYY?	
Have you confirmed that no correction fluid has been used on the form and that any amendments have been initialled by all signatories?	
Have you ensured that the form enclosed only contains original signatures, and that none have been photocopied?	

Please note that while we will check that the form provided has been completed correctly to meet the Medallion Signature Guarantee Programme requirements, it is your responsibility to ensure that the paperwork has been completed in accordance with the requirements of the transfer agent/ issuing institution. If you require assistance with meeting the requirements of the asset holder in connection with a deceased estate, please contact us to discuss the other services that we offer.

2. Proof of securities	√
Have you included a photocopy of a recent share statement, dividend advice, account statement, share certificate, certified by a solicitor or notary public? The document provided must show the number of shares held. If the shareholding is certified, a certified copy of the valid share certificates must be included.	

3. Identification documents	√
Have you included a completed "Confirming Your Identity" form, with all the copies of ID and proof of address documents for all signatories? The certified copy of the ID document must include the signature – Therefore if you have a new style passport, it needs to include a copy of the page which provides the signature. We cannot accept mobile telephone bills, store cards or online print-outs of bank accounts as valid proof of address documentation. If you are not a United Kingdom resident, please contact us as there will be additional requirements.	

4. Confirmation of the value of the securities	√
Have you included confirmation of the value of the shares? You can include a print out of share price as evidence of this and the value may be written here: ....(Date of death value – where applicable) Please note that for USA transfers involving a deceased shareholder, it is usually necessary to obtain federal tax clearance from the Internal Revenue Service prior to arranging a transfer - if the combined value of US assets held at the date of death exceeded $60,000. Please contact us if you require assistance with this. Our medallion signature gaurentee stamp is limited to covering transactions not exceeding US$500,00 when utilising our Medallion only service. We also have a stamp which can cover transactions not exceeding $750,000 if using our full registration service. If the transaction you require exceeds this value, please contact us to discuss your options.	

5. Proof of authority	√
Have you provided a court sealed and certified copy of the grant of representation (also known as a grant of probate or letters of administration) showing those authorised to attend to the shares? If the medallion is required for an asset of an estate which requires the signature of the executor, we must be provided with a Court sealed and certified copy of the grant of representation as proof of the authority of the signee. If there is no grant for the estate, we will likely only be able to offer our full registration service, apart from exceptional circumstances where the executor is a company and they are well known to us. Please contact us before making an application if this is applicable to the estate that you are attending to.	
Enduring or lasting powers of attorney – have you included a solicitor or notary public certified copy of the power of attorney?	
Trustees – have you included a solicitor or notary public certified copy of the Trust Deed or deed of appointment (if applicable)?	
Change of name – have you provided a solicitor or notary public certified copy of the document which evidences the change of name of the person signing, e.g. marriage certificate?	
An original copy of the death certificate.	
Named Beneficiary assets/Transfer on Death accounts (TOD) – With some assets, the deceased may have been able to name those who would benefit upon their death. These assets usually require the signature of the named beneficiary and not the executor. In those circumstances, as well as the other requirements, we will need some evidence as to the named beneficiary for the asset. This can be a letter from the asset holder confirming who is entitled to the asset. It should confirm if they are the only named beneficiary and what percentage of the asset is due to them.	

6. Letter of instruction	√
Have you included a letter confirming your instructions as a covering letter to this application? Please ensure that your application includes a letter detailing your full name, address, contact telephone number and a contact email address. Please confirm if it is just a Medallion Signature Guarantee stamp that you require or if you require assistance with the administration of an estate asset. Please note that we can only accept payment for the medallion once we have provided you with a letter of engagement – these are sent by email once we have received the application for a medallion and ensured that it is one that we can complete. The letter of engagement will confirm your payment options.	

Please note that for more complicated matters, further documents may be requested by our office before we can provide you with the required stamp.

Please contact us at info@la-law.com or 01202 786161 if you have any questions.

All documents should be sent via a secure and traceable delivery method to:
International Private Client Team, Russell House, Oxford Road, Bournemouth, BH8 8EX, United Kingdom

Lester Aldridge

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