



GUIDELINE -TRANSFER TRUSTEESHIP TO FOUNDATION

Guideline of steps to be taken to transfer Trusteeship to Stewards' Foundation

- Step 1 Make a Statement to the Church on two Sundays before the date of the meeting that on day a meeting will be held for the purpose of discussing the question of the Trusteeship of the Church and, if thought fit, to resolve to ask Stewards Foundation to accept trusteeship.
- Step 2 Hold the meeting, appointing a Chairman and Secretary to record the proceedings.
- Step 3 Put the following proposal to the meeting. "This meeting resolves by a majority/unanimous decision to request Stewards' Foundation of Christian Brethren to become trustees of *"
- Step 4 Obtain resignation of present Trustees in writing by a simple statement such as "We, the undersigned, being Trustees of * hereby submit our resignation in favour of "Stewards' Foundation of Christian Brethren". Please let us have a separate letter from each Trustee.
- Step 5 Forward statements as per Steps 3 and 4, together with the existing and any prior Deeds of Trust available and the Certificate of Title to Stewards' Foundation. Should the Deed of Trust/Certificate of Title show the name of a deceased person a Death Certificate should also be forwarded.

Stewards Foundation will conclude the dealings in conjunction with its legal practitioner.

* Insert name of Church

tdeedgl.doc

Street Address

Cnr Joffre & Derwent Streets
South Hurstville NSW 2221

Phone (02) 9547 3110 Fax (02) 9547 3116
Email: admin@stewardsfoundation.com.au
www.stewardsfoundation.com.au
ABN 57 246 942 907

Postal Address

PO Box 230
South Hurstville NSW 2221