

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