


Owners Service Centre

# Step-by-Step Guide

SR20 FORM

## Change of Ownership

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NEW ZEALAND THOROUGHBRED RACING

PUREI HŌIHO NĀTI O AOTEAROA

# BEFORE YOU START Change of Ownership

## To help make the process as smooth as possible, please have the following information ready before you begin:

- NZ Bank account details: If you do not have an existing account which will populate automatically, you will need to provide the exact bank account name and account number using the account verification. International customers can upload their details through a manual process by uploading proof of bank account.

**Need help? Visit our FAQ page here for more information or register here.**

## Important Information

Saving Your Application and Adding Notes: Your application will save each time you select Continue to move to the next page. If you need to find additional information, you can return to your application without having to start again.



You can also select the Notes icon at any point during the process to add any important information or specific details you would like the NZTR team to be aware of when reviewing your application.

Your Access and Permissions: Once you have selected your horse, you will only be able to view and make changes to the information available to you based on your role as either an Owner or Racing Manager. Your ID number is available to you in the top right corner of the website along with your name before you start any form.

Any owner or administrator can start a change of ownership, however if they are not the racing manager this will be forward to the person that holds that role to complete the application.

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# STEP BY STEP Change of Ownership

NEW ZEALAND THOROUGHBRED RACING
PUREI HŌIHO NĀTI O AOTEAROA

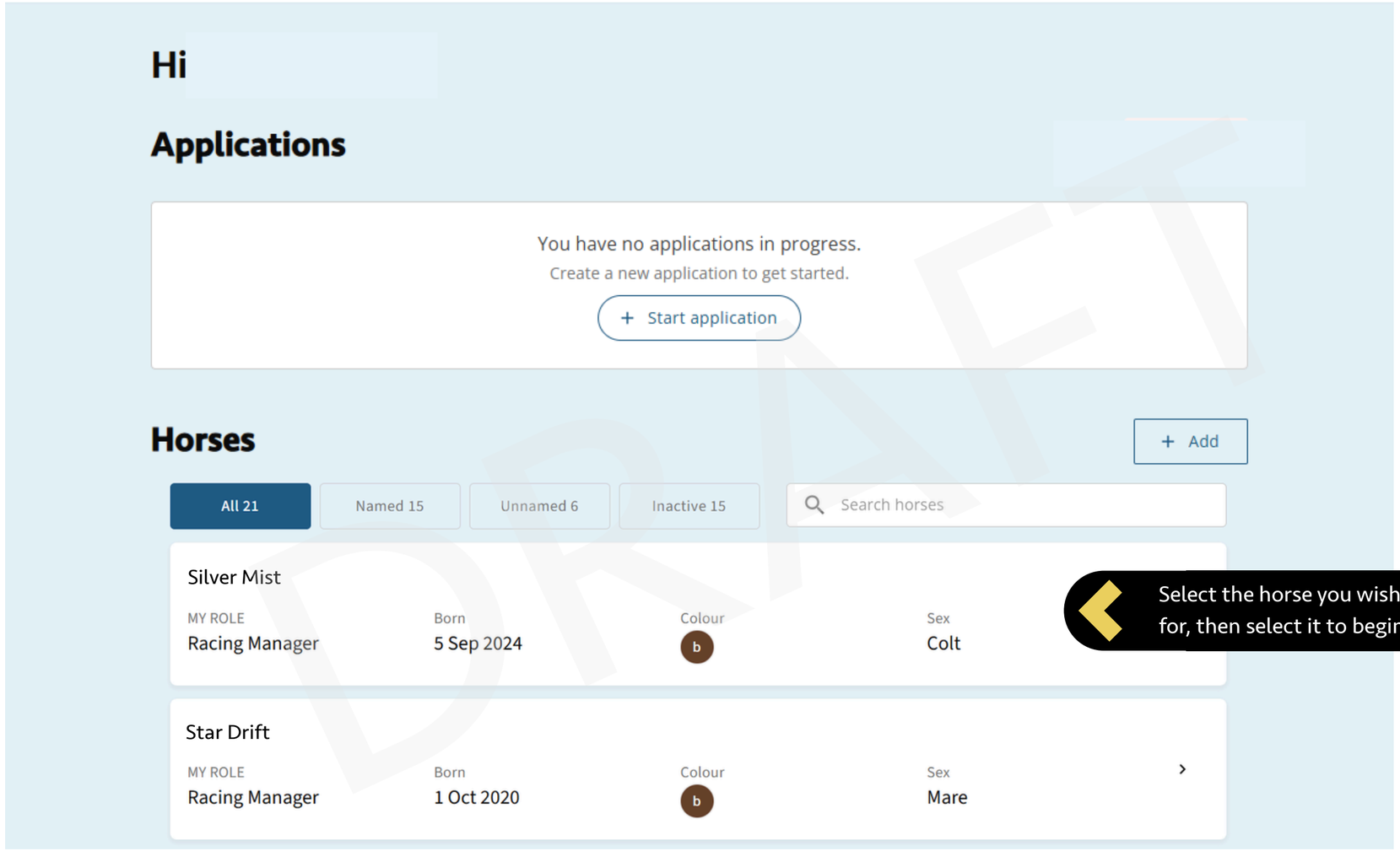
To make the new system as easy as possible to use, we've created a step-by-step guide to walk you through the Change of Ownership process, with clear instructions to help you complete your application with ease.

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|---|---|---|---|---|---|
| Select the horse you wish to transfer ownership of. | Select the SR20 Change of Ownership application form. | Read how this works and confirm you've selected the correct horse. | Transfer date, Seller details and Shares. | Select or Add the Racing Manager. | Add new owner & disclose whether horse will be Racing or Trailling in NZ. |

| Step 7 | Step 8 | Step 9 | Step 10 | Step 11 | Step 12 |
|---|---|---|---|---|---|
| Enter the stakes payment details. | Optional: Receive settlement account details by email. | Select the horse's racing colours. | Review and confirm all details are correct. | Enter payment details. | Submit your application for review. |

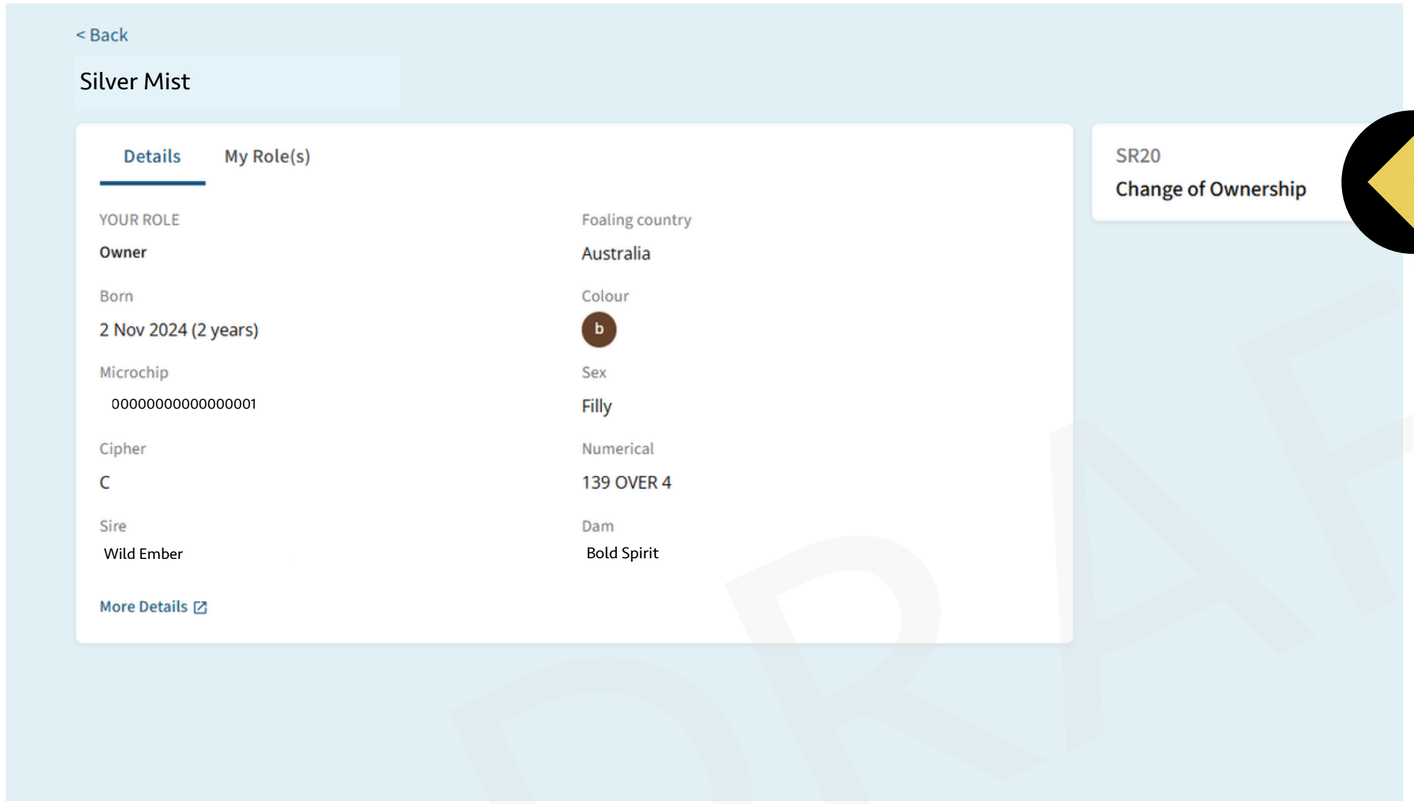
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# STEP 01 Change of Ownership

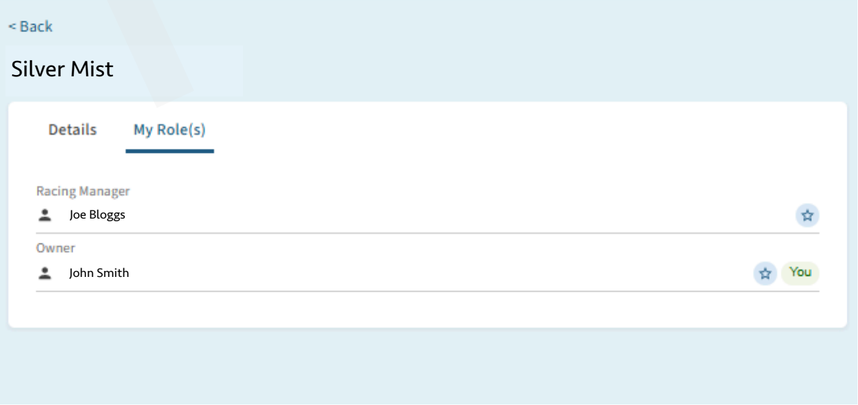



Select the horse you wish to update the ownership for, then select it to begin the application process.

# STEP 02 Change of Ownership




Once you have selected the horse, check that the horse's details are correct, then select the SR20 Change of Ownership Form to begin the application.

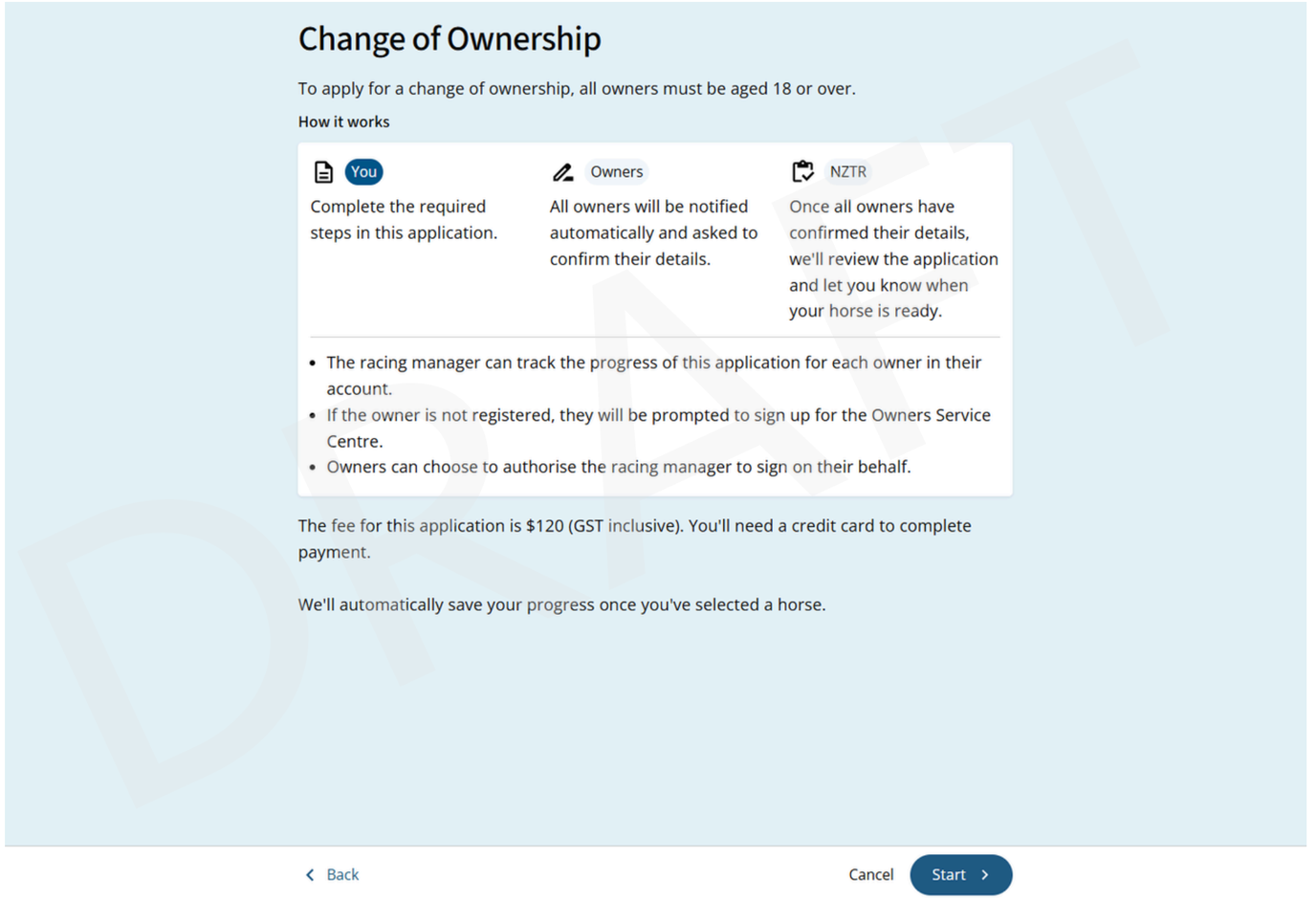



You can also click on My Role(s) to view the Owner and Racing Manager of this particular horse.

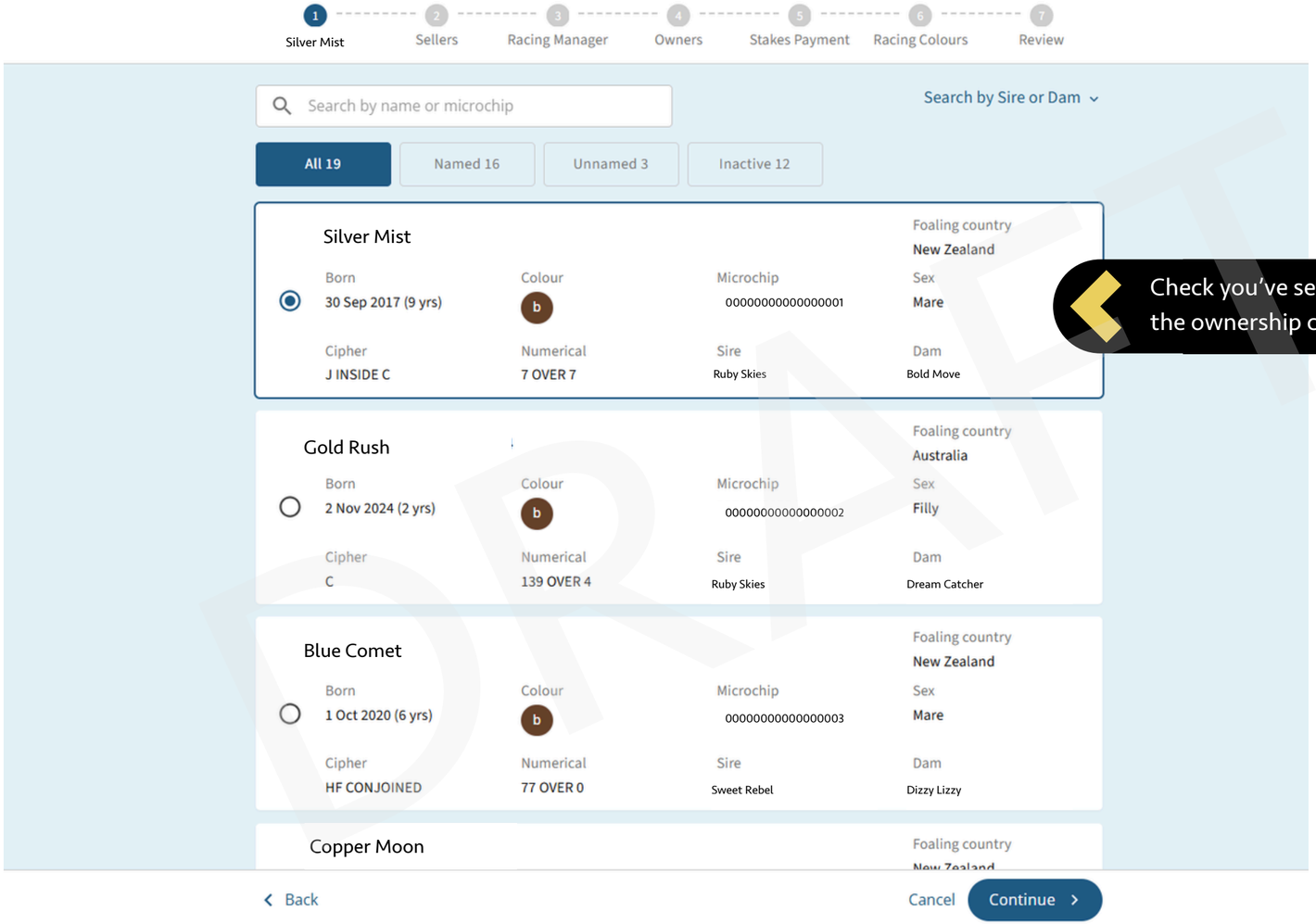
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# STEP 03 Change of Ownership

## How It Works – Please read before continuing

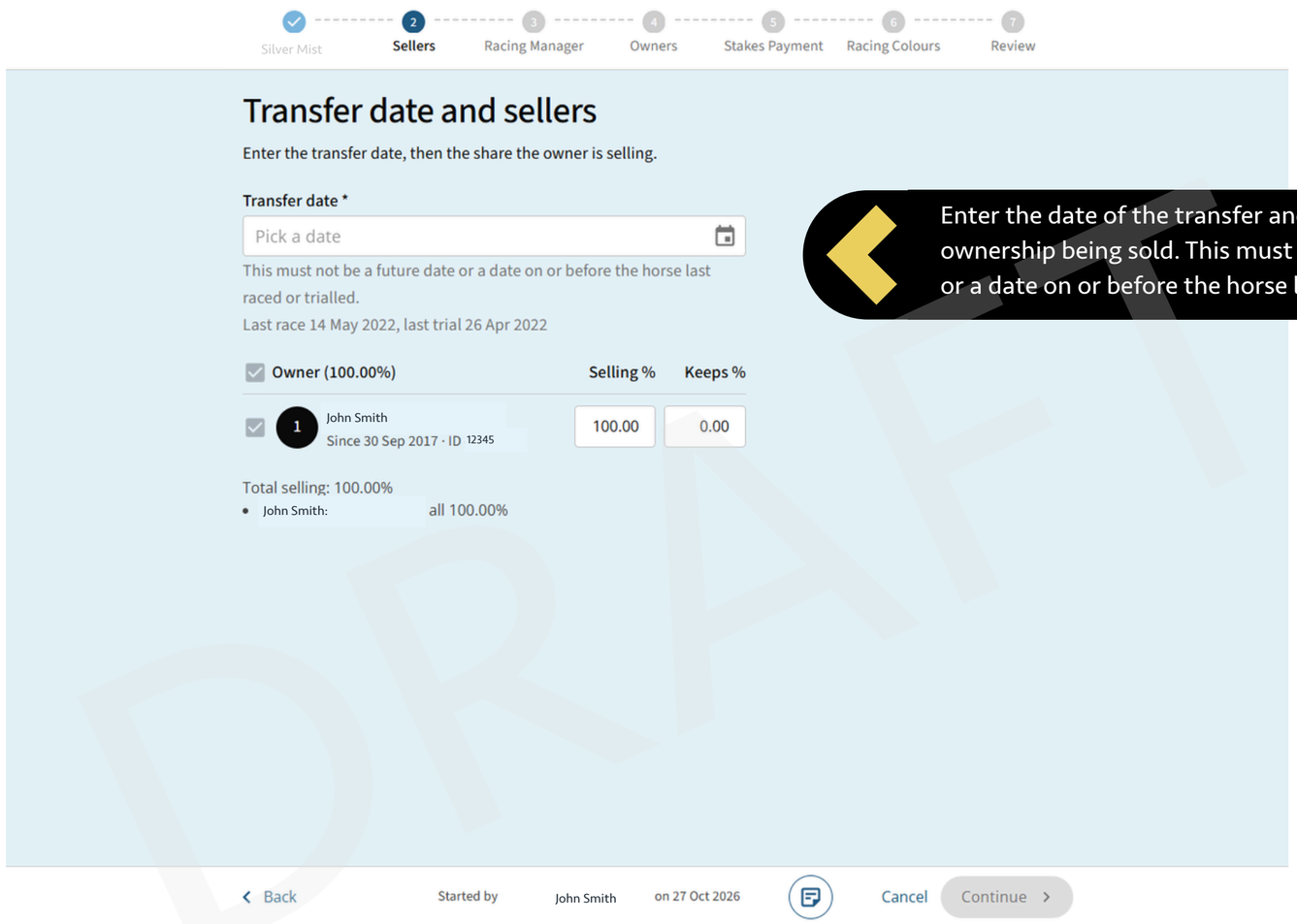


# STEP 03 Change of Ownership




Check you've selected the correct horse for the ownership change, then select Continue.

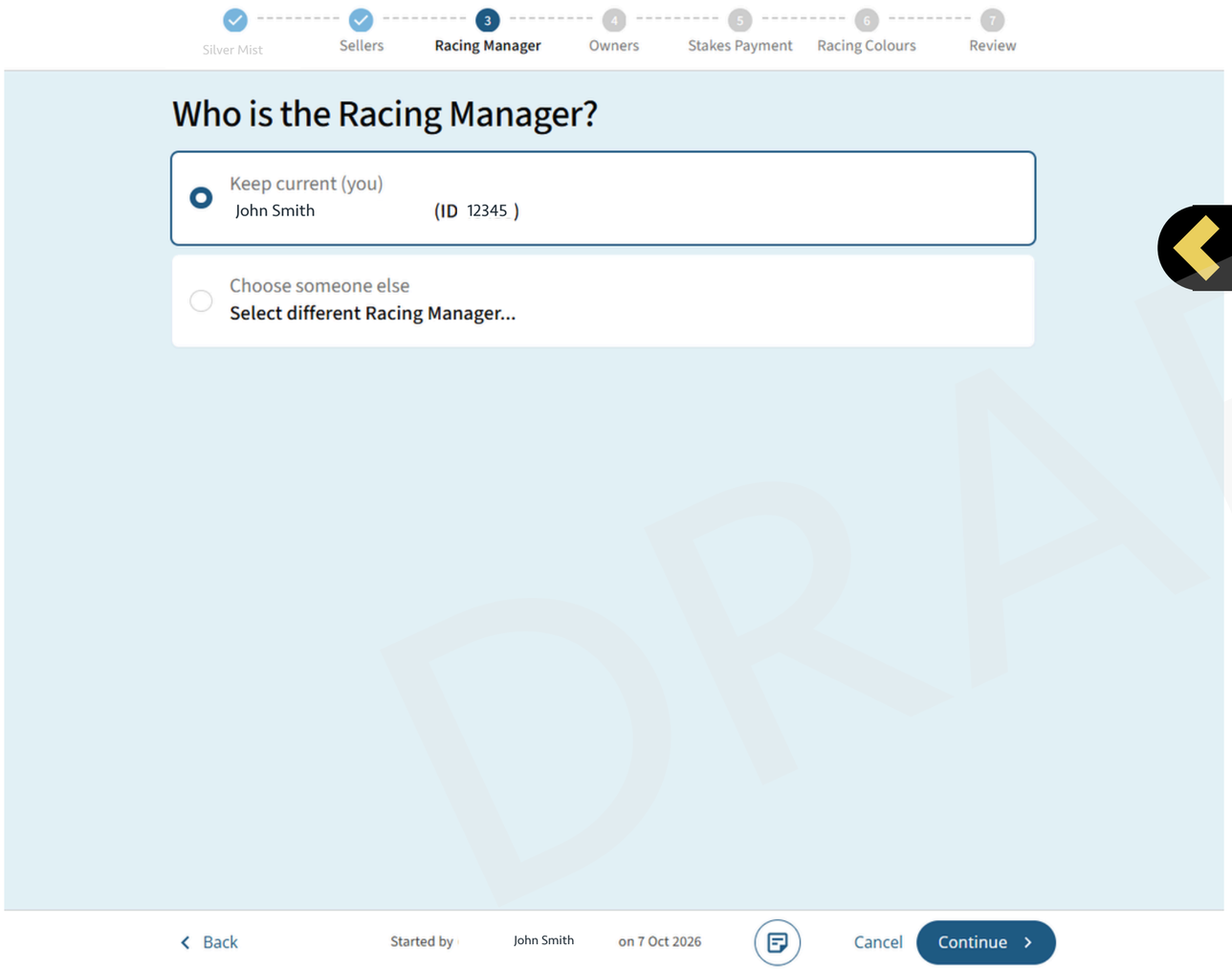
# STEP 04 Change of Ownership




Enter the date of the transfer and the share of ownership being sold. This must not be a future date or a date on or before the horse last raced or trained.

Click the Notes icon to leave a note for the Registration Team.

# STEP 05 Change of Ownership



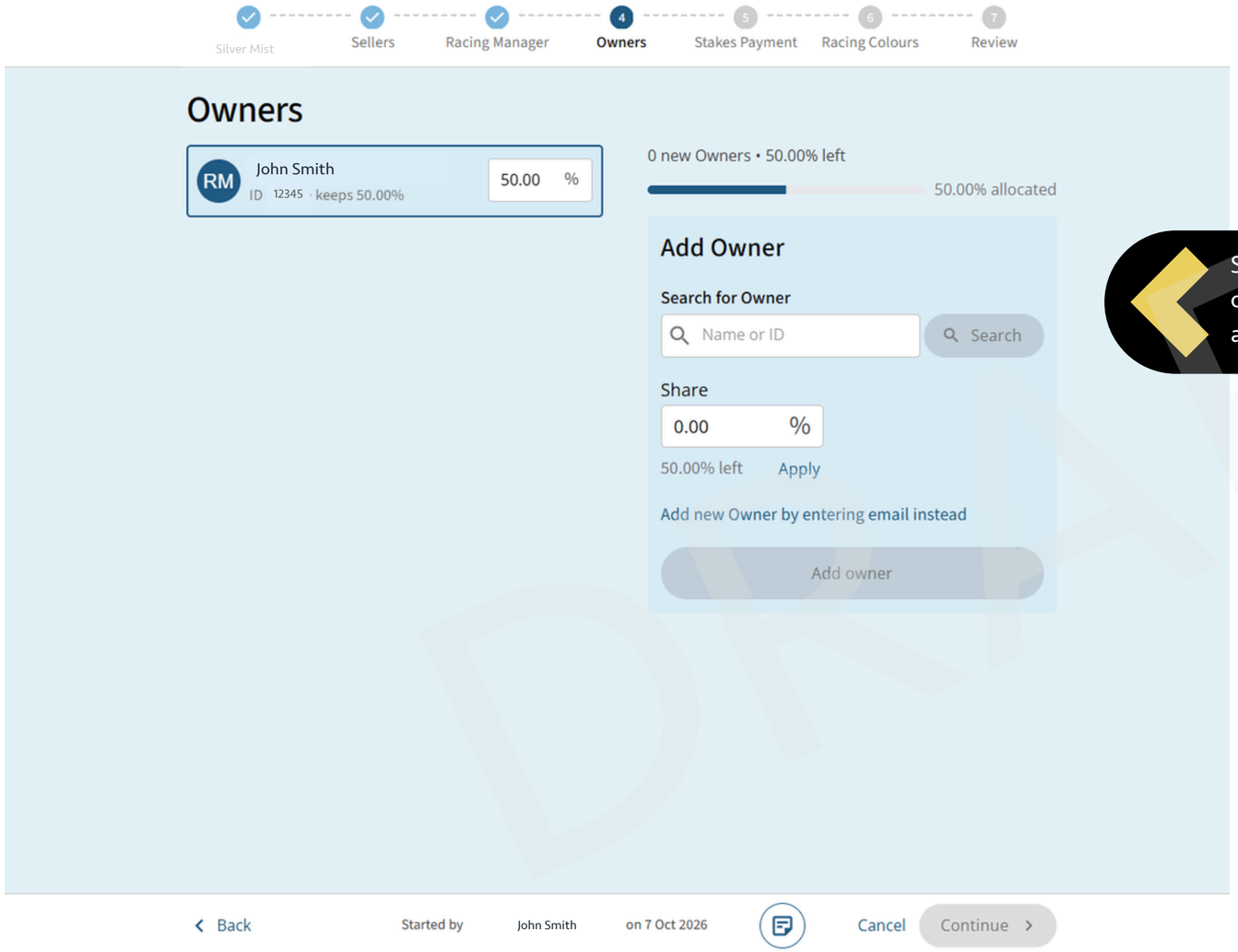

Select the Racing Manager

If you select a new Racing Manager (RM), follow the additional steps to add them to the application.

Once you have completed your section, select Continue to forward the application to the new Racing Manager. They will then complete the remaining details and payment to finalise the ownership change.

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# STEP 06 Change of Ownership

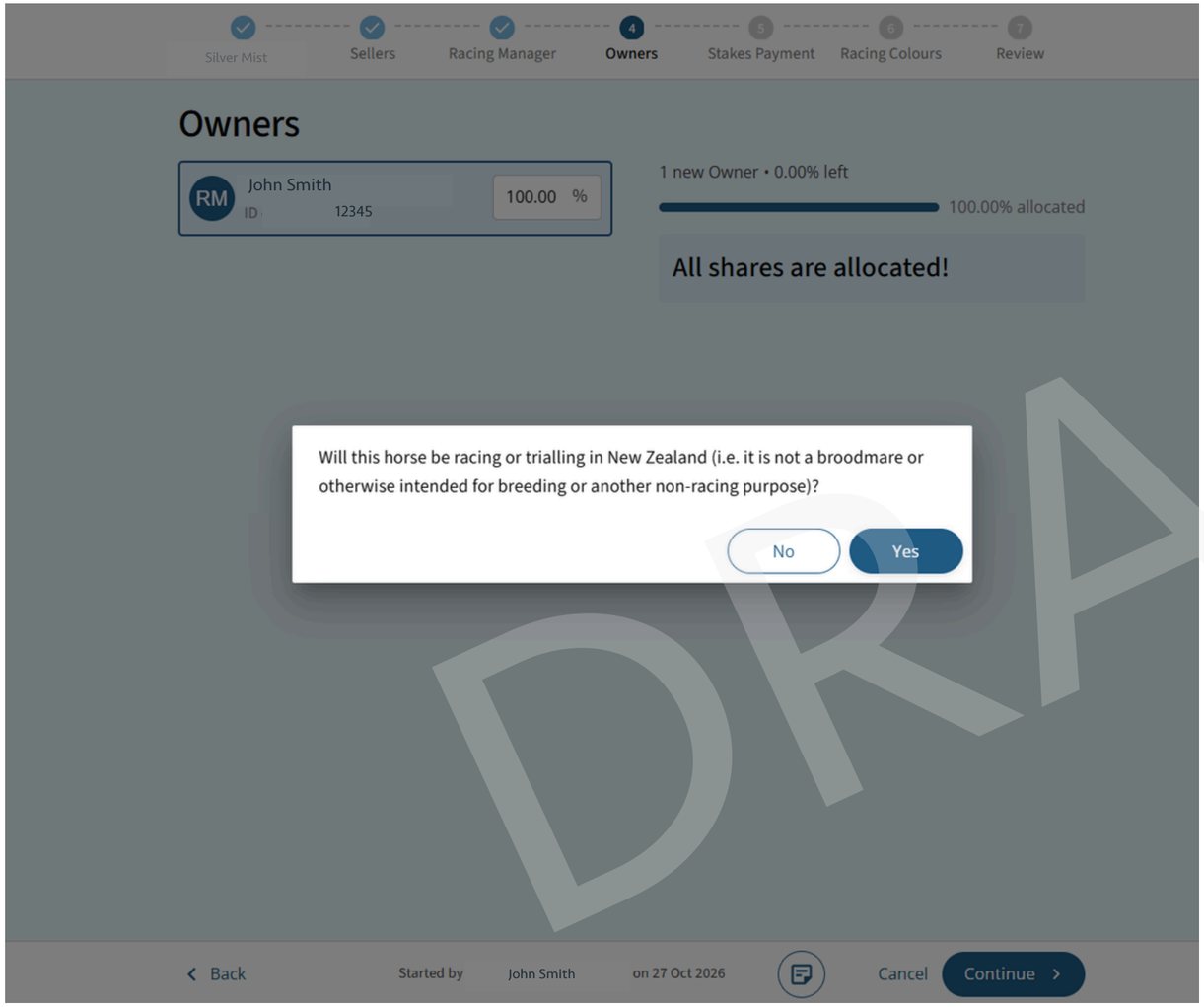



Search for the owner you wish to add using their name or ID, then select their percentage of ownership. You can also add a new owner by entering their email instead.

Please note: Make sure the owner's name and ID number are accurate and match the correct person. Where you cannot confidently identify the correct owner, use 'Add New Owner by entering email'. This includes owners who are new to NZTR and existing owners with an email address registered with NZTR. The owner will then receive an email directing them to register for the OSC and sign in.

Once registered, you can sign in and go directly to the relevant horse and transaction awaiting your approval.

# STEP 06 Change of Ownership

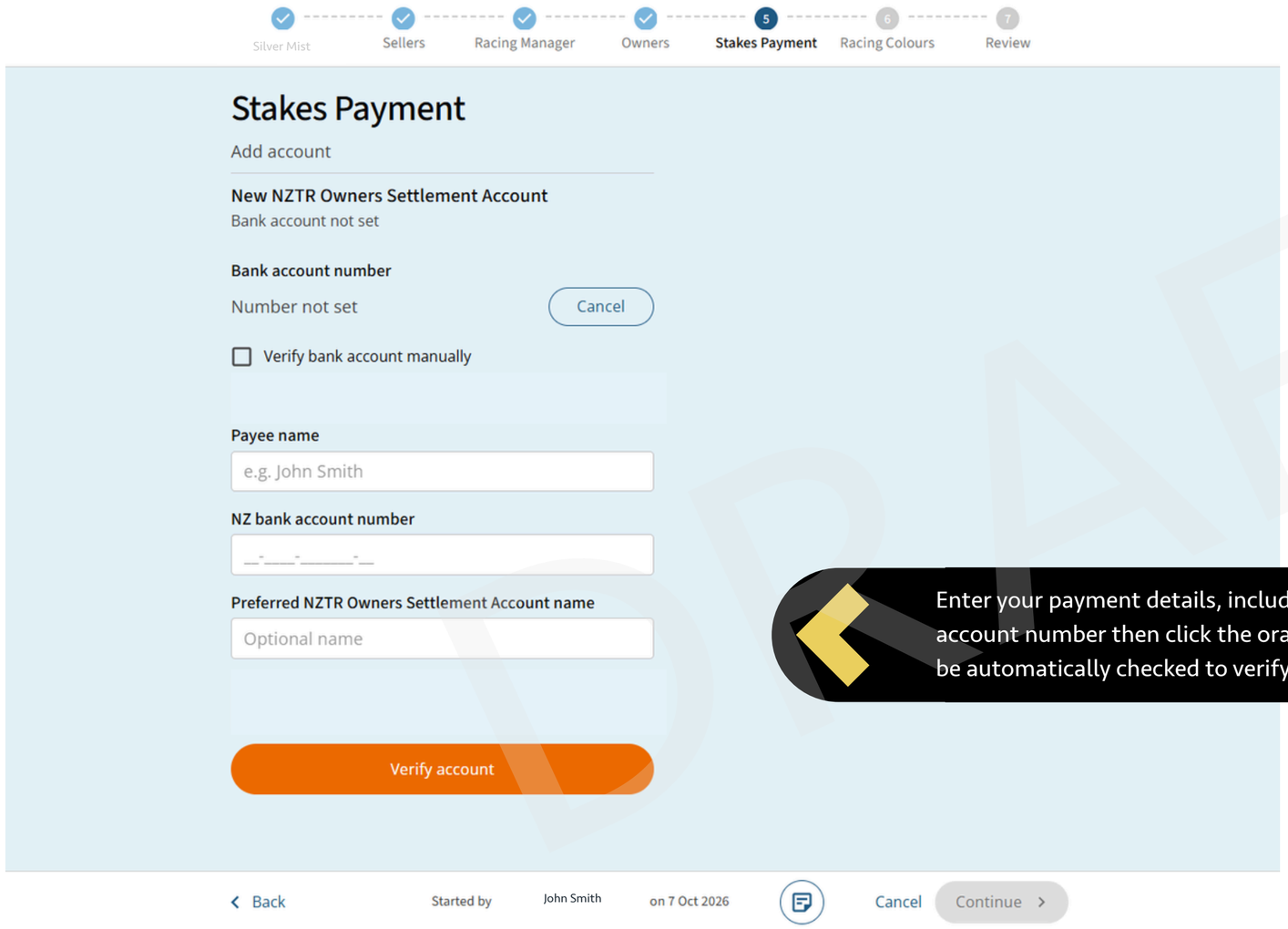



If the horse will be racing or trialling in New Zealand, select Yes to continue with setting up your NZTR Owners Settlement Account

If the horse is a broodmare or is for non racing purposes and will not be racing or trialling in New Zealand, select No to continue. This confirms that the horse does not require an NZTR Owners Settlement Account or Colours.

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# STEP 07 Change of Ownership

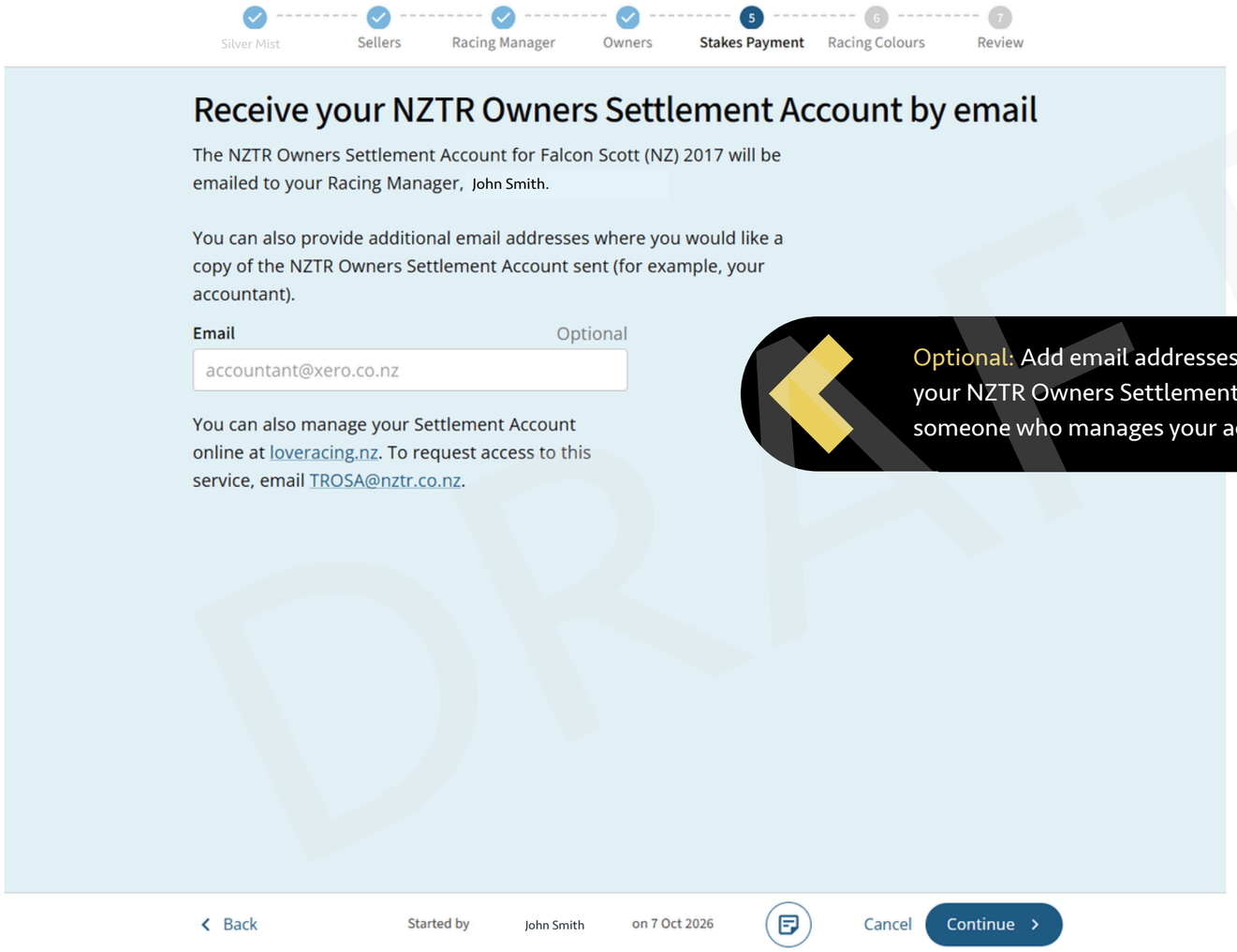



Please note: We recommend using the automatic verification option where possible. Make sure your details are entered exactly as they appear on your bank account.

If you're unable to verify your account or you have an international account, you can tick verify bank account manually, enter your details and upload the proof of account.

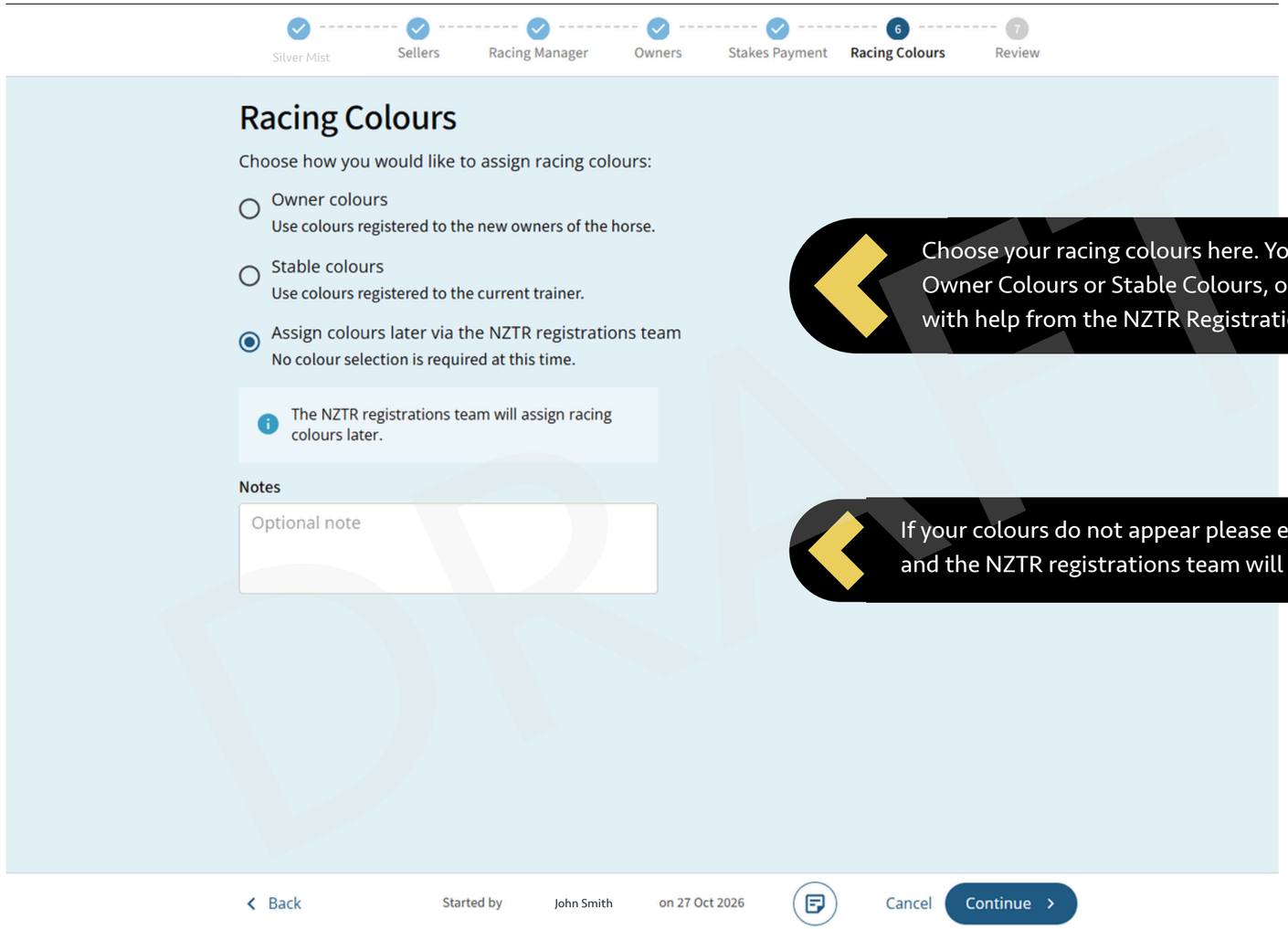
Enter your payment details, including your Payee Name and New Zealand bank account number then click the orange Verify account button. These details will be automatically checked to verify your account and confirm they match.

# STEP 08 Change of Ownership




Optional: Add email addresses for who should receive a copy of your NZTR Owners Settlement Account. This may be useful for someone who manages your accounts, such as your accountant.

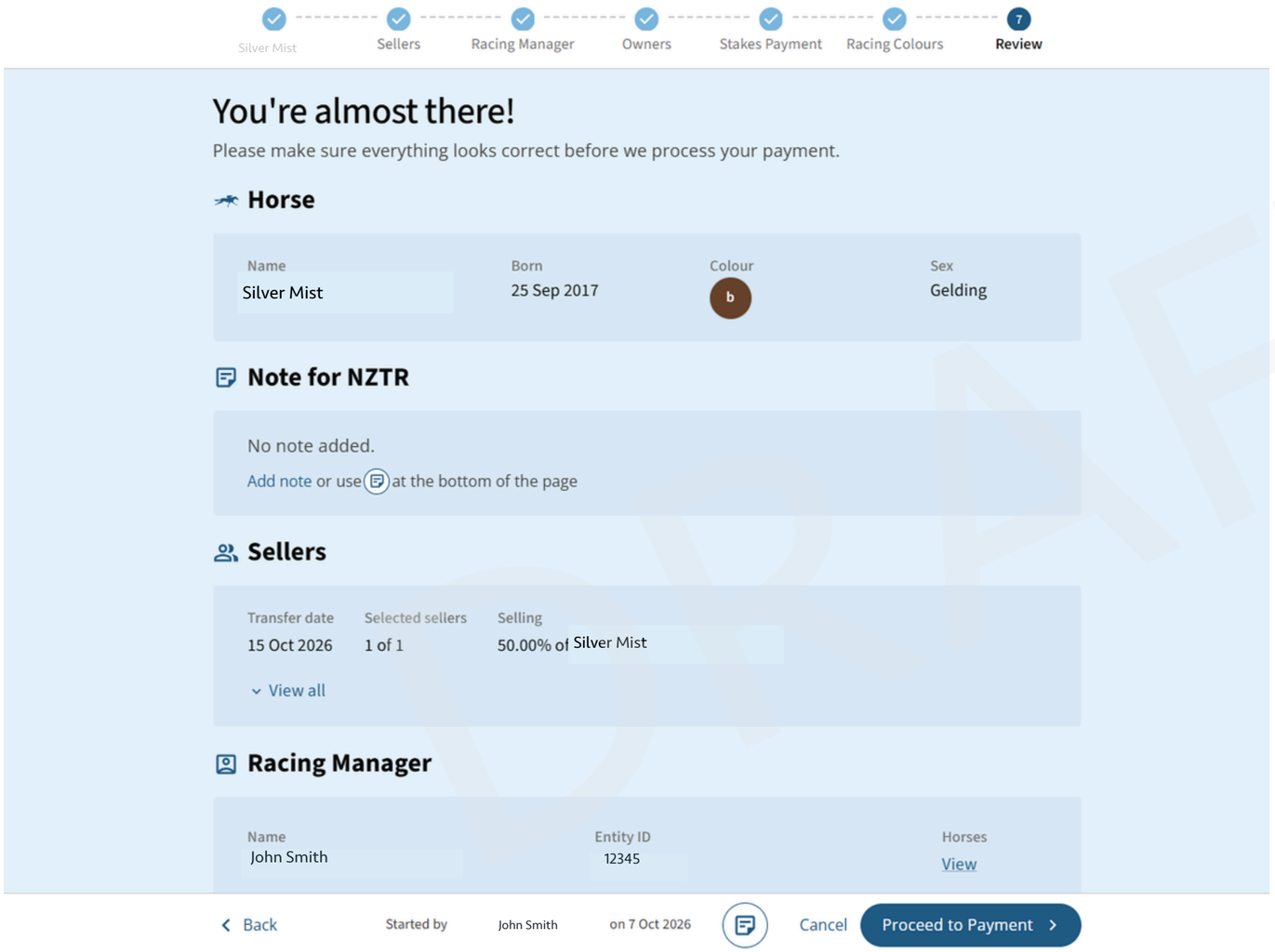
# STEP 09 Change of Ownership




Choose your racing colours here. You can select from your Owner Colours or Stable Colours, or choose your colours later with help from the NZTR Registrations Team by leaving a note.

If your colours do not appear please explain in the Notes section and the NZTR registrations team will be in contact with you.

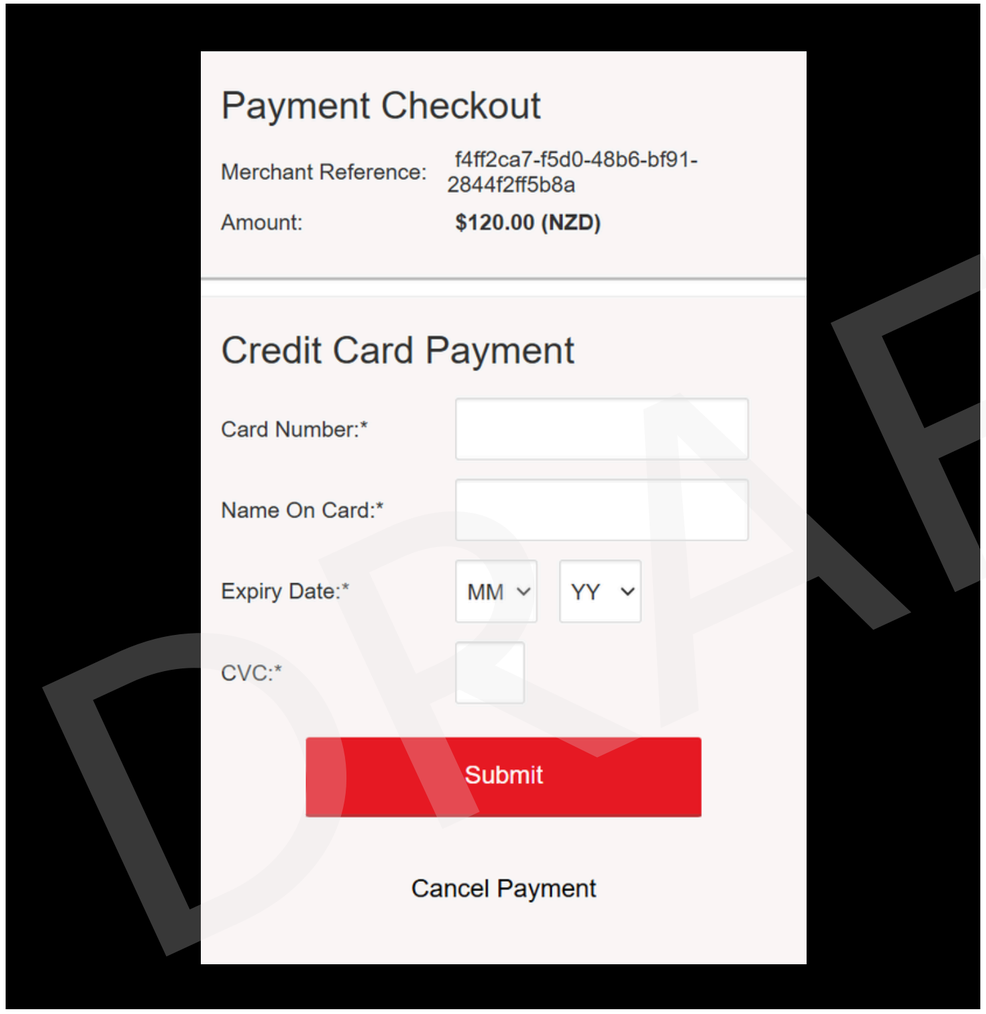
# STEP 10 Change of Ownership




Before you Proceed to Payment, make sure all details are 100% correct, including the information under the View All dropdown in the Buyer and Seller sections. These sections contain additional details that should be reviewed before proceeding.

If any changes are needed, use the Back button to return to the relevant step and make the necessary amendments.

# STEP 11 Change of Ownership




Provide payment details to submit this form.

# Confirmation

**Your Change of Ownership application has been submitted for review by the NZTR Registrations Team. You'll be notified once your application has been reviewed and processed.**

