

DECEASED ESTATE NOTIFICATION FORM



Use this form to provide Praemium with instructions for a deceased estate. For use by executors or administrators only.

Part 1 - Summary of requirements

FOR COMBINED ACCOUNT BALANCES UP TO \$50,000

- Complete **Parts 2-5** of this form; and
- Provide an originally certified copy of the client's Death Certificate and Will.

FOR COMBINED ACCOUNT BALANCES OVER \$50,000

- Complete **Parts 2-5** of this form;
- Provide an originally certified copy of the client's Death Certificate and Will; and
- Provide either a **Probate** (in case of a Will) or **Letters of Administration** (when the death is intestate) granted in the State of Victoria. In the instance where the Probate or Letters of Administration have been granted in a state other than Victoria, please complete the Corporations Act 2001 Form in **Part 7**.

NOMINATING A PERSON OR COMPANY TO ACT ON BEHALF OF EXECUTOR

Please fill out the **Appointment of representative by executor(s)/administrator(s)** in Part 6 of this document to nominate a person or company to act on behalf of the executor or administrator.

Part 2 - Deceased details

SMA Account name

SMA Account number

Part 3 - Executor or administrator details

If there are more than two executors/administrators please provide details on a separate page. **Important: Executors/administrators must sign this form in the presence of a witness.**

Name of executor/administrator 1

Name of executor/administrator 2

Address

Address

Town or suburb

Town or suburb

State

Postcode

State

Postcode

Signature

Date

Signature

Date

Witnessed by:

Name of witness 1

Name of witness 2

Residential address (PO Box not accepted)

Residential address (PO Box not accepted)

Signature

Date

Signature

Date

Part 4 - Instructions to redeem or retain the estate

As the estate's administrator you are able to make the decision regarding the deceased account holder's investments.

Please select one option below:

Full withdrawal (account closure).

Keep the account open.

Please note: If you select to keep the account open, any changes to the account name must be supported by relevant originally certified documents, (e.g. an updated trust deed in the case of addition/removal of trustees for super funds).

Part 5 - Updating the client bank details

It is Praemium's policy to pay all withdrawal proceeds by direct credit to a bank account in the name of the estate or the solicitor's trust. Requests for payment to third parties will not be actioned.

Bank name BSB

Account name Account number

Part 6 - Appointment of representative by executor(s)/administrator(s)

I/we appoint the person/company named below and authorise them to make enquiries regarding the account listed in Part 2 of this document. I/we understand that this authorisation DOES NOT extend to making instructions, such as redemption or transmission instructions, or change of distribution details or address details, on my/our behalf. Praemium Ltd will continue to act in accordance with this notice until written cancellation of the appointment is received.

Name of nominated representative

All correspondence should be sent to:

Address

The nominated representative

Executor/administrator 1 at the address listed in Part 3 of this document.

Town or suburb

Executor/administrator 2 at the address listed in Part 3 of this document.

State

Postcode

Other executor/administrator, name and address detailed below:

Phone/fax

Authorised by (must be signed by all executors/administrators):

Name of executor/administrator 1

Name of executor/administrator 2

Signature

Date

Signature

Date

Part 7- Corporations Act 2001 - Section 1071B

Where Probate or Letters of Administration have been granted in an Australian State other than where the securities are registered, a statement in writing as prescribed by Section 1071B of the Corporations Act must be lodged, together with a transfer/transmission within three months of the statement being made.

Name of deceased

SMA Account number

Address

Probate/Letters of Administration number

Town or suburb

State where Probate/Letters of Administration were issued

State

Postcode

Declaration (must be signed by all executors/administrators)

I/we hereby state that I/we are the personal representative(s), namely the executor(s) of the Will/administrator(s) of the Estate of the deceased person named above, and that to the best of my/our knowledge, information and belief, no grant of representative of the estate has been applied for or made in the State of Victoria and no application for such a grant will be made.

Name of executor/administrator 1

Name of executor/administrator 2

Signature

Date

Signature

Date

Witnessed by (each executor/administrator signature must have its own witness)

Name of witness for executor/administrator 1

Name of witness for executor/administrator 2

Signature

Date

Signature

Date