

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

Please complete Parts 2-5 of this form; and provide certified copies of:

- a) valid ID for each Executor and
- b) the client's Death Certificate and Will.

FOR COMBINED ACCOUNT BALANCES OVER \$50,000

- In addition to the above, please also 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. **Executors/administrators must sign this form in the presence of two witnesses.**

Note: The address and email of Executor/Administrator 1 will be the new contact details for this account from this point onwards.

Name of executor/administrator 1

Name of executor/administrator 2

Address

Address

Town or suburb

Town or suburb

State

Postcode

State

Postcode

Email

Email

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 - Appoint of Nominated Representative or Third Party Authority by executor(s)/administrator(s)

Please select one of the following:

Third Party Authority: I/we appoint and authorise the person named below 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.

Retain current Nominated Representative: I/we confirm that we are retaining the current Nominated Representative for the account listed in Part 2 of this document. I/we declare that this appointment is made in accordance with the terms and conditions as set out the relevant Product Disclosure Statement. To authorise the deduction and payment of any Nominated Representative fee(s) from the account, complete the Advice Fee Amendment Form available on the Praemium website.

New Nominated Representative*: I/we appoint the person named below as my/our Nominated Representative for the account listed in Part 2 of this document. I/we declare that this appointment is made in accordance with the terms and conditions as set out the relevant Product Disclosure Statement. If the nominated representative is not registered on the Praemium platform they will need to complete the New Adviser Registration User Form and the Platform Registration Form available on the Praemium website. To authorise the deduction and payment of any Nominated Representative fee(s) from the account, complete the Advice Fee Amendment Form available on the Praemium website.

***This appointment supersedes any previous appointment.** Praemium Australia Ltd will continue to act in accordance with this notice until written cancellation of the appointment is received.

Name of nominated representative

Address

Phone/fax

Town or suburb

Email

State

Postcode

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