

## Assetz Capital Bereavement Instruction Form.

In the event that you are the Bereaved or you are acting on the behalf of the Bereaved of an Asset Capital Account Holder, please complete the form below.

Further details of our Bereavement Service Level Agreement, including FAQ, can be found here - <https://retail.assetzcapital.co.uk/faq?section=investors> – **Section N. Bereavement.**

**Please ensure all relevant sections of this form are completed.**

If you need any help completing this form, please contact our Customer Service Team by email at [bereavement@assetzcapital.co.uk](mailto:bereavement@assetzcapital.co.uk).

Once complete, the form can be scanned and emailed to [bereavement@assetzcapital.co.uk](mailto:bereavement@assetzcapital.co.uk) or, if preferred, posted to:

**Assetz Capital Customer Service Team**  
**Assetz House, Manchester Green**  
**335 Styal Road**  
**Manchester M22 5LW**

## **Section 1 – Deceased Customer Details**

**1.a - Details of the deceased customer (Please Print).**

Full Name	
Full Postal Address	
Email	
Date of Birth	
Date of Death	

**1.b – 14 Digit Unique Account Reference(s), if know. E.g. ABCDEFGHI12345.**

[illegible]

## **Section 2 - Personal Representatives Details.**

To act as a Personal Representative you must do so in one of the capacities listed in Section 4.1  
"Capacity to Act."

Please Print details in boxes below.

### **Representative # 1**

<b>Full Name</b>	
<b>Full Postal Address</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Date of Birth</b>	
<b>Relationship to Deceased</b>	
<b>Capacity to Act</b>	

### **Representative # 2**

<b>Full Name</b>	
<b>Full Postal Address</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Date of Birth</b>	
<b>Relationship to Deceased</b>	
<b>Capacity to Act</b>	

### **Representative # 3**

<b>Full Name</b>	
<b>Full Postal Address</b>	
<b>Email</b>	
<b>Phone Number</b>	
<b>Date of Birth</b>	
<b>Relationship to Deceased</b>	
<b>Capacity to Act</b>	

### **Section 3 - Relevant Documents.**

#### **Documents required:**

- ☐ Will.
- ☐ Copy of Death Certificate.
- ☐ Proof of Identity for Executor – Passport or UK Photo Driving Licence.
- ☐ Proof of Bank Account ownership for the bank account that funds are to be paid into. This should be in the name of the Beneficiary(s) or the nominated account holder.
- ☐ Proof of Address for the owner of the Bank Account above.

Please indicate, by ticking the relevant box below, whether a Grant of Probate, Letters of Administration or a Certificate of Confirmation is required. This is needed for accounts with a balance of more than £5,000.

- ☐ Account balance not know.
- ☐ Not required as balance of account is £5,000 or less.
- ☐ Probate required.
- ☐ Letters of Administration required.
- ☐ Certificate of Confirmation required.

### **Section 4 – Declaration.**

#### **4.1 – Capacity to act.**

By signing the declaration in Section 4.2, you are confirming that you are entitled to act as a personal representative of the deceased. To act as a personal representative, you must do so in one of the following capacities. Please indicate, by ticking the relevant box below, in which capacity you are acting.

- ☐ Executor(s) of a Will.
- ☐ Next of Kin (no valid Will exists).
- ☐ 3<sup>rd</sup> Party (E.g. Solicitor).

#### **4.2 – Declaration.**

**Please read the declaration below and sign and date where indicated.**

#### **I declare that:**

The information provided on this form is complete and correct.

I/we are legally entitled to administer the deceased's estate, in accordance with the instructions in the Will or in accordance with the Laws of Intestacy, if no Will exists.

The people named in Section 2.b are entitled to apply for a Grant of Probate, Letters of Administration or a Certificate of Confirmation to administer the deceased's estate in accordance with the Laws of Intestacy.

**(Please Note:** If you are in any doubt at all as to whether you are entitled to apply for a Grant of Probate, Letters of Administration or a Certificate of Confirmation, you should seek independent legal advice.)

**Where Assetz Capital have agreed to release funds without a Grant of Probate, Letters of Administration or a Certificate of Confirmation, the following will also apply:**

I/we guarantee and promise to indemnify and keep indemnified at all times Assetz SME Capital Limited from and against all actions, proceedings, costs, claims, expenses and demands whatsoever from or by any other person(s) which might arise as a result of making such a payment or transfer, including but not limited to, the settlement of any claims against Assetz SME Capital Limited arising from such payment or transfer.

Where this Declaration is given by more than one of us, each of us will be jointly and individually liable for it.

I/we are entitled either solely or with others, to the balance(s) in the late customers accounts(s) with Assets SME Capital Limited.

Where any other beneficiary(ies) is/are entitled to a share of these funds I/we confirm that I/we have their consent to accept this agreement.

**Representative # 1**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Representative # 2**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Representative # 3**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**MH 29/05/2024**