

## Deceased Estate Notification, Indemnity & Authority to Close Managed Fund Investments

At Sandhurst Trustees, we appreciate losing a family member or friend is heart breaking and we understand you're dealing with a lot right now, so we've developed this form to make it as simple as possible to settle the estates managed funds.

Should you require further information regarding the steps contained within this form, please refer to the [Deceased Estate Guide](#). For support in completing this form, please call our specialist team directly on **03 5485 6853, option 1** Monday to Friday 9am to 5pm (AEST) or email us at [DeceasedAccounts.mailbox@bendigoadelaide.com.au](mailto:DeceasedAccounts.mailbox@bendigoadelaide.com.au).

### Important information about completing this form:

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1. Complete **ALL** sections of this form, ensuring Section 5 is signed by all Executors listed on the Will or the closest Next of Kin (if no Will exists) for solely held managed fund investments.
2. Please tick (✓) only the relevant boxes throughout this form.
3. Provide certified supporting documents - refer Section 6.
4. Provide proof of account documentation if you have instructed us to release funds into an account held at another financial institution (e.g. bank statement, screenshot of account name, BSB and account number or solicitor trust account name, BSB and account number on a solicitor letterhead/email) - refer Section 6.
5. Please return this completed and signed form to Sandhurst by providing it to a Bendigo Bank branch or mailing it to the address in this form, together with the certified supporting documentation and proof of account documentation.

If the total of the Deceased's solely held managed fund investment assets held with Sandhurst:

**Exceeds \$100,000:** Sandhurst requires Grant of Probate or Letters of Administration – refer Section 6

Sandhurst will only release funds of the estate assets into any of the following account types held with any financial institution:

- Solicitor's Trust Account, or;
- An Estate of Account for the deceased

Depending on the circumstances, we reserve our right to request funds be released only to an Estate of account at our discretion.

### Section 1 - Deceased Customer's Details

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Full Legal Name

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Previous Name (if any)

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Date of Birth      /      /      Date of Death      /      /

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Residential Address

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State

Postcode

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- |   |     |    |
|---|-----|----|
| (a) Did the deceased leave a Will?                          | Yes | No |
| (b) Are you applying for Probate/Letters of Administration? | Yes | No |

## Section 2 - Deceased's Managed Fund Investments held with Sandhurst

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Please complete all known customer or portfolio numbers the deceased holds with Sandhurst either solely or jointly.

Customer or Portfolio Number(s)

Name of Sole and Joint Account Holder (if applicable)

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## Section 3 - Personal Representative(s) of the Estate: Personal Details & Identification

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### Personal Representative 1

Type:

Executor

Administrator

Next of Kin

Full Name

Address

Date of Birth

/ /

Phone No.

Relationship to the Deceased

Email

Identification

Certified Copy of ID attached (e.g. Current Australian Drivers Licence or Passport)

### Personal Representative 2

Type:

Executor

Administrator

Next of Kin

Full Name

Address

Date of Birth

/ /

Phone No.

Relationship to the Deceased

Email

Identification

Certified Copy of ID attached (e.g. Current Australian Drivers Licence or Passport)

### Personal Representative 3

Type:

Executor

Administrator

Next of Kin

Full Name

Address

Date of Birth

/ /

Phone No.

Relationship to the Deceased

Email

Identification

Certified Copy of ID attached (e.g. Current Australian Drivers Licence or Passport)

## Personal Representative 4

Type:            Executor            Administrator            Next of Kin

Full Name

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Address

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Date of Birth        /        /            Phone No.                            Relationship to the Deceased

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Email

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Identification        Certified Copy of ID attached (e.g. Current Australian Drivers Licence or Passport)

### Nominating a Single Representative

Where there are multiple representatives managing the estate, you may choose to nominate one individual authorised to act on behalf of the estate i.e. Executor, Next of Kin as the primary point of contact with Sandhurst for the matters related to preparing and finalising the deceased estate. Please note that nominating a single representative is optional and does not affect the rights of other representatives. Sandhurst will continue to issue the final account statement to all listed representatives once the estate is finalised.

Would you like to nominate a single representative to liaise with Sandhurst?

N/A - There is only one representative or a solicitor acting on behalf of all representatives

No - Move to next Section

Yes - Provide details below and complete Sections 4,5 & 6

We would like to nominate (Full Name) \_\_\_\_\_ to act as the primary point of contact with Sandhurst for the matters related to preparing and finalising the deceased estate (this may include receiving the funds to distribute on behalf of the estate in accordance with the Bank requirements).

### Section 4 - Authorisation to Close the Deceased's Solely Held Account(s) and Distribution of Funds

I/We the Personal Representative(s) of the Estate, as detailed in Section 3, by signing this form in Section 5, authorise and request Sandhurst to:

- (a) **Withdrawal and close all managed fund investments** held solely in the Deceased's name; and
- (b) **Clear any debts** held solely by the Deceased in relation to Sandhurst and Bendigo Bank personal loans, credit cards, overdrawn transaction accounts and the like; and
- (c) **Distribute the balance** of the estate funds as follows:

<b>Account Name</b>	
<b>BSB</b>	
<b>Account Number</b>	
<b>Financial Institution</b>	<i>*If the funds are to be distributed to an Estate of Account bank account held at another financial institution, we will require a proof of account document (for example: a bank statement, screenshot of account name, BSB and account number or solicitor trust account name, BSB and account number on a solicitor letterhead/email) to release the funds</i>

## Section 5 - Indemnity & Undertaking from Personal Representative(s) & Privacy Statement

I/We, the Personal Representative(s) of the Estate as detailed in Section 3, by signing this form below, release and indemnify and covenant to keep released and indemnified, Sandhurst, its related bodies corporate, its directors and officers, against any action, proceeding, claim, demand, loss, damage, costs and expenses whatsoever made against Sandhurst or sustained by Sandhurst which are directly or indirectly related to payment of the Estate as authorised by me/us in Section 4 without requiring production of the Grant of Probate or Letters of Administration in the Estate and by reason of complying with this request, AND

I/We FURTHER UNDERTAKE, should the necessity arise or should I/we be called upon by Sandhurst to take out a Grant of Probate or Letters of Administration in the Estate of the deceased, to immediately take the necessary steps to obtain such Grant of Probate or Letters of Administration and cover all costs incidental in obtaining the Grant of Probate or Letters of Administration. Should I/we be instructed by Sandhurst that funds must be released to an Estate of Account (held with any financial institution), I/we will undertake the necessary steps to instruct which Estate of Account the funds be released to, and will be responsible for the opening, maintaining, and closing of the Estate of Account.

### **Privacy Statement:**

Sandhurst and its related entities are collecting my/our information, including my/our name, contact details and relationship to the deceased in order so that Sandhurst can identify accounts held by the deceased customer, confirm your identity as the personal representative of the estate; and receive instructions on the assets of the estate. By submitting this form, I/we acknowledge and agree that: (a) Sandhurst may also use and disclose my/our information to its related entities, including Bendigo and Adelaide Bank which supports Sandhurst with its internal administration and operations; and (b) Sandhurst may disclose my/our information to credit reporting or debt collecting agencies; its alliance partners, agents, contractors and advisers; and (c) to other parties authorised and/or required by law to collect your information.

I/We may request access to my/our information at any of the Bendigo Bank's branches or from our Deceased Estate team. Access will be granted in accordance with the Privacy Act 1988 for a fee. If any of my/our information is inaccurate, I/we may request that it be corrected.

For further information on how we manage privacy, please see Sandhurst Privacy Disclosure Statement at: <http://www.bendigobank.com.au/disclosure-documents/privacy-disclosure-statement/>

#### **Personal Representative 1**

**Signature**

**Date**

#### **Personal Representative 3**

**Signature**

**Date**

#### **Personal Representative 2**

**Signature**

**Date**

#### **Personal Representative 4**

**Signature**

**Date**

## Section 6 - Confirmation of Death & Supporting Documentation

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Please tick ✓ the relevant boxes below for certified copies of documents you are providing with this form – refer **Note 1**.

**The following certified copies of documents are usually required so that we can determine the closest Next of Kin and/or Executors:**

Death Certificate – refer **Note 2**

Will (most recent valid Will), if there is one.

All Executors/closest Next of Kin will require identification documents e.g. Current Australian Drivers Licence or Passport.

Satisfactory evidence of domestic relationship with the Deceased (de facto or life partner if not specified on the death certificate). e.g. utilities bill in both names, rental invoice, joint account evidence, or statutory declaration.

**The following copies of documents are usually only required if we have been instructed to release funds into an account held at another financial institution:**

Proof of Account (*for example: a bank statement, screenshot of account name, BSB and account number or solicitor trust account name, BSB and account number on a solicitor letterhead/email*)

**The following certified copies of documents are usually only required if the Deceased's solely held assets with Sandhurst exceed \$100,000:**

Grant of Probate or Letters of Administration

Registrar's Certificate of Disclosure (required in South Australia only)

Letter from Public/State Trustee or Solicitor if acting on your behalf.

**Other conditions and requirements:**

Depending on the circumstances, we reserve our right to request further information and supporting documentation. We also reserve the right to request a Grant of Probate or Letters of Administration for a Deceased's solely held assets with Sandhurst under \$100,000.

**Note 1:**

Original documents may be photocopied at a Bendigo Bank branch and certified as a true and correct copy of the original by a Bendigo Branch Officer. The original documents are then returned to you.

If documents are not original, Sandhurst requires an original certified copy (certified by an eligible witness).

**Note 2:**

For funds held jointly with another party, only the Death Certificate is required. Additional documentation may be required for business accounts.

**Next steps**

Attend any **Bendigo Bank Branch** with certified copies of all required supporting documentation and proof of account documentation. If you bring the original document, we can copy and certify the documents at the Branch.

**OR**

Mail this completed and signed form with certified copies of all required supporting documentation and proof of account documentation to:

**Deceased Estates****Bendigo Bank****PO Box 480****Bendigo VIC 3552 Australia**

Upon completion and submission of this form and related documents, Sandhurst will release and distribute estate funds within 14 business days.