

Claim for Assets Held on Behalf of Deceased Customer



Bankwest, a division of Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL/Australian credit licence 234945

Purpose of this form

To enable the Bank to process a claim for you when you are an Executor(s)/Administrator(s), beneficiary(ies) or next-of-kin of the deceased.

If you would like any support with completing this form, please call us on **1300 734 203**.

What you need to know

- ▶ The reason we ask for details of the deceased customer's children OR their parents (if they passed away without having children) is that it helps us to confirm the deceased customer's next-of-kin.
- ▶ If you provide information about other living people on this form, please make sure you have their permission to do so.
- ▶ As a general practice we do not charge fees to finalise Deceased Estates, however fees apply where foreign currency transactions or International Money Transfers are required.

What you need to do

- ▶ If there is more than one person claiming for assets from the estate, each person must complete a separate form.
- ▶ Attach or provide the Bank with evidence of death (e.g death certificate) or any other relevant documents you may have such as a Will. **All** copies of documents must be certified. Our Branch staff can certify the documents if you attend the Branch and bring the original document with you.

Section 1 – Deceased Customer details

Deceased's full name(s)

Date of birth

Date of death

Section 1a – Will/Probate details (this helps us decide what documents will be required to finalise the estate's accounts)

Is there a Will?

Yes No Unsure

Has anyone applied (or is intending to apply) for Probate?

Yes No Unsure

If yes, please include their details below if known.

- ▶ A **Grant of Probate** is a document issued by the Supreme Court that confirms the validity of a Will, and authorises the executor(s) to act. You may need to provide a Grant of Probate depending on the value of the Estate. We'll let you know if you do.

Full name

Contact phone number

Residential address

Email

Has anyone applied (or is intending to apply) for Letters of Administration?

Yes No Unsure

If yes, please include their details if known.

- ▶ **Letters of Administration** are documents granted by the Supreme Court, giving authority to an administrator to collect and distribute the assets of the estate, in the absence of a valid Will. You may need to provide a Letter of Administration depending on the value of the Estate. We'll let you know if you do.

Full name

Contact phone number

Residential address

Email

- ▶ If you answered 'Yes' to any of the questions in this section, when available, please provide us with a certified copy of the original document. We will require a copy of the document to finalise the estate.
- ▶ You do not need to fill in sections 1b or 1c if Probate or Letters of Administration have been applied for or are held, or if we hold a copy of a valid will.

Section 1b – Details of the deceased’s spouse/partner(s) and the deceased’s children, including children by a former spouse or partner
(Only complete if you DO NOT have Probate/Letters of Administration/a valid will)

Was the deceased at the time of death:

Widowed Married Never Married In a de facto relationship Separated Divorced

Is the deceased’s spouse or partner living? Yes No

Please state the length of time the deceased was separated, divorced, or in a de facto relationship

Name of deceased’s spouse

Address

State

Postcode

The following children of the deceased are living (list all – if you do not have enough space, please use the Notes section):

Name

Age

Address

State

Postcode

Name

Age

Address

State

Postcode

Name

Age

Address

State

Postcode

Name

Age

Address

State

Postcode

The following children of the deceased have already passed away (please provide their full name)

Name 1

Name 2

If there are children of the deceased who have already passed away, the following are their children (grandchildren of the deceased):

Name

Age

Address

State

Postcode

Name

Age

Address

State

Postcode

Section 1c – Additional information

(ONLY complete if you DID NOT complete Section 1b or if all relatives referred to in section 1b are deceased)

Name of deceased's father Living DeceasedName of deceased's mother Living Deceased

The following brothers and sisters of deceased are living:

Name Age Address State Postcode Name Age Address State Postcode Name Age Address State Postcode

The following brothers and sisters of the deceased have already passed away (please provide their full name)

Section 2 – Payment instructions and authorities

Someone from Bankwest might contact you to confirm your transfer request

As the executor/administrator or Next of Kin, I authorise Bankwest to release the following funds held by the deceased as detailed below (please select relevant options):

 I would like Bankwest to arrange payment/reimbursement of the funeral account I would like Bankwest to arrange payments of other bills on behalf of the deceased (e.g. Tax, Council Rates etc.)

Please complete should you require payments to be made on behalf of the deceased:

Payable to	Amount Payable	'Payment from' Account details	Payment Method (cheque, account transfer [include BSB/account number])

 I would like to close the accounts held on behalf of the Estate, and arrange for disbursement of assets

Please indicate the manner in which the balance of the deceased's assets is to be disbursed. Note Bankwest may combine the accounts of the deceased in order to clear any debts held solely by the deceased relating to credit cards, personal loans or overdrawn transaction accounts. If we do this, the balance of any amount payable will be reduced accordingly.

Payable to	Amount Payable	Payment Method (cheque, account transfer [include BSB/Account number])

Section 3 – Claimant Details, Indemnity and Statutory Declaration

I (full name(s) of claimant)

Other names known by (if any)

Daytime telephone number

Date of Birth

Your residential address (required in all instances for identification purposes)

State

Postcode

An alternative address or PO Box (if you would rather us send correspondence there)

State

Postcode

do hereby claim to be entitled to the deceased's assets held by Bankwest and am so entitled as the (relationship(s) to the deceased, e.g. executor, spouse, de facto, son, daughter, father, mother)

and undertake first to apply them in payment of any debts by the deceased and promise and further agree to hold Bankwest indemnified against all actions, suits, claims or demands which may be brought or made upon Bankwest and also against all losses, costs, charges and expenses which Bankwest may incur or be liable for in respect of the said assets or proceeds; and I acknowledge that the information, payment and authorities instructions I have provided in Section 2 are true and correct.

I DO SOLEMNLY AND SINCERELY DECLARE THAT:

- a. The statements in this claim are true and correct in every particular
- b. I/We agree to the terms of Privacy and Spam Consent in Section 6
- c. The deceased described in Certificate of Death number was the owner of the assets described in this claim and held by Bankwest; and I MAKE THIS SOLEMN DECLARATION (please tick next to the State/ Territory/Country in which you are making the declaration):

VIC	<input type="checkbox"/>	I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.
NSW	<input type="checkbox"/>	conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900 (NSW).
SA	<input type="checkbox"/>	conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1936 (SA).
QLD	<input type="checkbox"/>	conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867 (Qld).
WA	<input type="checkbox"/>	by virtue of s.12 of the Oaths, Affidavits and Statutory Declarations Act 2005 (WA).
NT	<input type="checkbox"/>	by virtue of the Oaths Act (NT) and conscientiously believing the statements contained in this declaration to be true in every particular.
ACT/ Norfolk Island	<input type="checkbox"/>	under the Statutory Declarations Act 1959 (ACT); I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under s.11 of the Statutory Declarations Act 1959 (ACT), and I believe the statements contained in this declaration to be true in every particular.
TAS	<input type="checkbox"/>	under the Oaths Act 2001 (Tas).
Overseas	<input type="checkbox"/>	Insert the relevant Act/Law of the jurisdiction of your Country under which the Declaration is being sworn.

Signature of Claimant 1

Date

Section 3 – Claimant Details, Indemnity and Statutory Declaration (continued)

Action – Witnessing of claimant’s signature to the Statutory Declaration:

Please sign in the presence of a person able to witness Statutory Declarations. Refer to Section 6 for a list of witnesses in each state. The witness must then complete their details below.

Declared at

on

before me

of

Qualification/Occupation

Signature of authorised Witness

NSW declarations only

Certify the following matters concerning the making of this statutory declaration by the person who made it: (Place a tick (✓) next to the statements that apply)

- 1. I saw the face of the person **or**
 I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering.
- 2. I have known the person for at least 12 months **or**
 I have not known the person for at least 12 months, but I have confirmed the person’s identity using an identification document and the document I relied on was:

(describe identification document relied on)

Section 4 – Identification of Claimant

If you are not a Bankwest customer you will need to confirm your identity via **one** of the following 3 methods:

- Option 1** ▶ Visit a Bankwest branch
- Option 2** ▶ Attend an Australia Post outlet and complete a ‘Bank@Post Identity Verification’ form
- Option 3** ▶ Complete and return a ‘Certified Copies Identification’ form. You will need to provide the original and a copy of acceptable identification documents to a prescribed person who is required to complete the actions as set out in the form. (For more details on acceptable identification document and prescribed persons, refer to Sections 4 & 5 of the Certified Copies Identification Form).

i Next steps

Attend any Bankwest Branch with certified copies of all required supporting documentation. If you bring the original document we can certify the documents at the Branch.

OR

Mail this form with certified copies of all required supporting documentation to:

Deceased Estates Support Team
GPO Box E237
Perth WA 6000

Please don’t send original documents - certified copies will do.

If you would like any help in completing this form you can call us on **1300 734 203**.

Notes

Victoria

- Associate to a Judge of the Supreme Court or the County Court
- Bank Manager
- Barrister and Solicitor of the Supreme Court
- Clerk to a Barrister and Solicitor of the Supreme Court
- Councillor of a Municipality
- Dentist (within the meaning of the Dental Practice Act 1999)
- Fellow of the Institute of Legal Executives (Victoria)
- Justice of the Peace or a Bail Justice
- Member/former member of either House of Parliament of the Commonwealth
- Member/former member of either House of Parliament of Victoria
- Member of the Institute of Chartered Accountants in Australia/Australian Society of Accountants / National Institute of Accountants
- Member of the Police Force
- Minister of religion authorised to celebrate marriages
- Notary Public
- Person employed under Part 3 of the Public Administration Act 2004
- Person registered as a Patent Attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- Pharmacist
- Principal in the teaching service
- Prothonotary or a Deputy Prothonotary of the Supreme Court, the Registrar or a Deputy Registrar of the County Court, the Principal Registrar of the Magistrates' Court or a Registrar or Deputy Registrar of the Magistrates' Court
- Registered Medical Practitioner (within the meaning of the Medical Practice Act 1994)
- Registrar of Probates or an Assistant Registrar of Probates
- Secretary of a Building Society
- Secretary of a Master of the Supreme Court or the County Court
- Senior Council Officer as defined in the Local Government Act 1989
- Sheriff or Deputy Sheriff
- Veterinary Practitioner

Note: Declarations made by prisoners can be witnessed by the Gaol Keeper.

Queensland

- Another person authorised by law to take an oath under the law of Queensland, the Commonwealth or another State
- Conveyancer
- Justice, Commissioner for declarations or Notary Public under the law of Queensland, the Commonwealth or another State
- Lawyer

New South Wales

- Commissioner of the Court for taking affidavits
- Justice of the Peace
- Notary Public
- Solicitor

- Any person before whom a statutory declaration may be made under the Commonwealth Statutory Declarations Act 1959 (refers to the persons listed under 'Persons who can witness Statutory Declarations – Commonwealth of Australia')

Commonwealth of Australia (A.C.T. & Norfolk Island)

- Any person before whom a statutory declaration may be made under the Commonwealth Statutory Declarations Act 1959 (refers to the persons listed under 'Persons who can witness Statutory Declarations – Commonwealth of Australia')
- Agent of the Australia Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank Officer with 5 or more years of continuous service
- Building Society Officer with 5 or more years of continuous service
- Chief Executive Officer of a Commonwealth Court
- Chiropractor, Dentist or Optometrist
- Clerk of a Court
- Commissioner for Affidavits or Declarations
- Credit Union Officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is in a country or place outside Australia; and authorised under paragraph 3 (d) of the Consular Fees Act 1955; and exercising his or her function in that place
- Employee of the Commonwealth who is in a country or place outside Australia; and authorised under paragraph 3 (c) of the Consular Fees Act 1955; and exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance Company Officer with 5 or more years of continuous service
- Judge of a Court
- Justice of the Peace
- Legal Practitioner or Legal Practitioner enrolled on the roll of a Supreme Court of a State or Territory or the High Court
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Medical Practitioner or Nurse
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Section 5 – Persons who can witness Statutory Declarations (continued)

- Member of the Parliament of the Commonwealth; or the Parliament of a State; or a Territory legislature; or a local government authority of a State or Territory
- Minister of Religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary Public
- Patent Attorney
- Permanent employee of the Australia Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of the Commonwealth or a Commonwealth Authority; or a State or Territory or a State or Territory Authority; or a Local Government Authority; and with 5 or more years of continuous service who is not specified in another item in this Part
- Pharmacist
- Physiotherapist
- Police Officer
- Psychologist
- Registrar or Deputy Registrar of a court
- Senior Executive Service employee of the Commonwealth, or of a State or Territory, or of a Commonwealth, State or Territory authority
- Sheriff or Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Trade Marks Attorney
- Veterinary Surgeon
- Doctor
- Engineer – a member of the Institution of Engineers, Australia, other than at the grade of student
- Industrial organisation secretary – secretary of a organisation of employees or employers registered under the Industrial Relations Act or the Workplace Relations Act
- Insurance Broker – a member of the National Insurance Brokers Association
- Justice of the Peace
- Lawyer
- Licensed real estate agent or settlement agent
- Licensed surveyor
- Local government councillor, CEO or deputy CEO
- Loss adjuster – a member of the Australasian Institute of Chartered Loss Adjusters
- Member of State or Federal Parliament
- Minister of religion registered under the Marriage Act 1961 (Cth)
- Nurse
- Physiotherapist
- Police Officer
- Post office manager
- Public Notary
- Registered company auditor or liquidator
- Registered Optometrist
- Registered Patent Attorney
- Registered Podiatrist
- Registered Psychologist
- Registered Veterinary Surgeon
- State or Commonwealth public servant
- Teacher – a member of the teaching staff of a government or nongovernment school

Western Australia

- Academic – a member of the academic staff of a Western Australian university or an institution under the Vocational Education and Training Act 1996
- Accountant – a member of any of the Association of Taxation and Management Accounts; CPA Australia; The Institute of Chartered Accountants in Australia; National Tax & Accountants' Association Limited
- Any person before whom a statutory declaration may be made under the Commonwealth Statutory Declarations Act 1959 (refers to the persons listed under 'Persons who can witness Statutory Declarations – Commonwealth of Australia')
- Architect
- Australian Consular Officer or Australian Diplomatic Officer
- Authorised marriage celebrant
- Bank Manager – a person in charge of the head office or any branch office of an authorised deposit taking institution carrying on business in the State
- Chartered secretary – a member of Chartered Secretaries Australia
- Chemist
- Chiropractor
- Court or tribunal officer, including a sheriff, deputy sheriff or bailiff
- Defence Force Officer (including a non-commissioned officer of 5 or more years continuous service)
- Dentist

South Australia

- District Court Judges
- Judges and Masters of the Supreme Court
- Justice of the Peace
- Member of the Police Force
- Notary Public
- Practitioners of the Supreme Court
- Special Magistrates

Northern Territory

- Any person over 18 years of age can witness a statutory declaration made in the Northern Territory Tasmania
- A person authorised by law to administer an oath (if outside the State – refer to the individual States listings of 'Persons who can witness Statutory Declarations'), a diplomatic or consular agent (i.e. an ambassador, consul-general etc)
- Any member of a profession specified in the Commonwealth Statutory Declarations Act or a person otherwise specified in that Act (refers to the persons listed under 'Persons who can witness Statutory Declarations – Commonwealth of Australia')
- Commissioner for Declarations
- Justice of the Peace

Section 6 - Privacy and Spam Consent to Use Your Information

This Statement explains how Bankwest, Commonwealth Bank of Australia ("CBA") and subsidiaries of CBA ("we" or "us") collect, use and disclose personal information and send communications about products and services.

Personal information is information about, and which identifies an individual (such as name and contact details). Your personal information includes information about who you are and your interactions with us such as transactions on your account. It may also include information about you that is publicly available, for example from public registers or made available through social media. When you give us personal information about another person, you represent that you are authorised to do so and agree to inform that person of the contents of this Statement as it relates to them.

Purposes for which we collect and use personal information

We collect your information because we are required to identify you in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

You are not required to provide your Tax File Number. However, if we do not collect your Tax File Number as permitted by the Taxation Administration Act 1953 and the Income Tax Assessment Act 1936, we may be required to withhold amounts from you and remit them to the Australian Taxation Office.

We also collect your personal information to assess and process an application for any product or service that you make or for which you are a signatory, for internal processes including risk management and pricing; to administer our relationship with you; to meet our obligations in relation to external payment systems, Government bodies and funding arrangements; to identify and (unless you tell us not to) tell you about products that may interest you, and to comply with regulatory requirements.

If you use our website or online applications we may collect information about your location or activity (including whether you have accessed third party sites) to customise your experience.

The information we collect about you may also include sensitive information such as information about your health where we collect it to provide you with a specific product or service.

Exchange of personal information

We may exchange personal information about you with: our related bodies corporate, assignees, agents, contractors and external advisers, organisations for verifying your identity, your agents, advisers, referees, executors, administrators, trustees, beneficiaries (if you are a trustee), guardians, attorneys, law enforcement, regulatory and government bodies, anyone who introduces you to us, reward program providers, third parties providing fraud detection services, your franchisor, payment system operators; your and our insurers or prospective insurers and their underwriters, any person we consider necessary to execute your instructions; other organisations for the supply of services and (unless you tell us not to) marketing of products; other persons where this is permitted by law; persons with whom you make a joint application for a product or service with us; participants in a funding scheme; and any financial institution to or from which a payment is made in relation to any account you have or operate.

In some cases, these persons or organisations may disclose your personal information for the purposes of any relationship they have with you or performing functions in relation to you.

Verifying your identity using a credit reporting body (CRB)

In order to verify your identity, we may provide your name, residential address and date of birth to a CRB, which may use that information and corresponding information in credit information files of individuals to prepare and provide an assessment of whether your information matches information on a credit information file held by that CRB. You agree to us requesting an assessment and providing your personal information for such an assessment.

Transfer of personal information overseas

Sometimes it may be necessary to send your information overseas – for example where we outsource functions overseas, send information to related bodies corporate, where we need to complete a transaction on your behalf or where this is required by laws and regulations in Australia or in another country. These countries include New Zealand, United Kingdom and Ireland. See our Privacy Policy for more information.

Marketing

Unless you tell us not to, you consent to us using your personal information (including information collected from others) to advertise or promote products, services, or business or investment opportunities we think may interest you.

You can ask us not to contact you and not to disclose your information to others for that purpose, by calling 13 17 19.

Otherwise, you consent to us contacting you for that purpose, including by:

- contacting you by telephone or writing to you; and
- sending commercial electronic messages to any electronic address which you provide until you withdraw your consent or unsubscribe.

Access to your personal information, contacting us and contacting you

This Statement should be read in conjunction with the Privacy Policy on our website at www.bankwest.com.au or by calling 13 17 19.

You have rights to access your personal information from us, to request us to correct the information, and to make a complaint to us about a breach of your privacy rights in relation to the information. The Privacy Policy includes further information about how you may do this.

Consent

By signing this form, you agree to its terms and you consent and agree to us collecting, using, exchanging and transferring overseas, your personal information as described and as set out in our Privacy Policy.

If you do not provide the above consent (other than the marketing consent), we will not be able to provide you with the best products and services that suit your needs.