

Probate: Winding up a Redmayne Bentley Portfolio

Please complete this form in order to administer a Redmayne Bentley portfolio for the purpose of winding up an estate where probate has been granted.

Please consider the options carefully. You can instruct Redmayne Bentley to sell the holdings and distribute the funds accordingly. Alternatively, you can arrange for the holdings to be transferred to the beneficiaries. The beneficiaries may wish to consider opening their own portfolio with Redmayne Bentley or withdrawing a share certificate for each holding (where applicable). Please note, we will require certain mandatory information from them to be able to do so.

If an ISA is held at Redmayne Bentley, and a surviving spouse would like to take advantage of their Additional Permitted Subscription (APS), please contact us for further information.

Before completing this form please read Redmayne Bentley's *Stockbroking and Dealing with Advice Terms of Business* and *Stockbroking Services: Schedule of Charges*.

Redmayne Bentley portfolios to be covered by this instruction:

Portfolio ID _____ Portfolio ID _____
Portfolio ID _____ Portfolio ID _____

Please indicate whether you are completing this form as:

- Solicitor** (or other professional body), please complete: **Sections A, B, C, D** and sign in **Section E1**. We will also require an **original or certified copy of the Grant of Probate**.
- Agent**, with *Terms of Business* in place with Redmayne Bentley, please complete: **Sections A, B, D** and sign in **Section E1**.
- Individual executors**, please complete: **Sections A, C, D** and sign in **Section E2**. We will also require a **Grant of Probate**.

SECTION A

Full Name of Deceased _____ Date of Birth ____/____/____

Nationalities _____ National Identifier* _____

**If the Nationality was British, this is the National Insurance Number; if not, or if the deceased had dual Nationality, please see www.redmayne.co.uk/NID for further information on the details you need to provide for the National Identifier, which may be different from the Tax Identification Number.*

SECTION B

SOLICITOR/OTHER PROFESSIONAL BODY/AGENT

Title _____ Surname _____ Postcode _____
First Name(s) (In full) _____ Email _____
Company Name _____ Tel _____
Address _____

- If you are acting on behalf of the executors, and you have not completed a *Terms of Business* with Redmayne Bentley, please tick here to indicate that the executors have appointed you to act on their behalf. All documents related to this estate will be sent to the address listed above. **Please arrange for all executors to sign section E2, in addition to completion of section E1.**

Please note, if you are completing this form as an Agent with a *Terms of Business* in place with Redmayne Bentley, we do not require a Grant of Probate.

SECTION C

EXECUTOR ONE - MAIN CONTACT

Title _____ Surname _____

First Name(s) (In full) _____

Tel _____

Email _____

Country of Tax _____

EXECUTOR TWO

Title _____ Surname _____

First Name(s) (In full) _____

Tel _____

Email _____

Country of Tax _____

EXECUTOR THREE

Title _____ Surname _____

First Name(s) (In full) _____

Tel _____

Email _____

Country of Tax _____

EXECUTOR FOUR

Title _____ Surname _____

First Name(s) (In full) _____

Tel _____

Email _____

Country of Tax _____

If there are additional named executors, please copy this form, amend the numbering, and attach to this form. Please also ensure the additional executors sign to agree to the declaration overleaf.

AUTHORISED EXECUTOR

The executor detailed below will be authorised to give dealing instructions for the portfolio(s) and receive all correspondence for this estate and by signing the declaration on page three of this form, all executors agree to this authorisation.

Executor Name _____

Address _____

Postcode _____

SECTION D

OPTION I. SELLING THE INVESTMENTS

I/We wish to sell all the investments in portfolio(s) _____

I/We wish to sell only certain investments, or part investments held in the portfolio(s) and have indicated these on a separate sheet and attached it to this form/the authorised executor will provide instructions in due course.

Please forward the proceeds of sale, plus any residual cash balance held on the portfolio(s) as indicated below:

By BACS

Name of Bank or Building Society _____

Branch Address _____ Postcode _____

Bank Account Holder's Name(s) _____

Bank Sort Code ____/____/____ Bank Account Number _____ Roll Number _____

Additional requirements for Non-UK Bank Accounts:

IBAN _____ SWIFT/BIC Code _____

We require evidence of your bank or building society account: please provide a current hard copy document sent from your bank or building society detailing your name, bank account name, account number and sort code, such as a statement with full headers, recent correspondence or a spoiled cheque. Please note that we can only accept an online bank statement if it is a PDF.

By cheque (a £2 charge for each cheque will apply) payable to _____

Please note, this will be sent to the authorised executor.

