

Probate: Winding up a Redmayne Bentley Account

Please complete this form in order to administer a Redmayne Bentley account 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 account 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 accounts to be covered by this instruction:

Account No. _____ Account No. _____
Account No. _____ Account No. _____

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 _____

EXECUTOR TWO

Title _____ Surname _____

First Name(s) (In full) _____

Tel _____

Email _____

EXECUTOR THREE

Title _____ Surname _____

First Name(s) (In full) _____

Tel _____

Email _____

EXECUTOR FOUR

Title _____ Surname _____

First Name(s) (In full) _____

Tel _____

Email _____

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 account(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 account(s) _____

I/We wish to sell only certain investments, or part investments held in the account(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 account(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 _____

Please accompany this form with an original bank statement or spoiled cheque showing the above account details.

By cheque (a £2 charge for each cheque will apply) payable to _____
Please note, this will be sent to the authorised executor.

OPTION 2. TRANSFERRING THE INVESTMENTS

I/We hereby authorise Redmayne Bentley to transfer the investments held in the account(s) excluding any sale instructions given above.

- The beneficiaries wish to open a Nominee account with Redmayne Bentley in order to facilitate the transfer. Please forward a *Nominee Agreement Form for a Stockbroking Account* to the authorised executor. In the event only certain investments, or part investments wish to be transferred these must be indicated on a separate sheet and attached to this form.
- The beneficiaries wish to transfer the investments into Redmayne Bentley account number _____
- The beneficiaries wish to transfer the investments into their own name and receive a share certificate for each investment. Each certificate will incur a charge of £15. If insufficient funds are available, please arrange to forward a cheque for the total cost. Please indicate the full name, address and allocation of each investment to each beneficiary on a separate sheet and attach to this form.
- The beneficiaries wish to transfer the investments to another provider. Please complete a transfer form issued by the provider you wish to use. Charges may apply, please contact us for further information.
- The surviving spouse wishes to apply for an APS allowance. Please contact us for more information.

If you require further information, please contact your usual Redmayne Bentley office/executive or the Investment Operations team on 01689 882 129 or email investmentoperations@redmayne.co.uk

FEES AND CHARGES

Please refer to our *Stockbroking Services: Schedule of Charges* available at www.redmayne.co.uk/terms or in hard copy upon request.

PRIVACY POLICY

Our *Privacy Policy* contains information on how we will store and use your personal information and your rights in relation to this. You can view the full policy online at www.redmayne.co.uk/privacy or ask us for a hard copy.

DECLARATION

- I/We have read and understood Redmayne Bentley's *Stockbroking and Dealing with Advice Terms of Business* and *Stockbroking Services: Schedule of Charges*.
- I/We confirm and agree to the instruction chosen in Section D.
- I/We declare that this agreement form has been completed to the best of my/our knowledge.

SECTION E1

PLEASE SIGN HERE



_____/_____/____

SOLICITOR /
OTHER PROFESSIONAL BODY / AGENT

DATE

SECTION E2

PLEASE SIGN HERE



_____/_____/____

EXECUTOR ONE

DATE



_____/_____/____

EXECUTOR TWO

DATE



_____/_____/____

EXECUTOR THREE

DATE



_____/_____/____

EXECUTOR FOUR

DATE