

## Deceased Estate – Solicitor Checklist (Page 1 of 2)

### Section 1. Bereavement Particulars

#	<b>1a. Particulars of the deceased</b>		<input checked="" type="checkbox"/>
1.1	Name of the deceased	<input type="text"/>	<input type="checkbox"/>
1.2	Share company name(s)	<input type="text"/>	<input type="checkbox"/>
1.3	Registered address	<input type="text"/>	<input type="checkbox"/>
1.4	Post Code	<input type="text"/>	<input type="checkbox"/>
#	<b>1b. Solicitor particulars</b>		<input checked="" type="checkbox"/>
1.5	Firm name	<input type="text"/>	<input type="checkbox"/>
1.6	Postal address	<input type="text"/>	<input type="checkbox"/>
1.7	Post code	<input type="text"/>	<input type="checkbox"/>
1.8	Primary contact name	<input type="text"/>	<input type="checkbox"/>
1.9	Mobile phone number	<input type="text"/>	<input type="checkbox"/>
1.10	Alternate phone (optional)	<input type="text"/>	<input type="checkbox"/>
1.11	Email address	<input type="text"/>	<input type="checkbox"/>
1.12	<b>Dividend Payment Mandate</b> Please provide a copy of the <a href="#">Dividend Mandate Form</a> if you wish to authorise payment of interest or dividends to your firm's trust account while the estate is in the process of resolution		<input type="checkbox"/>

### Section 2. Registration of Supporting Documentation – Small Estates Service

#	<b>2. Small Estates Service</b>		<input type="checkbox"/>
2.1	<b>Declaration of Eligibility</b> Please confirm that all the below criteria to use the Small Estates Service have been met: a) The total market value of each shareholding is less than £30,000 at the date of death <sup>1</sup> b) You are acting on behalf of the next of kin, or Executor named in the Will c) A Grant of Representation has not been issued with respect to the Estate d) No inheritance Tax is payable		<input type="checkbox"/>
2.2	<b>Small Estates Declaration &amp; Indemnity Forms</b> Please provide a completed copy of the <a href="#">UK Small Estate Form</a> and/or the <a href="#">Offshore Small Estates Form</a>		<input type="checkbox"/>
2.3	<b>Death Certificate</b> Please provide a copy of the original or official copy of the death certificate or coroner's interim certificate (we will send this back by post within 5 days of receipt)		<input type="checkbox"/>

1) To confirm the total market value of each shareholding visit [www.londonstockexchange.com](http://www.londonstockexchange.com) to find the closing price at the date of death and multiply this by the number of shares held

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### Section 3. Registration of Supporting Documentation – Grant of Representation

#	<b>3. Large estate (value ≥ £30,000) or small estate where Grant of Representation has been issued</b>	<input type="checkbox"/>
3.1	<b>Grant of representation issued in England, Wales or Northern Ireland (if applicable)</b> Please provide an original or sealed office copy of one of the following:	
3.1(a)	Grant of probate – if there is a will	<input type="checkbox"/>
or		
3.1(b)	Letters of administration – if there is no will	<input type="checkbox"/>
3.2	<b>Scottish Confirmation (if applicable)</b> Please provide an original or sealed office copy of the Confirmation issued by the Sheriff Court	<input type="checkbox"/>
3.3	<b>Grant of Representation issued in Jersey, Guernsey or Isle of Man (if applicable)</b> Please provide an original or sealed copy if the estate value in the relevant country exceeds £30,000	<input type="checkbox"/>
3.4	<b>Grant of Representation issued in another country (if applicable)</b> Please provide a copy of the grant if it can be resealed in a UK court under the <a href="#">Colonial Probates Act 1892</a> (if the country the grant was issued in is not covered by this Act, please provide grant issued in the UK or refer to our small estates service)	<input type="checkbox"/>
<p><b>Note:</b> Shares held in a Jersey, Guernsey or Isle of Man company can alternatively be administered through the <a href="#">Offshore Small Estates</a> form provided the value of the estate in the relevant country does not exceed £30,000</p>		

### Section 4. Shareholding Instructions

#	<b>4a. Instruction to transfer shares</b>	<input type="checkbox"/>
4.1	<b>Stock Transfer Form</b> Please provide a completed copy of the <a href="#">Stock Transfer Form</a> with respect to any shareholding you wish to transfer into the name of a beneficiary	<input type="checkbox"/>
<p><b>Note:</b> If the late shareholder held their shares electronically in our nominee service, this means no share certificate was issued. To transfer the shares, you will need to complete a nominee transfer form and return it to us at our address (you can request a form by emailing us at <a href="mailto:Nominee.Enquiries@cm.mpms.mufg.com">Nominee.Enquiries@cm.mpms.mufg.com</a>).</p>		
#	<b>4b. Instruction to sell shares</b>	<input type="checkbox"/>
4.2	<b>Original Share Certificates</b> Please provide a copy of all original share certificates currently held in the possession of the estate (if you are unable to provide any certificates, please leave this box blank)	<input type="checkbox"/>
4.3	<b>Letter of Authority</b> If your firm has not been appointed as the sole executor, please provide a <a href="#">Letter of Authority Form</a> to ensure that the authority to transact shares is registered – otherwise a sale cannot proceed	<input type="checkbox"/>
4.4	<b>Sale Instruction</b> To enter a sale instruction for single or multiple holdings please use the <a href="#">Solicitor Online Dealing Service</a> . Alternatively, you can complete a copy of the Postal Share Dealing Sale Form. <a href="#">MUFG PMS Share Deal</a>   <a href="#">Generic Postal Dealing</a>	<input type="checkbox"/>

**Note:** It is also possible to deal shares online or by phone. For more information on our other Dealing services please visit [dealing.cm.mpms.mufg.com](http://dealing.cm.mpms.mufg.com). If the holding is small and dealing costs make it uneconomical to sell, then it may be preferable to donate the shareholding to charity. This instruction can be provided via the [ShareGift Transfer Form](#).