

Deceased Estate – Executor Checklist (Page 1 of 2)

Section 1. Bereavement Particulars

#	1a. Particulars of the deceased	<input checked="" type="checkbox"/>
1.1	Name of the deceased	<input type="checkbox"/>
1.2	Share company name(s)	<input type="checkbox"/>
1.3	Registered address	<input type="checkbox"/>
1.4	Post Code	<input type="checkbox"/>
#	1b. Executor particulars	<input checked="" type="checkbox"/>
1.5	Executor name	<input type="checkbox"/>
1.6	Postal address	<input type="checkbox"/>
1.7	Post code	<input type="checkbox"/>
1.8	Mobile phone number	<input type="checkbox"/>
1.9	Alternate phone (optional)	<input type="checkbox"/>
1.10	Email address	<input type="checkbox"/>
1.11	Names of other Executors to the estate (if applicable)	<input type="checkbox"/>

Section 2. Registration of Supporting Documentation – Small Estates Service

#	2. Small Estates Service	<input type="checkbox"/>
Declaration of Eligibility		
Please confirm that all the below criteria to use the Small Estates Service have been met:		
2.1	<ul style="list-style-type: none"> a) The total market value of each shareholding is less than £30,000 at the date of death¹ 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	Small Estates Declaration & Indemnity Forms	<input type="checkbox"/>
Please provide a completed copy of the UK Small Estate Form and/or the Offshore Small Estates Form		
Death Certificate		
2.3	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 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

3. Large estate (value ≥ £30,000) or small estate where Grant of Representation has been issued

3.1 Grant of representation issued in England, Wales or Northern Ireland (if applicable)

Please provide an original or sealed office copy of one of the following:

3.1(a) Grant of probate – if there is a will

or

3.1(b) Letters of administration – if there is no will

3.2 Scottish Confirmation (if applicable)

Please provide an original or sealed office copy of the Confirmation issued by the Sheriff Court

3.3 Grant of Representation issued in Jersey, Guernsey or Isle of Man (if applicable)

Please provide an original or sealed copy if the estate value in the relevant country exceeds £30,000

Grant of Representation issued in another country (if applicable)

3.4 Please provide a copy of the grant if it can be resealed in a UK court under the [Colonial Probates Act 1892](#) (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)

Note: Shares held in a Jersey, Guernsey or Isle of Man company can alternatively be administered through the [Offshore Small Estates](#) form provided the value of the estate in the relevant country does not exceed £30,000

Section 4. Shareholding Instructions

4a. Instruction to transfer shares

Stock Transfer Form

4.1 Please provide a completed copy of the [Stock Transfer Form](#) with respect to any shareholding you wish to transfer into the name of a beneficiary

Note: 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 Nominee.Enquiries@cm.mpms.mufg.com).

4b. Instruction to sell shares and remit outstanding dividends

Original Share Certificates

4.2 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)

Postal Dealing Form

4.3 To issue a standing instruction to sell shares once other supporting documents have been registered, please provide a completed copy of the [Postal Share Dealing Sale Form](#)

Dividend Payment Mandate

4.4 Please provide a copy of the [Request for Payment of Interest or Dividends Form](#) to authorise the payment of outstanding dividends to an estate account or beneficiary

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. 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](#).