

Claim for Assets

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 immediate next-of-kin(s) of the deceased.

If you would like any support with completing this form, please call us on **1800 686 153** between 8:30am and 5:00pm, Sydney time, Monday to Friday.

What you need to know and do

- The reason we ask for details of our customer's children, siblings OR their parents (if they passed away without having children) is that it helps us to ensure we are distributing assets to the correct recipients.
- The Bank has the authority to combine accounts in order to clear any debts held solely by the deceased relating to Credit Cards, Personal Loans, overdrawn transaction accounts and the like.
- If you provide information about other persons 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 and International Money Transfer are required.
- If there is more than one person claiming for assets from the estate, each person must complete a separate form.
- **All** copies of documents must be certified. Please note, if you have given these documents to us previously (including your identification documents), you do not have to supply them again. Simply let us know which documents you have previously provided in the Notes section on page 4 of this form.

Section 1 – Deceased customer details (this helps us to decide what documents will be required to finalise the estate's accounts)

Full name

Marital status

Widowed Married Never Married In a de facto relationship Separated Divorced

Length of time the deceased was separated, divorced or in a de facto relationship

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

▶ **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. All estates worth over \$50,000 will require one.

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

Yes No Unsure

▶ **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. All estates worth over \$50,000 will require one.

▶ Please provide us with certified copies of the documents if you answered 'Yes' to any of the questions in this section.

Section 1b – Details of the deceased's children, including children by a former spouse or partner

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 names)

Name 1

Name 2

Section 1b – Details of the deceased's children, including children by a former spouse or partner (continued)

The following grandchildren of the deceased are living:

Name	Age
Address	State Postcode
Name	Age
Address	State Postcode

Section 1c – If the deceased did not have any children or if children have already passed away (ONLY complete if you DID NOT complete Section 1b)Name of deceased's father Living DeceasedName of deceased's mother Living Deceased

The following brothers and sisters of the 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)

The following people are living children of the deceased's brothers and sisters who have already passed away:

Name	Age
Address	State Postcode
Name	Age
Address	State Postcode

Section 2 – Payment and Settlement Details

I authorise the Commonwealth Bank of Australia (CBA) to release the funds held by the deceased as detailed below.

Please select relevant options:

- I acknowledge and agree to the combining of account balances
- I would like CBA to arrange payment/reimbursement of the funeral account
- I would like CBA 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 (only include amounts if specific payments are to be made)	'Payment from' Account details	Payment Method (cheque, account transfer [include BSB/ Account number], draft, International Money transfer)

- 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 are to be disbursed:

Payable to (only include amounts if specific payments are to be made)	Payment Method (cheque, account transfer [include BSB/ Account number], draft, International Money transfer)

**Please note:** For International Money Transfer, we require the recipient's full address, account, International Bank Account Number (IBAN), Bank Identification Code (BIC), Sort Code and Currency.

Section 3 – 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 the Commonwealth Bank of Australia and am so entitled as the

Spouse (wife/husband) Parent (mother/father) Child (over 18)

Domestic Partner Sibling (brother/sister) Other

of the deceased, and undertake first to apply them in payment of any debts due by the deceased and promise and further agree to hold the Commonwealth Bank of Australia indemnified against all actions, suits, claims or demands which may be brought or made upon the Commonwealth Bank of Australia and also against all losses, costs, charges and expenses which the Commonwealth Bank of Australia 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. The deceased described in Certificate of Death number

was the owner of the assets described in this claim and held by the Commonwealth Bank of Australia; and I MAKE THIS SOLEMN DECLARATION (place a tick (✓) next to the State/Territory/Country in which you are making the declaration):

VIC	<input type="checkbox"/>	conscientiously believing the same to be true and correct and in the belief that a person making a false declaration is liable to the penalties of perjury and by virtue of the provisions of the Evidence Act 1958 (Vic).
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.
A.C.T/ 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. <input type="text"/>

(please sign in the presence of a person authorised to witness Statutory Declarations. Refer to the following pages for acceptable witnesses in each state)

Signature of Claimant

Date

Witness to the Statutory Declaration

Declared at (place) before me

(full name of witness) of

(address of witness) a

(qualification/occupation)

Signature of Authorised Witness

Date

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)

- 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.
- 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 – Your identification (this is a Government requirement)

To satisfy Government Regulations it is necessary for the Bank to identify signatories of an estate by sighting direct evidence of their identity via **one** of the following 3 methods:

Option 1 ▶ Provide one of your existing CBA account numbers:

Option 2 ▶ Provide acceptable identification details to us at a CBA branch for endorsing by branch staff.

Document type	Document number	Name on document	Place of issue	Issue date	Expiry date

Verification has been performed for the customer

Full name, **and** Date of birth, **or** Residential Address

Bank Officer's name

Bank Officer's signature

Date

Option 3 ▶ Alternatively complete a '**Certified Copies Identification**' form. (Please provide the **original and a copy** of acceptable identification documents to a prescribed person).



Thank you for your time in completing this form, we will be in contact shortly.

Notes

Bank use only



Please Note: This form and any other documents received must be imaged onto the deceased customer's profile under one cover sheet. Once imaged, create a work item request, per the instructions below.

Creating a CommSee Work Request (from client chevron) Select Request > Category: Client Management > Request Type: Deceased > Assign To: SMT - DECEASED ESTATES > Template: Branch - New Deceased Notification.

Persons who can witness Statutory Declarations

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 the Parliament of the Commonwealth
- Member/former member of either House of the 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 listed under Commonwealth of Australia (A.C.T. & Norfolk Island)

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

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

- 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 continual 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
- 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

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

Persons who can witness Statutory Declarations (continued)

- 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
- 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 non-government school