

Guidelines for registering a death of an individual (resident of the United Kingdom)

Please use the information below to help identify the forms required to formally register the death of an individual. Please refer to the reverse of this page if you require any further information.

Q1 What is the total stock holding value?

- a. Greater than £5,000 at the date of death - Read Section **A** below
- b. £5,000 or less at the date of death - proceed to Q2

Q2 Does the value of the estate exceed the inheritance tax limit?

- a. Yes - Read section **A** below
- b. No - Proceed to Q3

Q3 Are you or anyone else applying for a Grant of Representation?

- a. Yes - Read section **A** below
- b. No - Read section **B** below

IF YOU ARE APPLYING FOR OR IF A GRANT OF REPRESENTATION HAS BEEN ISSUED THE SMALL ESTATES DECLARATION FORM IS NOT REQUIRED.

A Grant of Representation

Did the deceased have a valid will?

Yes - You need to provide Computershare with:

- A court sealed copy of a Grant of Probate or Certificate of Confirmation Nominat; Or a copy certified by a solicitor or notary public

No - You need to provide Computershare with:

- A court sealed or certified copy of the Letters of Administration or Certificate of Confirmation Dative; Or a copy certified by a solicitor or notary public

B Small Estates Declaration

Did the deceased have a valid will?

Yes - You need to provide Computershare with:

- An official copy of the Death Certificate
- A completed Small Estates Declaration, signed by all executor(s) acting in accordance with the Will

No - You need to provide Computershare with:

- An official copy of the Death Certificate
- A completed Small Estates Declaration, signed by the next of kin

If you wish to transfer or sell the stocks please also provide:

- The enclosed transfer form signed by all executor(s) or next of kin **or**
- The Application to Sell form(s) signed by all executor(s) or next of kin
- All valid stock certificates (if not already supplied)

Transferring or dealing stock can only be made after formal registration of the death of the stockholder has been completed.

Further guidance on reverse

Further Information for registering a death of an individual (resident of the United Kingdom)

Important Information

Name difference between the register and the legal documentation

If the legal documentation states the deceased's name differently to that listed on the register (the full name of the deceased as listed on our register is provided at the beginning of our attached letter) then please include in your response a letter signed by a solicitor or notary public, stating that the deceased named in the legal document is one and the same as the deceased named on the register.

Computershare will not return photocopies of documentation to the sender

For your information, we do not return photocopies of legal documentation. However, any original, sealed or certified documents sent to us for registration, will be returned to you separately.

Lodgement confirmations

We will update the register on receipt of the documents we require. We will only contact you again if there is a problem with your lodgement or you have requested specific information.

A Requirements for an estate where application for a Grant of Representation will be made

Probates granted in England, Wales, Scotland and Northern Ireland

We require a court sealed or certified copy of the Grant of Representation. Grants extracted in Scotland and Northern Ireland do not need to be resealed in England, provided that the deceased died while residing in the country in which the grant was issued.

For information on applying for a grant please call the Probate and Inheritance Tax helpline on 0845 302 0900.

B Requirements for an estate where application for a Grant of Representation will NOT be made

Stockholdings

If the deceased held multiple stock holdings represented by a different Stockholder Reference Number (SRN), a separate Small Estates Declaration form must be completed for each holding. The value of the total stock holdings as at the date of death must not exceed £5,000.

For information on inheritance tax limits please call the Probate and Inheritance Tax helpline on 0845 302 0900.