Commonwealth Bank

Estate Management Notification

Use this form to formally notify us of a customer's death and formally appoint an executor/ administrator/solicitor to manage the account/s of a customer, after they pass away.

Please refer to the end of this document for submission instructions.

Complete the following forms

Geared Investments Loan Accounts

The below table outlines the initial notification requirements for Investment Loan accounts based on the different account types and the value of the estate:

Account type	Forms to complete	Required documentation
Individual (e.g. John Smith)	**Executor/Administrator Authority form** (per executor)	If the holdings value is less than $100,000: • Certified copy of Probate/Letter of Administration OR • Certified copy of the Death Certificate AND Certified copy of the Last Will and Testament If the holdings are $100,000 or greater, please provide a Certified copy of a Probate/Letter of Administration. You can contact us to receive a copy of the portfolio and historical transaction statement.
Joint (e.g. John Smith & Mary Smith)	N/A (Upon receiving the required documentation, we will automatically transfer all joint shareholdings (if any) to an existing account or create a new account for the surviving account holder. The joint account will be closed.)	☐ Certified copy of Death Certificate; **or** ☐ Certified copy of Probate/Letter of Administration.
Formal Trust (e.g. John Smith & Mary Smith <Smith Family S/F A/C>)	N/A (Refer to the Estate Management Disbursement form available from the **www.commbank.com.au/gearedinvestments** website for instructions. This form details the process on either continuing the trust by appointing new trustees or dissolving i.e. winding down the trust.	☐ Certified copy of Death Certificate; **or** ☐ Certified copy of Probate/Letter of Administration.

Note: Under ASX business rules, all CHESS holdings on individual and single trust accounts must be 'locked' on initial notification of a deceased estate. This means shares cannot be transferred or sold until all requirements have been satisfied.

What you need to know

- All fields are mandatory
- Use this form to appoint an authorised representative i.e. executor or administrator of an estate to an Investment loan
- One form is to be completed for each appointed executor/administrator as named in the Last Will and Testament or Probate/Letters of Administration
- If you are a solicitor representing the executors, you must also email us a signed letter of engagement
- Once we receive the below documentation, we will provide the portfolio statement and historical transaction summary. This will detail the holdings within the account/s, to help you decide what to do next.

Section 1 – Geared Investments Loan Account Details

List all Geared Investments Loan accounts

Investment Loan account number

Borrower name/s

Section 2 – Executor/Administrator Details

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Full given name/s

Surname

Other name/s commonly known by (if applicable)

Date of Birth (DD/MM/YYYY)

Gender ☐ Male ☐ Female

Residential address (cannot be a PO Box)

State Postcode Country

Postal address (if left blank, your residential address will be used)

State Postcode Country

Contact Details

Email address (mandatory)

Mobile number (mandatory)

Home number

Work number

Employment Information

Refer to 'Job and Industry Classifications List' available on the website for the list of acceptable job categories and types.

Job category

Job type

Section 3 – Executor/Administrator Identification

Select and complete **one** of the following options below:

☐ **Option A** – I have a Commonwealth Bank account

BSB

Account number

☐ **Option B** – I have attached a clear, legible original certified photocopy of one of the following and consent to the electronic verification to be performed.

- Australian Driver License **or**
- Passport

We collect information from your identity documents (e.g. a driver's licence or passport) to verify your identity. We collect this information for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*. We may disclose this information to credit reporting bodies, Commonwealth and state government departments and other verification partners who match your information with the information held by the issuer or official record holder via third party systems. You can find out more information about the operation and management of these services at the IDMatch website https://www.idmatchgov.au/.

Our Group Privacy Statement available at commbank.com.au contains details about:

- how you may exercise your rights to access and seek correction of your information; and
- how to make a complaint about the way we handle your identity information.

By ticking this box on this form, you:

- acknowledge you understand that providing false or misleading information about your identity is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*;
- confirm you are authorised to provide us the information in the identity document;
- consent to your information being checked with the document issuer or official record holder via third party systems; and
- consent to your information being disclosed to a credit reporting body and checked against information held by the credit reporting body.

If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.

You do not have to consent to electronic verification. If you do not want to be verified electronically, you have the option to be identified by sending in your original certified copy of identification to us via post. This may still involve your information being checked with the document issuer or official record holder via third party systems.

Section 4 – Adviser Access

To allow the existing adviser/s to retain view-only access to the account/s, tick the following box and provide the full name/s of the adviser/s.

☐ Retain View-Access

Full name/s of existing adviser/s

Note: Existing adviser access will be automatically removed unless this section is completed by all executors.

Section 5 – Declaration and Signature/s

I understand, acknowledge and declare that the information I have provided to you on this form is true and correct and the law prohibits the use of false names, as well as the giving or use of false documents in connection with an identification procedure.

Signature

Full name

Date signed (DD/MM/YYYY)

Signature (must be signed pen to paper)

X

Group Privacy Statement

Commonwealth Bank is collecting your personal information in connection with your role as an executor/administrator. For details of The Bank's privacy and information handling practices, including how you may access your information, seek correction of that information and how you may complain, refer to our Group Privacy Statement which is available at commbank.com.au.

Commonwealth Bank Geared Investments Loan is issued by Commonwealth Bank of Australia ABN 48 123 123 124 AFSL 234945. This product is administered by Commonwealth Securities Limited ABN 60 067 254 399 AFSL 238814 (CommSec), a wholly owned but non-guaranteed subsidiary of the Commonwealth Bank of Australia. CommSec is a Market Participant of ASX Limited and Cboe Australia Pty Limited, a Clearing Participant of ASX Clear Pty Limited and a Settlement Participant of ASX Settlement Pty Limited.

How to submit your documents

Once completed and signed, please scan and email the form to

gearedinvestments@cba.com.au

13 15 20 **commbank.com.au/gearedinvestments** **Geared Investments, Locked Bag 34, Australia Square NSW 1215**