



MACQUARIE

# Deceased estate checklist

## Macquarie Cash Management Account

To ensure this process runs as smoothly as possible, we have created this summary of the paperwork required. **Please ensure that you forward the relevant information as stated below, based on the requirements of the account.**

### 1 Individual account (eg John Smith)

For accounts held in a client's individual name, we can only accept instructions from the executor, who must first be appointed as the authorised signatory on the account.

We require:

#### 1.1 Appointing executor as authorised signatory on the account

- ✓ Original certified copy of the death certificate
- ✓ Original certified copy of grant of probate<sup>1</sup> or all letters of administration
- ✓ The executor must complete the *Individual Identity Verification* form<sup>2</sup>
- ✓ Original certified copy of identification – passport or current driver's license

In addition, depending on the executor's instruction, the following documentation is required:

#### 1.2 Keeping the estate account open and running

- ✓ Written instructions signed by the executor to take the account off 'hold' status which will allow debits and withdrawals to be made from the Investment cash account
- ✓ *Macquarie Cash Solutions Third Party Authority* form specifying signing instructions on the account (jointly and/or severally)

#### 1.3 Closure of account

- ✓ Withdrawal form or written request signed by the executor

### 2 Joint accounts<sup>3</sup> (eg John Smith and Joe Blow) if one account holder dies

#### 2.1 Transferring assets to surviving account holder/s (and closing old account)

- ✓ Original certified copy of death certificate

#### 2.2 Full withdrawal and closure of account

- ✓ Original certified copy of death certificate
- ✓ *Withdrawal* form or written instructions signed by the surviving account holder

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## 3 Corporate account including corporate trustee account (eg ABC Pty Ltd, or ABC Pty Ltd ATF XYZ Super Fund) where a director has died

### 3.1 Removing deceased director

- ✓ Original certified copy of death certificate of the deceased director. Alternatively a financial adviser may complete an Individual FSC form on the new director's behalf in order to verify their identity
- ✓ Copy of the ASIC Certificate of Office Bearers showing the newly appointed director. The new director must supply original certified copy of identification for themselves
- ✓ The new director must complete the *Individual Identity Verification* form<sup>2</sup>
- ✓ *Macquarie Cash Solutions Third Party Authority* form specifying signing instructions on the account (jointly and/or severally)

## 4 Trust account or self managed super fund (eg John Smith ATF The Smith Family Trust, or John Smith and Joe Blow ATF The Smith Super Fund)

### 4.1 Appointing new trustee

- ✓ Original certified copy of death certificate
- ✓ Deed of amendment or minutes of trustees' meeting showing newly appointed trustee
- ✓ The new trustee must complete the *Individual Identity Verification* form. The new trustee must supply original certified copy of identification for themselves. The identification must include photo and specimen signature
- ✓ *Macquarie Cash Solutions Third Party Authority* form specifying signing instructions on the account (joint and/or severally)
- ✓ A *beneficial owners* form to be completed

### 4.2 Appointing a corporate trustee

- ✓ Deed of amendment or minutes of trustees' meeting showing newly appointed corporate trustee
- ✓ Copy of the ASIC Certificate of Office Bearers showing the appointed directors
- ✓ Original certified copy of death certificate
- ✓ A completed *Macquarie Australian Companies identification* form
- ✓ Any new directors must complete the *Individual Identity Verification* form
- ✓ A completed *Macquarie cash solutions Third Party Authority* form for any new directors
- ✓ A *beneficial owners* form to be completed

### 4.3 Full withdrawal and closure of account

- ✓ Original certified copy of death certificate
- ✓ *Withdrawal* form or written instructions signed by the surviving trustee

<sup>1</sup> A request to waive probate is assessed on an individual basis, giving due attention to the particular circumstances and trust requirements. This does not guarantee approval will be granted.

<sup>2</sup> This form is available at [macquarie.com.au/idforms](http://macquarie.com.au/idforms) and must be accompanied by a copy of the supporting identification documents (that have been sighted by a checking officer as outlined on the form).

<sup>3</sup> If there are no surviving account holders, please refer to our procedures under *Individual Name*.

For more information call Macquarie on  
1800 087 820, email  
[clientservicesupport@macquarie.com](mailto:clientservicesupport@macquarie.com)  
or visit [macquarie.com](http://macquarie.com)

Deceased Estates  
GPO Box 2520  
Sydney NSW 2001

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