



Deceased Estate Notification Form - Trusts, SMSFs and Companies

We are sorry for your loss and are here to help you at this difficult time.

This form will be used by The Perth Mint to identify accounts held by the deceased, **where the deceased is the authorised person for a customer which is a self-managed superannuation fund (SMSF), unregulated Australian trust, foreign trust or company.** Where possible, this form should be completed by an authorised or legal representative as defined in section 4 of this form.

For support completing this form, please call +61 8 9421 7237.

Unless otherwise stated, all **copies** of documents must be certified or notarised. **For instructions on how to certify or notarise a document, please see the instructions in section 5 of this form under the heading 'How do I certify or notarise documents?'**

Once you've completed this form, see the "Next Steps" section to understand what to do next.

1. Details of the Deceased

First Name

Middle Name

Surname

Date of Death (DD/MM/YYYY)

Date of Birth (DD/MM/YYYY)

Email address (if known)

2. Trust / SMSF details (only complete if the customer is a Trust or SMSF)

Trust / SMSF Name

Perth Mint Customer Number

Depending on the deceased's role in the trust / SMSF, please provide the following documents listed under the relevant categories below:

- 2A.** If the deceased was **one of two or more authorised persons**, you will need to provide us with the:
- certified or notarised deceased customer's full death certificate;
 - certified or notarised trust deed and any other constituent documents of the trust. If you have previously provided this document to us when the account was opened, please provide a certified or notarised copy of any amendments to the documents since the account was opened; and
 - certified minutes of a meeting of the trustees (in accordance with the rules of the relevant trust) which notes that the authorised person or trustee is deceased.
- 2B.** If the deceased was a **director of the corporate trustee of a trust**, you will need to provide us with the:
- certified or notarised current ASIC Extract for the company evidencing the current directors; and
 - certified or notarised trust deed and any other constituent documents of the trust. If you have previously provided this document to us when the account was opened, please provide a certified or notarised copy of any amendments to the documents since the account was opened.
- 2C.** If the deceased was a **sole individual trustee who was also the sole authorised person of the trust**, you will need to provide us with the:
- certified or notarised deceased customer's full death certificate; and
 - certified or notarised trust deed and any other constituent documents of the trust. If you have previously provided this document to us when the account was opened, please provide a certified or notarised copy of any amendments to the documents since the account was opened.

We may also require the documents set out in section 6 of this form if a new authorised person will be onboarded for an account identified in accordance with section 2C of this form.



3. Company details (only complete if the customer is a company)

Company name and number (ie ACN for Australian companies)

Perth Mint Customer Number

Where an authorised person for a company is deceased, the Company may nominate a new authorised person at its discretion.

However, where a company is a sole-director company and only has a single authorised person who passes away, please provide a **certified or notarised copy** of the following documents:

- deceased customer's full death certificate; and
- current ASIC Extract for the company or document issued by the corporate regulator of the country where the company is incorporated verifying the company details (including its directors and shareholders, or equivalent).

We may also require the documents set out in section 6 of this form for those accounts in the name of a sole-director company with a single authorised person who has passed away.

4. Notifier's Details

We can only share account information with a **Legal Representative** or an **Authorised Representative** of the Trust, SMSF or Company.

For trusts, an **Authorised Representative** is another trustee of the trust, or director of the corporate trustee of the trust, or a person authorised in accordance with our processes to instruct us with respect to the trust.

For Companies, an **Authorised Representative** is a company secretary, director, or authorised officer.

A **Legal Representative** is a solicitor instructed to act on behalf of an Authorised Representative or the deceased.

Relationship to the Trust or Company:

Trustee Legal Representative

Other (please specify)

First Name

Middle Name

Surname

Residential Address

Suburb

State

Postcode

Phone/Mobile Number

Email



5. Identification of Notifier

5A. If you are a **Legal Representative**, please provide a letter of representation stating you are the Legal Representative and act for the estate.

5B. If you are an **Authorised Representative**, please provide identification documents via one of the below options:

Option 1: Provide us with your current Perth Mint account number if you are an existing customer.

Perth Mint Customer Account Number:

Option 2: Provide certified or notarised copies of the listed identification documents below to verify full name **AND** residential address:

Provide one current Primary Photographic document:

- Australian driver's licence.
- Australian Passport.
- International Passport or Foreign National Identity Card issued by foreign government.
- Proof of Age card (Australian State or Territory).

Please ensure the primary photographic document contains your address. If it does not contain your address, please provide an additional document (photographic, non-photographic or Secondary Document) to enable us to verify your address.

OR

Two current Primary Non-Photographic Documents:

- Australian or foreign birth certificate (or extract).
- Australian or foreign citizenship certificate.
- Pension or Health care card issued by Centrelink or Department of Veterans' Affairs pension.
- Australian driver's licence (which does not contain a photograph of you).

OR

One current Primary Non-Photographic Document **AND** one current Secondary Document (i.e. total two items):

- A notice from the Commonwealth / State or Territory clearly showing your full name, residential address and any financial benefits paid to you (issued within the past 12 months).
- An Australian Tax Office notice clearly showing your full name and residential address (issued within the past 12 months).
- A utilities notice from a local government body or utility provider clearly showing your full name, residential address and services provided to you (issued within the past 3 months).
- Your overseas driver's licence.
- Your Commonwealth/State or territory security guard/crowd safety officer ID card.

How do I certify or notarise documents?

Copies of each identification document must be certified or notarised. To certify or notarise your documents, you must bring the original document and a copy of the original to a prescribed person (see **Annexure A** for a list of prescribed persons). The prescribed person will need to examine the original document and certify or notarise the copy of the document in accordance with the instructions in **Annexure A**.

What if my documents aren't in English?

If your identification documents are not in English, then a translation of each document is required. All translations must be completed by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters or equivalent.

What happens if the name on the identification document is different or has changed?

If the name on the identification document has changed since it was issued, then a Change of Name certificate or a Marriage Certificate, issued by the Registry of Births Deaths and Marriages must also be provided.



6. Removal of name from account and appointment of new authorised person

Following notification that an authorised person of a trust, SMSF or company is deceased, we will remove the deceased person's name from the account.

If the trustee or company would like to appoint a new authorised person, this can be done via the usual process for appointment of authorised persons.

- 6A.** For trusts or SMSFs, where the deceased was the sole person authorised to instruct us in relation to the account, we will require:
- a letter from the deceased person's legal personal representative (or their solicitor) identifying the relevant sections of the trust deed which permit the appointment of a new person; and
 - completed customer onboarding application forms for any new authorised person. Please visit www.perthmint.com/invest/perth-mint-depository-program/getting-started/ to download and complete the application form.
- 6B.** For companies, where the deceased was the sole person authorised to instruct us in relation to the account, we will require:
- a certified or notarsied copy of the company's constitution (or equivalent);
 - a letter from the deceased person's legal personal representative (or their solicitor) identifying the relevant sections of the company's constitution which permit the appointment of a new authorised person; and
 - completed customer onboarding application forms for any new authorised person. Please visit www.perthmint.com/invest/perth-mint-depository-program/getting-started/ to download and complete the application form.

7. Declaration

By completing this form, you:

1. confirm and warrant that all the information, including the identification material, provided in this form is true, valid, and correct; and
2. agree that the information you provide to us will be maintained in accordance with The Perth Mint's Privacy Policy (available at www.perthmint.com/privacy-policy).

Name

Signature

Date

8. Next Steps

Please send this form and all documents via the secure link provided.

Please note: we only require certified or notarsied copies of the relevant documents. **Please do not send us original documents.**

We will review your form and, if all required documents have been received, we will provide you with confirmation that all necessary changes have been made within 30 days.

Annexure A

List of Prescribed Persons

Professions listed as authorised witnesses by the *Oaths, Affidavits and Statutory Declarations Act 2005* can certify your identification documents in Australia. These include:

- Academic (post-secondary institution)
- Accountant
- Architect
- Australian Consular Officer
- Australian Diplomatic Officer
- Bailiff
- Bank Manager
- Chartered secretary
- Chemist
- Chiropractor
- Company auditor or liquidator
- Court officer (Judge, magistrate, registrar or clerk)
- Defence Force officer
- Dentist
- Doctor
- Electorate Officer (State - WA only)
- Engineer
- Industrial organisation secretary
- Insurance broker
- Justice of the Peace (any State)
- Landgate officer
- Lawyer
- Local government CEO or deputy CEO
- Local government councillor
- Loss adjuster
- Marriage Celebrant
- Member of Parliament (State or Commonwealth)
- Midwife
- Minister of religion
- Nurse
- Optometrist
- Paramedic
- Patent Attorney
- Physiotherapist
- Podiatrist
- Police officer
- Post Officer Manager
- Psychologist
- Public Notary
- Public Servant (State or Commonwealth)
- Real Estate agent
- Settlement agent
- Sheriff or deputy Sheriff
- Surveyor
- Registered Teacher
- Tribunal officer
- Veterinary surgeon
- an authorised person under the *Commonwealth Statutory Declarations Act 1959*

To notarise a document in Australia, a Justice of the Peace or a Notary Public can notarise your documents.

For overseas customers, the Commissioner for Oaths, Notary Public or Justice of the Peace can certify or notarise your identification documents.

Certifying documents with multiple pages

If the original is a multiple page document, each page must be checked against the copy to ensure that it is correct.

To certify the documents, the prescribed person will need to:

1. Sign or initial each page.
2. Number each page of the copy as 'page 1 of <total number of pages>', 'page 2 of < total number of pages>' etc.
3. Certify the last page as follows:

I certify that this <number of pages> page document, each page of which I have numbered and signed/initialed, is a true copy of the document produced to me on <date>.

Signature

Name

Qualification (eg JP, Pharmacist, State/Commonwealth Public Servant, Police Officer, Nurse etc)

Registration number (if applicable)