







## INSTRUCTION FORM

To release bank funds and/or investments from late client accounts

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### 3. Transfer all investments to a new investment manager – charges may apply

Please contact the new investment manager to make sure they'll accept all investments. Some may not be accepted and may have to be transferred as cash.

☐

You authorise us to:

- transfer all investments (including any ISA portfolio) and any residual funds to a non-ISA portfolio held with a new investment manager
- sell any investments the new investment manager will not accept
- transfer the cash proceeds received by Coutts from the sale of investments and any residual funds to the new portfolio account, with these details:

Investment manager:

Investment manager address:

Beneficiary's name:

Portfolio/account reference number:

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### 4. Transfer all investments as certificates - charges apply for each certificate

This option is only available where all investments are directly held bonds and/or equities. Bonds and/or equities held in managed funds are not directly held and cannot be transferred as certificates, but can be transferred to another portfolio provider. Also, certain direct equities/bonds cannot be held as a paper share certificate. If this is the case, we'll let you know.

☐

You authorise us to transfer all investments into the name of the following beneficiary. We'll hold these as certificates. And we'll transfer any residual funds to the account in the payment details section.

Title

Name

Address

Postcode

You understand that:

- if investments will be split between multiple transferees, you'll need to list the exact number of units/shares in each investment to be transferred to each transferee and give us the title, name and address of each beneficiary
  - the transferee will be responsible for managing the certificate(s) themselves
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### 5. Individual instructions for investments and bank accounts - charges may apply

You may use a combination of the options given above to release the investments and to distribute cash from specified accounts. To do this, please send this form back with an additional letter of detailed instructions. All executors must sign the letter.

- ☐ You authorise us to carry out the instructions for the release of investments detailed in your instruction letter. This is a separate letter (including any appendices/attachments) provided by you, which forms a part of this agreement. It's signed in line with the instructions listed in the terms of agreement section.

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### Section B. Payment details

Account details given in this section must be those of a personal representative under the Grant of Representation, or solicitors representing them.

Account Holder's full name	<input type="text"/>
Building Society/ Bank name	<input type="text"/>
Branch name	<input type="text"/>
Account number	<input type="text"/>
Sort code	<input type="text"/>
Currency payment to be sent in	<input type="text"/>
Your payment reference	<input type="text"/>
If no payment reference is provided, we will use 'Coutts' followed by our late client's surname.	
Building Society Roll number (if applicable)	<input type="text"/>

#### For international payments, please complete the below

IBAN number	<input type="text"/>
SWIFT/BIC/BSB	<input type="text"/>
Sort Code/ABA	<input type="text"/>



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### Section C: Terms of the agreement

Before signing the agreement at the end of this form, please review the terms below:

- You understand we'll rely on the Grant of Representation, the information you've given us and the statements you've made in this agreement to carry out your instructions
- Where instructions have been given above for the release of bank funds and/or investments (including any residual funds), you confirm that they've been declared as part of the estate of the late client and that the intended beneficiaries are entitled to them
- You agree that Coutts can use any money left in any account solely held by our late client to pay back any money owed by them to Coutts
- You understand that all personal representatives named on the Grant of Representation are required to sign this agreement. This includes signing any Letter of Instruction (where provided) and initialling each appendix/attachment to that instruction letter
- This agreement (including any instruction letter) must be signed in counterpart. This means that each party must sign and date a separate copy. It's effective from the date on which the last party signs and dates the agreement
- Where a Grant of Probate/Letters of Administration has been provided, English law applies to this agreement. Where a Certificate of Confirmation has been provided, Scots law applies to this agreement. If there is a dispute between us, you can take legal action against us in any court in the United Kingdom

### Section D: Confirm your agreement

By signing this agreement, you confirm you've read and understood its terms and how we may use your information.

Also, that you're happy for us to release the late client's assets in line with your instructions.

Note: All personal representatives named on the Grant of Representation must sign this agreement.

Signature

Signature

Full name \_\_\_\_\_

Full name \_\_\_\_\_

Date (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y
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Date (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y
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Signature

Signature

Full name \_\_\_\_\_

Full name \_\_\_\_\_

Date (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y
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Date (DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y
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