

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

What this form is and how to complete it

This form lets us know what you'd like us to do with our late client's funds and/or investments. It is to be completed by the named executor(s) on the Grant of Representation.

Please complete the form in BLOCK CAPITALS. You can also ask for this form to be sent to you in large print, coloured paper, braille or audio.

Who we are

We're Coutts, a member of NatWest Group. We're responsible for processing your personal and financial information.

Before you complete the form, please note:

- The changes you make to our late client's existing financial arrangements through this instruction form may have significant financial implications we suggest you get independent financial advice
- If there's more than one executor on the Grant of Representation, each person will need to sign this form before it's returned
- Where we use the term "Residual funds", we mean the balance of any residual cash, future dividends, future income and/or additional interest showing as credit in the portfolio account(s)
- If you have any questions on how to complete the form, or would like more information on the charges mentioned, please email the Probate team: **privatebankprobate@coutts.com**, or you can call them on +44 (0)117 900 2822
- We'll use your instructions within this form to manage our late client's portfolio as you direct. For further details on how we use and share your information, please see sections 6 and 7 of the **Coutts.com/privacy-notice**

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| When you've completed the form |
| Please send to: Probate team, 1st Floor, Trinity Quay 2, Avon Street, Bristol BS2 0PT. |
| Once we receive your form, we'll then release the late client's assets in line with your instructions. Please note, if these instructions relate to investments, timescales of the release may vary. |
| Our late client's name |
| Client reference number |
| The Client reference number can be found at the top of any previous correspondence from the Probate team. |
| Let us know if you've sent the Grant of Representation |
| You may also have seen this referred to as the Grant of Probate, Grant of Letters of Administration and Certificate of Confirmation. The combined name for these three documents is a Grant of Representation. |
| If you've not yet sent this to us, please send it to us along with this form. |
| You've already provided a court-sealed Grant of Representation. |
| You've enclosed a court-sealed Grant of Representation. |





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| Does the late client hold investments? |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes, please start at section A |
| No, please start at section B (please proceed to page 4) |
| Section A. Let us know what you'd like us to do with the assets |
| Please choose one of the five options below. |
| 1. Sell all investments – charges may apply |
| You give us permission to sell all investments (including any ISA portfolio) and transfer the cash proceeds received by Coutts from the sale of investments, investments where assets are held solely as cash (for example, a Cash ISA) and any residual funds to the account in the 'Payment details' section. |
| 2. Transfer all Investments to an existing portfolio with Coutts |
| You give us permission to transfer all investments (including any ISA portfolio) and any residual funds to the following existing portfolio account with Coutts: |
| Beneficiary's name |
| Portfolio reference numbers |
| How to use your additional permitted ISA subscription allowance |
| If you'd like to use this option, you also need to complete the additional permitted ISA subscription (APS) application form. Email us at privatebankprobate@coutts.com to ask for the form. |
| What does APS mean? |
| When someone with an individual savings account (ISA) passes away, their wife, husband or civil partner is entitled to an extra ISA allowance. This is called the additional permitted subscription, or APS allowance. The partner can invest extra money into their own ISA, over and above their normal annual ISA allowance. |
| There are some cases where your ISA may not be able to accept APS transfers. We'll let you know if this is the case. |
| To use the APS allowance, you authorise us to transfer any ISA held by the late client with Coutts (either as stocks and shares or as cash) to an ISA of the surviving spouse/civil partner held with Coutts. |



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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: | | | | | | | |
| 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 in | ivestment | s and ba | nk acco | ounts - c | harges | may aj | pply | | | | | | | | | _ |
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| You may use a combination of th this, please send this form back v | | | | | | | | | | | | | ed ac | count | ts. To | of |
| You authorise us to carry of letter (including any appertude the instructions listed in the instruction listed i | ndices/att | achment | s) provi | ded by | | | | | | | | | | | | |
| Section B. Payment de | etails | | | | | | | | | | | | | | | |
| Account details given in this sect representing them. | ion must l | oe those | of a pers | sonal re | present | ative ui | nder tl | ne Gr | ant of | Repre | esenta | tion, | or so | licitor | rs . | |
| Account Holder's full name | | | | | | | | | | | | | | | | |
| Building Society/ Bank name | | | | | | | | | | | | | | | | |
| Branch name | | | | | | | | | | | | | | | | |
| Account number | | | | | | | | | | | | | | | | |
| Sort code | | | | | | | | | | | | | | | | |
| Currency payment to be sent in | | | | | | | | | | | | | | | | |
| Your payment reference | | | | | | | | | | | | | | | | |
| If no payment reference is provide | ded, we wi | ill use 'Co | outts' fo | llowed l | oy our l | ate clie | nt's su | rnam | e. | | | | | | | |
| Building Society Roll number (if applicable) | | | | | | | | | | | | | | | | |
| For international payments, pl | ease comp | lete the | below | | | | | | | | | | | | | |
| IBAN number | | | | | | | | | | | | | | | | |
| SWIFT/BIC/BSB | | | | | | | | | | | | | | | | |
| Sort Code/ABA | | | | 7 | | | | | | | | | | | | |



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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 | Signature | | | | | |
|-------------------|-----------------|-------------------|---------------|--|--|--|--|--|
| | | | | | | | | |
| Full name | | Full name | | | | | | |
| Date (DD/MM/YYYY) | | Date (DD/MM/YYYY) | | | | | | |
| Signature | | Signature | | | | | | |
| | | | | | | | | |
| Full name | | Full name | | | | | | |
| Date (DD/MM/YYYY) | D D M M Y Y Y Y | Date (DD/MM/YYYY) | D D M M Y Y Y | | | | | |

Coutts & Co is registered in England and Wales NO. 36695. Registered office 440 Strand, London WC2R 0QS.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

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