

## Deceased Estate Representative Form

It is important that we only provide information on the accounts to the representative of the estate such as the executor listed on a Will, the next of kin or a solicitor who has been engaged to represent the estate. To verify the representative's entitlement to represent the estate we will require the following documents:

- A completed Deceased Estate Representative Form.
- A document that provides evidence of your entitlement by providing any one of the following:
  - A certified copy of a Will to verify an executor
  - A certified copy of the death certificate to verify the next of kin
- A certified copy of identification of the estate representative:
  - If you're an existing Capital Finance customer, this may not be required.
  - If you're not an existing Capital Finance customer, either one (1) Primary Photographic identification document; or one (1) Primary Non-Photographic identification and one (1) Secondary identification, as listed on page 5.

Documents must be certified by an authorised person as listed on page 4.

If you have engaged a solicitor, we only require a letter from your solicitor confirming they have been engaged to act on your behalf.

**Note:** If there is more than one authorised representative of the estate, each representative is required to complete a form separately.

### 1. Details of the Deceased

First Name

Surname

Date of Death

Date of Birth

Contract Number (if known)

### 2. Estate Representative Details

Title

First Name

Surname

Date of Birth

Mailing Address

Suburb

State

Postcode

Email Address

Mobile Number

#### Relationship to the Deceased:

☐ Executor/Administrator ☐ Next of Kin ☐ Private Trustee



## 2. Estate Representative Details (continued)

I am:

☐ An existing Capital Finance customer

Contract Number:

OR

☐ Not an existing Capital Finance customer and have provided certified copies of identification

Signature

Date

## 3. Alternative Mailing Details

☐ Mailing details same as Section 2

Title First Name

Surname

Date of Birth

Mailing Address

Suburb

State

Postcode

Email Address

Mobile Number

I acknowledge that I am an authorised representative to this estate.

Signature

Date



## How to let us know:

✉ [DEEstates@capital-finance.com.au](mailto:DEEstates@capital-finance.com.au)

🏠 Estates Management – Mailstop 30.A.3  
GPO Box 3433  
Sydney NSW 2001

If you require any assistance in relation to the estate, please contact our business assist estates management team on:

☎ 1800 331 665 option 2  
Monday–Friday, 8:30am–5pm AEST

## 4. Privacy Statement

All personal information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [Capital Finance Privacy Statement](#).

Our Privacy Statement also provides information about how you can access and correct your personal identification and make a complaint. You do not have to provide us with any personal information, but if you don't, we may not be able to process your request.

## 5. Tax Reporting Obligations

We are required under domestic and international laws to collect and report financial and account information relating to individuals and organisations who are, or may be, foreign tax residents. We may ask you whether you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident from time to time, such as when you open an account with us, or if your circumstances change. If you do not provide this information to us, including information about the foreign tax identification number for all countries you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident of, we may be required to limit the services we provide to you.

Unless you tell us otherwise, by completing this form, you certify that you, any shareholder, named beneficiary, settlor or controlling person is not a foreign tax resident. You must tell us if you, or any shareholder, named beneficiary, settlor or controlling person is, or becomes, a foreign tax resident (unless an exemption applies, such as for shareholders of listed companies). Where there are no named beneficiaries (e.g. for beneficiaries identified only as a class) you must tell us if a beneficiary is a foreign tax resident immediately when any decision is made to identify such beneficiary and, in any case, before such distribution is to be made to them. You may contact us to provide foreign tax residence information by calling 1300 725 863. We cannot give tax advice, so please contact your independent tax advisor if you need help finding out whether any person is a foreign tax resident.

### Definitions.

"We", "our", "us" means Capital Finance Australia Limited ABN 23 069 663 136 which forms part of the Westpac Group.



## Category of Certifiers (the following people can certify the customer's identification documents)

### Inside Australia.

- A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations:
  - Chiropractor
  - Medical practitioner
  - Veterinary surgeon
  - Physiotherapist
  - Dentist
  - Nurse
  - Trademarks attorney
  - Optometrist
  - Legal practitioner
  - Patent attorney
  - Psychologist
  - Pharmacist
- A person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified elsewhere in this table
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the *Defence Force Act 1982* with 2 or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory

- Notary public
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority; or
  - a local government authority, with 2 or more years of continuous service and is a person not already specified elsewhere in this table
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority
- Sheriff/Sheriff officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees.

### Outside Australia.

- A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory in Australia
- An officer of an Australian bank, building society or finance company branch or office located in a foreign jurisdiction with 2 or more years of continuous service
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- Employee of the Australian Trade and Investment Commission who is:
  - in a country or place outside of Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function at that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Judge of a court or Magistrate
- Registrar, or Deputy Registrar, of a court
- A person authorised as a notary public in a foreign jurisdiction
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- A person who is authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authenticate documents.



## Identification Documents

### Primary photographic identification documents.

- Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)^
- Australian licence/permit (can either be a driver's licence, learner's permit)^
- Proof of age card issued by a State or Territory (or equivalent)^
- Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated)^
- Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations^
- Foreign driver's licence which contains a photograph^
- National identity card issued by a foreign government, the United Nations or an agency of the United Nations^

### Primary non-photographic identification documents

- Full Australian birth certificate (or extract) issued by State/Territory Registry of Births, Deaths and Marriages
- Australian citizenship certificate
- Centrelink pension card (Australian)
- Full Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations

### Secondary identification documents.

- A financial benefits notice issued by the Commonwealth or a State/Territory within the last 12 months and includes the customer's name and residential address (e.g. a notice from Centrelink)
- Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer's name and residential address
- Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address
- Department of Veterans' Affairs pension concession card (Australian)
- A current tenancy/lease agreement (must not be cancelled or expired)
- Medicare card
- Australian Marriage certificate issued by State/Territory Registry of Births, Deaths and Marriages
- Identification card issued to a student at an Australian higher education institution (TAFE or University)^
- Notice issued by the principal of a school (must be less than 3 months old, include the name of the customer, residential address, period of school attendance and issued on a school letterhead)
- A current card issued under a Commonwealth, State, or Territory law for the purpose of identification, for a government service, or as a licence

^must contain photograph and/or signature.

