

DECEASED MEMBER NOTIFICATION

This form is only required if you are not able to visit an IMB Branch or contact us on 133 462 (between the hours of 8.00am to 8.00pm Monday to Friday, 9.00am to 4.00pm Saturday). The Executor, Administrator or Next of Kin should complete this form.

Deceased Members details

Member number (if known)

Title _____ Surname _____ Given Names _____

Address of deceased member _____

_____ State _____ Post Code _____

Date of birth ___/___/___ Date of death ___/___/___

Details of person notifying IMB

Relationship to member _____

Title _____ Surname _____ Given Names _____

Your correspondence address _____

_____ State _____ Post Code _____

I am the : Executor Administrator Next of Kin Other (please specify) _____

Signature of notifying person _____ Date ___/___/___

Estate administration details

For estate matters, please deal with me directly.

Please deal directly with the estate's Legal representative when contacted by them.

Their details are: _____

Please deal directly with the estate's Executor/Administrator. Their details are provided on the next page.

Evidence of death

Evidence of your loved one's death will need to be provided to IMB.

Please take either the original or an original certified copy of the Death Certificate to any IMB branch where our staff will take a copy and return it to you.

If you are unable to visit a branch, please post an original certified copy to:

Deceased Estates, IMB Ltd, PO Box 2077 Wollongong NSW 2500

Will/Probate Details (this will help us decide what documents will be required to finalise the estate's accounts)

Is there a Will?

Yes No Unsure

Has anyone applied (or is intending to apply) for Probate?

Yes No Unsure

Has anyone applied (or is intending to apply) for Letters of Administration?

Yes No Unsure

- **A Grant of Probate** is a document issued by the Supreme Court that confirms the validity of a Will, and authorises the executor(s) to act.
- **Letters of Administration** are documents granted by the Supreme Court, giving authority to an administrator to collect and distribute the assets of the estate, in the absence of a valid Will.

If you answered 'Yes' to any of the questions in this section then these documents will need to be provided to IMB when they are available. Please take either the original or an original certified copy to any IMB branch where our staff will take a copy and return the original to you. If you are unable to visit a branch, please post an original certified copy.

Executor/Administrator Details

Executor / Administrator 1

Is the Executor/Administrator a member of IMB? Yes No

If 'Yes', please provide the Executor/Administrator's IMB Member Number

If 'No' we will need to identify them. They can provide their identification documents at any IMB Branch or send us a completed *Individual Certification Form - Deceased Estates Administration* together with original certified copies of their identification.

Title _____ Surname _____ Given Names _____

Correspondence address _____

_____ State _____ Post Code _____

Daytime phone number _____ Date of birth ____/____/____

Signature of Executor/Administrator _____

Executor / Administrator 2

Is the Executor/Administrator a member of IMB? Yes No

If 'Yes', please provide the Executor/Administrator's IMB Member Number

If 'No' we will need to identify them. They can provide their identification documents at any IMB Branch or send us a completed *Individual Certification Form - Deceased Estates Administration* together with original certified copies of their identification.

Title _____ Surname _____ Given Names _____

Correspondence address _____

_____ State _____ Post Code _____

Daytime phone number _____ Date of birth ____/____/____

Signature of Executor/Administrator _____

Personal information

We may collect and store the information you provide on this form to assist with administering and finalising the Estate of your loved one.

You will find a copy of our Privacy Policy at www.imb.com.au/privacy or you can obtain a copy by calling us on 133 462 or by visiting any IMB branch.