

This form can be used to:

- Notify us of a client's death.
- Formally appoint an authorised representative, executor/administrator/solicitor, to manage the account/s of a client, after they pass away

Documentation required :

- A **certified copy** of the death Certificate; and
- A **valid, certified** copy of the Last Will and Testament; or
- Probate or Letters of Administration, if the deceased passed away intestate (without a valid Will); and
- **If** you are a solicitor representing the executors of the estate, you must provide a signed letter of Engagement

Once we receive the completed form and relevant supporting documentation, we will:

- Update the deceased's portfolio to identify it as a Deceased Estate and turn off the Adviser Fees; and
- Provide the deceased's financial adviser/you with a current portfolio statement that will detail the holdings within the account/s; and
- We will provide the deceased's financial adviser/you with an Estate Planning Guide and Forms to assist you with the next steps.

How to complete this form

- All fields are mandatory
- Use this form to appoint an authorised representative i.e. executor or administrator of an estate to a Platformplus WRAP Investment or Super/Pension Account

SECTION 1: Deceased's Personal and Portfolio Details

If the client holds more than 1 account, including, joint, company, SMSFs etc, please list them all

Deceased's Full Name:		Deceased's Date of Birth:	
Portfolio 1 Name and Account Number:			
Portfolio 2 Name and Account Number:			
Portfolio 3 Name and Account Number:			

SECTION 2: Authorised Representatives Details – Executor/Administrator

If there are more than 2 executors/administrators, please complete a second form.

Executor/Administrator 1 Details – Mandatory

☐ Mr	☐ Ms	☐ Mrs	☐ Miss	☐ Dr	☐ Other	
First name:			Middle name/s:			Surname:
Date of birth:			Other name/s commonly known by – If applicable			
☐ Male	☐ Female					

Address Details

All contact details below must be of the executor.

Residential Address

Street address:

Suburb: State: Postcode:

Postal Address ☐ Same as residential address

Street address:

Suburb: State: Postcode:

Executor/Administrator Contact Details – Mandatory

Email address:

Mobile number: Home number: Work number:

Solicitor's Contact Details

Full name:

Email address:

Mobile number: Work number:

☐ I/We grant permission for you to liaise directly with the solicitor and provide them with account information as required.

Executor/Administrator Identification

Platformplus is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 206 to collect information about you and verify your identity before we can provide you with the services or products for which you have applied.

The proof of identification selected below, and the personal details provided must match exactly.

Please tick and complete **ONE** of the following options below:

☐ **Option A** – I have an existing PlatformplusWRAP account

Portfolio Name and Portfolio number (if known):

OR

☐ **Option B** – I have attached a clear, legible original certified photocopy of one of the following and consent to the electronic verification to be performed.

- Australian Driver Licence **OR**
- Passport

If you have selected Option B on the previous page, you consent to the following:

- I consent to having electronic identification performed using personal details and identification documents I have provided, and understand that providing false or misleading information about my identity is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth).
- I consent to having my personal details and identification documents matched to information held by the issuer or Official Record Holder via third party systems.
- I understand that my personal information will be exchanged with external organisations including: credit reporting agencies, Commonwealth and State government departments, independent and private sector organisations and outsourced providers who coordinate the electronic identification process and who may conduct additional matches against public or proprietary databases.
- As part of the electronic identification process, I permit these external organisations to record, use and disclose my information in accordance with their own privacy policies and legal obligations. I understand that Platformplus and its outsourced providers will access records held about me by these external organisations only for the purpose of matching the identifying information I have chosen to provide.
- I consent to providing my name, address and date of birth to selected credit reporting agencies to match this information against their records. I understand that this is done only for identity verification purposes as required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth). You do not have to consent to electronic identification verification. If you do not want to have your identification verified electronically, you have the option to be identified by sending in your original certified copy of identification to us via post.

SECTION 3 - Declaration and Signatures

Declaration & Signature/s

I/we understand, acknowledge and declare that the information I/we have provided to you on this form is true and correct and the law prohibits the use of false names, as well as the giving or use of false documents in connection with an identification procedure.

Executor / Administrator 1

Full name:

Date Signed

Signature – *Must be signed pen to paper:*

Executor / Administrator 2- If applicable

Full name:

Date Signed

Signature – *Must be signed pen to paper:*

Privacy statement

We are collecting your personal information in connection with your role as an executor/administrator. For details of our privacy and information handling practices, including how you may access your information, seek correction of that information and how you may complain, please refer to our Privacy Policy which is available on our website.

SECTION 4 - How to submit your form

Provide to the Adviser:

Provide this form and supporting documentation to the Nominated Financial Adviser for the Portfolio to upload on your behalf.

Email to:

Post to:

Document Library:

This can be uploaded via the document upload in the platform.

If you have any questions, please contact the support team at Platformplus WRAP on 1300 191 952