

FILLING OUT THE FORM

- The Form must be completed **IN FULL** in pen. The names of all next of kin must be entered into section 1, question titled ‘*The deceased left the following persons as surviving next of kin*’.
- The Form must be dated.
- Where the deceased customer’s account number(s), sort code(s) and balance(s) are not known, please contact the Estate Handling Team of Danske Bank A/S (“Danske”).

WHO SIGNS THE FORM?

- If the deceased customer made a Will, the Form must be completed and signed by the EXECUTOR(S) to the Will. PLEASE NOTE THAT YOU MUST SEND US A CERTIFIED COPY OF THE WILL.
- If there was no Will made the Form must be completed and signed by the NEXT OF KIN. If there is more than 1 next of kin the Form should be completed and signed by any two next of kin. In the case where there are more than 2 next of kin, a letter must also be provided from **ALL** other next of kin authorising the account to be closed by the 2 persons who executed the Form as next of kin.

WITNESSING THE FORM

- Each signature of an Indemnifier on the Form needs to be WITNESSED by an authorised person. Please refer to the section below titled ‘**AUTHORISED PERSONS WHO CAN CERTIFY/WITNESS DOCUMENTS**’ where you will find a list of persons who can assist you with this

PHOTOGRAPHIC IDENTIFICATION and PROOF OF ADDRESS

- When you return the Form, you need to enclose PHOTOGRAPHIC IDENTIFICATION (ID) and UP TO DATE PROOF OF ADDRESS for all person(s) who have executed the Form.
- Please refer to the section below titled ‘**PROOF OF IDENTIFICATION**’ and ‘**PROOF OF ADDRESS**’ for a list of documents that are acceptable.
- Please note that the ID and proof of address must be certified by an authorised person. The ID and proof of address must be certified in the manner described in the section below titled– ‘**HOW SHOULD PHOTOGRAPHIC ID AND PROOF OF ADDRESS BE CERTIFIED?**’

FUNERAL BILL

If the funeral bill has already been paid, we must be furnished with proof of payment in the form of a copy of the paid funeral bill and/or a receipt for same.

Alternatively, if the funeral bill has not yet been paid, please send an original approved itemised invoice(s) to us so that we can review and pay on your behalf from the credit funds in the deceased customer’s Danske account (if sufficient) and subject to certain monetary limits.

HOW WILL WE RECEIVE THE MONEY?

When we close the deceased customer’s account(s) we will transfer the balance in the account(s) inclusive of interest (if any) by electronic funds transfer to the nominated account as detailed in the Form (other than a Danske Bank A/S IRL account). If there is more than one person signing the Form, you must give us clear instructions of one account name, BIC and IBAN number where the credit funds are to be transferred.

PROOF OF IDENTIFICATION

A CERTIFIED photocopy of ONE of the following documents for ALL NEXT OF KIN/EXECUTORS is required. The photocopy must be of the page(s) containing the applicant’s photograph, personal details, signature and official number:

- Current valid Passport
- Current valid Driver’s Licence (UK and ROI only)
- Current valid National ID Card (EU Only)
- Current valid Provisional Drivers Licence (ROI Only)

Requirements in order for any of the above documents to be valid:

- The document must be in date
- The photo must bear a reasonable likeness to the person executing the Form
- The document reference number must be clear
- The document should be signed

PROOF OF ADDRESS

A CERTIFIED photocopy of ONE of the following documents for ALL NEXT OF KIN/EXECUTORS is required. The photocopy must be of the page(s) containing the applicant’s name and address. Documents provided must be issued **within the last 6 months**.

- Current utility bill e.g. gas, electricity, landline telephone, Sky/Cable TV, broadband or mobile phone
- Current bank, building society, financial institution statement or letter. Bank statement must not have been issued by Danske
- Current official document issued by the Revenue Commissioners
- Current official document issued by the Department of Social Protection
- Current insurance certificate e.g. household, health, or motor insurance

HOW SHOULD PHOTOGRAPHIC ID AND PROOF OF ADDRESS BE CERTIFIED? The person certifying the photocopy must date it, sign and print their name along with their job title/rank and, where appropriate, stamp the photocopy with the stamp of the organisation for which they work. We may contact that person to confirm their details.

AUTHORISED PERSONS WHO CAN CERTIFY/WITNESS DOCUMENTS

- a chartered or certified accountant,
- a notary public,
- a practicing solicitor,
- a staff member of an embassy or consulate,
- a staff member of a regulated financial or credit institution,
- a justice of the peace or commissioner for oaths,
- a medical professional (i.e. a doctor),
- a member of An Garda Síochána.