

Legal/Personal Representative(s) Closure form

This form and any associated form shall be construed as one document and that any information/declarations provided in these forms shall be construed as if it had also been made/provided in any associated forms and vice versa. Also, any reference to "we", "our", "us" and "you" shall be construed as including all signatories to each of this form and any associated form.

We will use your personal information as set out in our Privacy Notice, which can be located at marksandspencer.com/bankprivacynotice.

COMPLETING THIS FORM

Please fill in the form using **BLOCK CAPITALS** and tick any boxes which apply.

This closure form should be used in all circumstances, please specify below your position in terms of Grant of Probate or Letters of Administration/ Certificate of Confirmation:

I/We are applying or have applied for probate

I/We are **not** applying for probate (please specify the reason why)

DETAILS OF DECEASED CUSTOMER

Customer Name(s)

Customer/Client Reference

PERSONAL REPRESENTATIVE

Please confirm in what capacity you are acting by ticking the box which applies

Executor(s)

Next of Kin: no valid Will exists (Rules of Intestacy will apply)

3rd Parties (eg Solicitors)

Representative 1

Full name

Date of birth

Relationship to the deceased

Address

Postcode

Contact number

Representative 2

Representative 3

Full name

Date of birth

Relationship to the deceased

Address

Postcode

Contact number

Representative 4

Note: If there are more than four representatives please provide details on a separate sheet. How many additional sheets are there?

None

One

Two

More

PLEASE CLEARLY TICK THE APPROPRIATE BOX FOR EACH PRODUCT(S) HELD

CURRENT ACCOUNT, MONTHLY SAVER, EVERYDAY SAVINGS ACCOUNT AND ALL OTHER CREDIT PRODUCTS – PAYMENT AND CLOSURE INSTRUCTIONS

OPTION 1 - Please close the cash holding(s) and pay the balance(s) to:

Credit paid directly to the following bank account:

Sort Code -- Account number

Name of Account Holder

Account Reference/ Roll No

CASH ISA'S AND FIXED RATE SAVINGS – PAYMENT AND CLOSURE INSTRUCTIONS

OPTION 2 - Please close the Cash ISA and/or Fixed Rate Savings option(s)

OPTION 3 - Please close the Cash ISA option(s) and use the proceeds to fund the Additional Permitted Subscription (APS) allowance with M&S Bank. Any amount raised in excess of the APS allowance will be sent to you as a payment.

***Please refer to our bank verification requirements section below:**

Credit paid directly to the following bank account:

Sort Code -- Account number

Name of Account Holder

Account Reference/ Roll No

Or cheque, payable to

STOCKS AND SHARES ISA AND UNIT TRUST NON-ISA – PAYMENT AND CLOSURE INSTRUCTIONS

OPTION 4 - Please sell the units held in the Stocks and Shares ISA and/or Unit Trust Non-ISA

OPTION 5 - Please sell the units held in the Stocks and Shares ISA and use the proceeds to fund the Additional Permitted Subscription (APS) allowance with M&S Bank. This option will result in the units being sold and the funds being withdrawn from the market for a period of 24 hours. The number of units bought may differ to the number of units sold. Any amount raised in excess of the allowance will be sent to you as a payment.

***Please refer to our bank verification requirements section below:**

Credit paid directly to the following bank account:

Sort Code -- Account number

Name of Account Holder

Account Reference/ Roll No

Or cheque, payable to

OPTION 6 - Please transfer the units to a Unit Trust Non-ISA in the name of one or more beneficiaries - forms are available upon request by calling our Savings & Investments Customer Care Team on 0345 266 0450

I/We have enclosed the following forms:-

- Stock Transfer form/s
- Unit Trust Funds application form/s

BANK VERIFICATION REQUIREMENTS

We can send funds to a verified executor's bank account, a solicitor's bank account or a bank account of a beneficiary. We are unable to send funds to a business account.

Solicitor bank account - We require the six-digit sort code, 8-digit account number and account name to be shown on the firms company letter headed paper, in addition to the executor(s) instruction on the closure form.

Personal bank account - We require the six-digit sort code, 8-digit account number and account name of the person you are paying.

For verification purposes, please send one item from the following list:

- specimen cheque (clearly marked 'specimen purposes only')
- pre-printed paying-in slip
- original bank statement or passbook

We are unable to accept statements printed from the internet

We will also attempt to verify personal bank accounts electronically, if our checks are unsuccessful, we will send a cheque.

FUTURE CORRESPONDENCE (if multiple forms being completed please ensure all details are consistent)

Please arrange for all future correspondence to be sent to:

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>

DECLARATION

By signing this form I/We confirm:

- the information we or any one of us provide or have provided to M&S Bank in the course of our dealings with M&S Bank in relation to the relevant deceased person's estate is correct to the best of my/our knowledge including any information contained within this and any associated form
- that I/we are legally entitled to administer the deceased's estate (in accordance with what is stated in the Will or the laws of intestacy if no Will exists)

Where M&S Bank have agreed to release funds without Grant of Probate or Letters of Administration the following will also apply:

- accept that if any other parties come forward who have a valid claim on the deceased's estate you will be liable to repay the monies/return items or pay the equivalent value of items released to M&S Bank.
- to be responsible to M&S Bank in respect of any and all losses, costs or expenses M&S Bank incurs in dealing with any claims or demands which may be made by or against M&S Bank as a consequence of M&S Bank paying the monies and/or claims, selling or transferring investments and/or releasing any items to me/us without my/our obtaining a Grant of Probate or Letters of Administration, if other parties lodge a valid claim
- to the best of our knowledge the deceased's estate is not insolvent
- that to establish full legal authority and legal title to deal with the deceased's affairs if at any time it is requested to attach signatures of everyone who is administering the estate
Please note that in the circumstances, if required, M&S Bank may instigate legal proceedings to recover the monies paid/items released to you.

SIGNATURES

Where a Grant of Probate/Letters of Administration is not required, we may accept a closure form signed by ONE Executor/Next of Kin.

Where a Grant of Probate/Letters of Administration is required, we will require a closure form signed by ALL those appointed to sign.

M&S Bank reserves the right to request further signatures and the Will if required.

If you are unsure about the nature of the declarations and confirmations that you are providing by virtue of signing this form, we suggest that you seek independent legal advice.

If you have been at your current address less than three years, please supply all previous address details, during this period.

To prevent fraud and to verify your identity, we may undertake a search with a credit reference agency. The credit reference agency will check your details against any database, public or otherwise, and may use the details you have provided to assist other companies for verification and identification purposes. A record of the search will be retained. The record will not be visible to other parties and will not affect your creditworthiness. If you provide false or inaccurate information and fraud is identified, details will be passed to fraud prevention agencies.

By signing this form I give my permission for you to carry out the appropriate checks against my name.

Representative 1

Signature	<input type="text"/>	Date	<input type="text"/>
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Representative 2

Signature	<input type="text"/>	Date	<input type="text"/>
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Representative 3

Signature	<input type="text"/>	Date	<input type="text"/>
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Representative 4

Signature	<input type="text"/>	Date	<input type="text"/>
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If you need any help or have any questions about completing this form, please get in touch with our Customer Care Team. For savings and investments products please call 0345 266 0450. Lines are open 8am - 5pm Monday to Friday. For all other products, please call 0345 300 6139. Lines are open 9am-5pm Monday to Friday. To help us continually improve our service, and interests of security, we may monitor and/or record your calls with us.

For a glossary of terms, please refer to our bereavement guide or the glossary that can be found on our website at <http://bank.marksandspencer.com/explore/bereavement-support/overview/#Glossary>

This form has been issued on behalf of M&S Bank, Marks and Spencer Unit Trust Management Limited and Marks and Spencer Savings and Investments Limited.