



**NEDGROUP  
INVESTMENTS**

# HOW TO SUBMIT A DEATH CLAIM

A step by step guide for executors to submit a death claim on behalf of a deceased investor



Follow the steps below to submit a death claim for unit trusts and tax-free investments.

**1**

## **REPORT THE DEATH**

If the death has not been reported, please report the death to your nearest Home Affairs office who will also provide you with the official death certificate.

[www.home-affairs.gov.za](http://www.home-affairs.gov.za) or phone 0860 60 1190.

**2**

## **GATHER AND COMPLETE THE REQUIRED DOCUMENTS**

Notify us as soon as possible of the death and make sure that we have your latest contact details so we can be in touch with you during the claim process.

You must submit the documents listed in the relevant checklist(s) on the following pages for the death benefit you are claiming.

You can obtain the necessary Nedgroup Investments forms by emailing us at [estates@nedgroupinvestments.co.za](mailto:estates@nedgroupinvestments.co.za).

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## **SEND US THE COMPLETED FORMS AND SUPPORTING DOCUMENTS**

Email completed forms and supporting documents to [estates@nedgroupinvestments.co.za](mailto:estates@nedgroupinvestments.co.za).

We will let you know if we need any additional information.

If you have any questions, please call our client services centre on 0800 123 263, weekdays between 08h00 and 16h30.

Once we have received all the requirements for a death claim and approved the claim, we will clearly communicate processing timelines to you.

Submit the documents listed in the relevant checklist(s) for the death benefit you are claiming.

### CHECKLIST FOR A **UNIT TRUST WITHDRAWAL** DEATH CLAIM

- Completed Nedgroup Investments Notification of death - Unit Trust and Tax-Free Investment form signed by the executor
- Completed Nedgroup Investments Death claim instruction - Unit Trust and Tax-Free Investment form signed by the executor
- Copy of the Deceased's Last Will and Testament stamped by The Master of The High Court. In the absence of a Last Will and Testament, please provide a copy of the 'Nomination to act as Executor or Master's Representative' form issued by The Master of The High Court
- Certified copy of the death certificate
- Copy of the Notice of Death / Still Birth BI-1663 form
- Certified copy of the deceased's identity document
- Proof of the estate's banking details in the form of a bank statement not older than three months
- Certified copy of the Letters of Executorship or Letter of Authority (whichever is applicable)
- Certified copy of the executor's identity document or passport with one specimen signature thereon
- Certified copy of the Power of Attorney, appointing an Agent to act on behalf of the Executor (if applicable)
- Certified copy of the agent's identity document or passport with one specimen signature thereon (if applicable)

**Please note: Third-party payments will only be allowed if it is a unit trust withdrawal and the estate is less than R250 000. In addition to the above, we also require the following documents:**

- Completed Nedgroup Investments indemnity form for third-party payments
- Proof of the third-party banking details in the form of a bank statement not older than three months

## CHECKLIST FOR A **UNIT TRUST TRANSFER OF OWNERSHIP** DEATH CLAIM

- Completed Nedgroup Investments Notification of death - Unit Trust and Tax-Free Investment form signed by the executor
- Completed Nedgroup Investments Death claim instruction - Unit Trust and Tax-Free Investment form signed by the executor
- If the transferee is a new investor: Completed 'Client Details - New to Nedgroup Investments - Individual' and 'Transfer of ownership - Unit Trust' form
- If the transferee is an existing investor: Completed 'Client Details - Existing Individual Investor' and 'Transfer of ownership - Unit Trust' form
- Copy of the Deceased's Last Will and Testament stamped by The Master of The High Court. In the absence of a Last Will and Testament, please provide a copy of the 'Nomination to act as Executor or Master's Representative' form issued by The Master of The High Court
- Certified copy of the death certificate
- Copy of the Notice of Death / Still Birth BI-1663 form
- Certified copy of the deceased's identity document
- Certified copy of the Letters of Executorship or Letter of Authority (whichever is applicable)
- Certified copy of the executor's identity document or passport with one specimen signature thereon
- Certified copy of the Power of Attorney, appointing an Agent to act on behalf of the Executor (if applicable)
- Certified copy of the agent's identity document or passport with one specimen signature thereon (if applicable)
- Proof of banking details of the beneficiary in the form of a bank statement not older than three months
- Certified copy of the beneficiary's identity document or passport with one specimen signature thereon
- Certified copy of marriage certificate if the request is a transfer between spouses

## CHECKLIST FOR A TAX-FREE INVESTMENT WITHDRAWAL DEATH CLAIM

- Completed Nedgroup Investments Notification of death - Unit Trust and Tax-Free Investment form signed by the executor
- Completed Nedgroup Investments Death claim instruction - Unit Trust and Tax-Free Investment form signed by the executor
- Copy of the Deceased's Last Will and Testament stamped by The Master of The High Court. In the absence of a Last Will and Testament, please provide a copy of the 'Nomination to act as Executor or Master's Representative' form issued by The Master of The High Court
- Certified copy of the death certificate
- Copy of the Notice of Death / Still Birth BI-1663 form
- Certified copy of the deceased's identity document
- Proof of the estate's banking details in the form of a bank statement not older than three months
- Certified copy of the Letters of Executorship or Letter of Authority (whichever is applicable)
- Certified copy of the executor's identity document or passport with one specimen signature thereon
- Certified copy of the Power of Attorney, appointing an Agent to act on behalf of the Executor (if applicable)
- Certified copy of the agent's identity document or passport with one specimen signature thereon (if applicable)

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