

GRANT ONLY

- i) Take detailed instructions from you to obtain the Grant of Representation to the estate to enable the assets to be administered
- ii) Prepare the documentation to lead to the Grant of Representation
- iii) Prepare necessary Inheritance Tax Forms (if required) to assist with obtaining the Grant of Representation
- iv) Arrange for the documentation to be signed by the Executor(s) or Administrator(s)
- v) Apply to the Probate Registry for the Grant of Representation.

From when we receive your comprehensive instructions and signed letter of engagement, we aim to provide your drafted application to you for approval and signature within 2 weeks.

Once the application is submitted to the Probate Registry, it will be processed by them in due course. If eligible for an online application, this takes approximately 3-6 weeks at present.

If a paper application is required, this can take up to 5 months from being submitted, based on current processing times (August 2022).

ESTATE ADMINISTRATION

From the information you have supplied we can confirm our role in acting for you is as follows :

- i) Take detailed instructions from you to obtain the Grant of Representation to the estate to enable the assets to be administered
- ii) Register the death with the various organisations with whom assets of the Estate are held
- iii) Obtain information from the sources of various assets and debts of the Estate as to the value of the assets and debts at the date of death. This can take 1-2 months to obtain, depending on how quickly the relevant organisations respond.
- iv) Prepare the documentation to lead to the Grant of Representation
- v) Prepare the necessary Inheritance Tax Forms (if required) to assist with obtaining the Grant of Representation
- v) Arrange for the documentation to be signed by the Executor(s) or Administrator(s)
- vi) Apply to the Probate Registry for the Grant of Representation (**see above re time scales in “Grant only” section.**)
- vii) Attend to the signature by the Personal Representatives of various withdrawal, transfer and encashment forms required by the various organisations in connection with the encashment/transfer of the assets of the Estate

- viii) Obtain the Grant of Representation and register the grant and transfer/encashment forms with the various organisations in connection with the assets of the Estate
- ix) Receive and pay into Client Account the monies from the various assets of the Estate. This is down to the third party institutions to release funds and can take 2-6 weeks for some assets. Shares can take 4-8 weeks to be encashed.
- x) On behalf of the Estate, pay various bills due from the Estate
- xi) Attending the Personal Representatives throughout by correspondence, telephone calls, attendances and consultations arising out of or in connection with and ancillary to the administration of the Estate
- xii) Prepare Estate Accounts and account to the Beneficiaries for their shares in the Estate. These are required to be approved by all beneficiaries to ensure no issues further down the line for the Executor. It can take 2-4 weeks to collect approved estate accounts from all parties.

When we receive your comprehensive instructions and signed letter of engagement, we undertake step ii) and as advised this can take 1-2 months to receive all responses.

When we have received all of the required date of death balances and relevant valuations, we aim to provide the draft probate application to you within 2 weeks, for you to approve and sign.

As a guideline, comprehensive administration of an estate usually takes a minimum of 6 months, up to 1 year. If there are any complexities, disputes, or taxation issues, it may take longer and you will be kept up to date with progress.