

## NOTIFICATION OF DEATH FORM

We understand that managing financial matters after the loss of someone close to you can be difficult. We are here to help guide you through the process and assist wherever possible.

Please complete this form to notify us of an HBL Bank UK customer's death. The information you provide will help us identify the customer's accounts and take the necessary steps to manage them appropriately.

This form may be completed by a next of kin, executor, administrator, or solicitor acting on behalf of the estate.

### Data Protection

We will use the information provided in this form to verify your identity, locate and manage the deceased customer's accounts, and contact you in relation to the estate.

All personal data will be processed in accordance with HBL Bank UK's Privacy Policy and applicable data protection laws. For further details on how we handle personal data and your rights, please see our [Privacy Policy](#).

### SECTION 1 – Details of the Deceased

<b>Title:</b>
<b>Full name:</b>
<b>Date of birth:</b>
<b>Date of death:</b>
<b>Address:</b>
<b>Customer number (if known):</b>
<b>Account number (if known):</b>
<b>Sort code (if known):</b>
<b>Other account details:</b>

## **SECTION 2 – Your Details**

<b>Title:</b>
<b>Full name:</b>
<b>Date of birth:</b>
<b>Address:</b>
<b>Telephone number:</b>
<b>Email address:</b>

### **What is your relationship to the deceased?**

☐ Next of Kin (please specify relationship)

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☐ Executor

☐ Administrator

☐ Solicitor acting on behalf of Executor/Administrator

☐ Other (please specify)

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### **What is your preferred method of contact?**

☐ Email

☐ Phone

☐ Post

### SECTION 3 – Estate Information

**Did the deceased leave a will?**

☐ Yes (please provide a copy if available)

☐ No

☐ Not sure

**If yes, please provide the contact details of the executor(s)?**

**Has Probate / Letters of Administration / Certificate of Confirmation been granted?**

☐ Yes

☐ No

☐ Not sure

**If yes, please provide the contact details of the administrators/executors?**

### SECTION 4 – Immediate Access Needs

**Do you require immediate access to the funds held in the deceased's account(s) to pay for funeral expenses or Inheritance Tax?**

☐ Yes (please specify)

☐ No

## SECTION 5 – Proof of Identity and Documents

Please attach the following documents with your completed form:

### Required

- ☐ Your valid government-issued photo ID (e.g. passport, driving licence)
- ☐ Proof of address document dated within the last 3 months (e.g. utility bill or a bank statement)
- ☐ Certified copy of the deceased's death certificate. An interim death certificate may be accepted subject to a certified copy being provided at later date.

### Optional

- ☐ Will/Codicil
- ☐ Grant of Representation (England and Wales)
- ☐ Certificate of Confirmation (Scotland)
- ☐ Letter of authority (if you are a solicitor acting on behalf of the estate)

## SECTION 7 – Next Steps

Once we receive your completed form and supporting documents:

- We will contact you within seven business days to confirm receipt and advise you of the next steps.
- Sole accounts will be frozen to prevent further transactions; all cards, online, and telephone banking access will be removed, and any Direct Debits or standing orders cancelled.
- Joint accounts will transfer to the surviving account holder and continue to operate normally. Cards held by the deceased will be blocked, and online/telephone banking access removed.

This is the first step in our bereavement process. Please note that we may not be able to release account information or funds until further steps are taken.

## **SECTION 8 - Declaration**

I declare that the information provided in this form is true and complete to the best of my knowledge.

I confirm that I have read and understood HBL Bank UK's Privacy Policy.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **How to Submit this Form**

Please return the completed form and supporting documents to the nearest HBL Bank UK branch in UK.

## **Need Help?**

If you need assistance completing this form, please contact [+44 (0) 344 809 4258]

Our team can guide you through the process and explain which documents may be required.