

Probate is the legal process of (a) providing (or registering) the Will of Personal Estate of a person who dies (the deceased); and (b) authorising the person(s) (or company) named as Executor(s) in the Will to act as such and deal with the assets, possessions, and liabilities (the Personal Estate) of the deceased.

A **Grant of Probate** is obtained when the deceased has left a valid Will naming one or more **Executors**.

If there is no (valid) Will, or if there is a valid Will but no Executors(s) are validly named in it, then a Grant of Letters of Administration is made to one or more **Administrators**.

Grants of Probate and Grants of Letters of Administration are collectively called **Grants of Representation**.

Executors and Administrators are collectively called **Legal Personal Representatives**.

Further information about probate can be found on the [Guernsey Probate Registry](#)

Should an individual pass away without leaving a Will (intestate) then following receipt of the death certificate (or certified copy thereof) we have the discretion to accept instructions from legitimate heirs/immediate family. This includes settling claims below £10,000 directly with legitimate heirs/immediate family where the claim predates the demise providing the declaration is signed.

In Guernsey it is not (and never has been) compulsory to take out a Grant of Representation.

Declaration

"I/We, the undersigned, confirm and declare that:

I/We confirm to the best of our knowledge that there is no Will for the Estate of the deceased.

I/We do not intend to apply for a Grant of Representation and as far as we are aware, no one else intends to apply for one or has a claim to the Estate of the deceased.

If the Islands Insurance Group through The Islands Insurance Brokers Ltd trading as Islands Insurance/ Hepburns Insurance Ltd trading as Hepburns agree to transfer the policy documents without production of a Grant of Representation, then I/we hereby agree to indemnify the Islands Insurance Group from and against all claims, demands, losses, damages, costs and expenses which it may suffer, incur or be liable for as a result of acting on my/our instructions and

The information provided in this form is true and correct to the best of my/our knowledge and belief."

Details of surviving spouse, civil partner, cohabitee or descendant:

Name:

Relationship to deceased:

Signature:

(Signatures are required to be handwritten in black ink)

Date:

DD / MM / YYYY

Name:

Relationship to deceased:

Signature:

(Signatures are required to be handwritten in black ink)

Date:

DD / MM / YYYY

Documents to return with this form:

- Death Certificate
- Motor Certificate & Windscreen disc (if applicable)/vehicle registration certificate (updated with new owner)
- Any other policy documents.

DETAILS OF THE PERSON WHO HAS DIED (the DECEASED)

First Name and Middle Names:

Date of death: DD / MM / YYYY

Surname:

Place of death:

Place of domicile:

Policy Number(s):

DETAILS OF THE PERSON REQUESTING THE PERSONAL ESTATE (the APPLICANT)

First Name and Middle Names:

Surname:

Address (if different to the deceased):

Telephone:

Relationship to the deceased:

Email:

You must bring proof of identity as part of the application

DETAILS OF THE ITEMS (for claims use only)

Description of items:

Total Value:

DETAILS OF THE COMPANY HOLDING THE POLICY/ASSETS (THE HOLDER) - (For in office use only)

Company Name:

HEPBURNS GUERNSEY
HEPBURNS JERSEY
ISLANDS GUERNSEY/ALDERNEY
ISLANDS JERSEY

Details of Assets
(if applicable):

Broker/Handler:

Total Value:

BACS payment:

Account Name:

Account Number:

Sort Code:

