

# Deceased Estate - Notice of Closure and Indemnity Form

Send the signed form and supporting documents to [csg@melbcdcf.org.au](mailto:csg@melbcdcf.org.au).

## Section 1 Estate Details

Full Name of the Deceased Account Holder

Estate of the Late

Member Number

Address

## Section 2 Estate Documentation Checklist

Please select the option which corresponds to the **total** CDF investments of the deceased.

Based on your selection, you will be required to provide **certified copies of the documents** listed, along with this form.

### Small Estate – CDF Investments Under \$100,000

☐ Option 1 – the deceased left a Will:

- Death Certificate *AND* Will *OR*;
- Death Certificate *AND* Grants of Probate *OR*;
- Death Certificate *AND* Will *AND* Letters of Administration with the Will annexed

☐ Option 2 – the deceased did not leave a Will:

- Death Certificate *AND* Letters of Administration, *OR*;
- Death Certificate

### CDF Investments of \$100,000 or more

☐ Option 1 – the deceased left a Will:

- Death Certificate *AND* Grant of Probate

☐ Option 2 – the deceased did not leave a Will **or** the Will has been annexed:

- Death Certificate *AND* Letters of Administration

## Section 3 Accounts to be closed

I/we request the closure of the following accounts:

☐ All accounts held solely in the name of the deceased named in Section 1

☐ The following accounts held solely in the name of the deceased:

Account Numbers

**Section 4 Payee Details**

Please provide the details of the nominated payee – funds will be credited to the nominated account details at closure of the account(s).

**If details of this account have not been previously provided to CDF, please enclose a copy of a bank statement header, which confirms the Account Name, BSB/Account Number and the name of the ADI.**

|  |                                |                      |                                 |
|--|--------------------------------|----------------------|---------------------------------|
| <input type="checkbox"/> <b>Solicitors Trust Account</b> | Acc name                       | <input type="text"/> |                                 |
|  | BSB                            | <input type="text"/> | Acc number <input type="text"/> |
|  | Name of Financial Institution  | <input type="text"/> |                                 |
|  | Reference Number (if required) | <input type="text"/> |                                 |

|  |                                |                      |                                 |
|--|--------------------------------|----------------------|---------------------------------|
| <input type="checkbox"/> <b>Estate Account</b> | Acc name                       | <input type="text"/> |                                 |
|  | BSB                            | <input type="text"/> | Acc number <input type="text"/> |
|  | Name of Financial Institution  | <input type="text"/> |                                 |
|  | Reference Number (if required) | <input type="text"/> |                                 |

**Section 5 Authorised Representative details**

Please provide the details of the person submitting this request.

Full Name

Email

Contact Number

Authorised Representative Type

☐ Executor
 ☐ Administrator
 ☐ Next of Kin
 ☐ Authorised Party on behalf of Executor/Administrator

**Section 6 Declaration and Signature/s**

This section must be physically signed by ALL authorised representatives and witnessed for your instructions to be executed. This document must be witnessed by an adult over 18 years of age, and cannot be witnessed by another Authorised Representative.

I/we

- Indemnify and will continue to indemnify CDF Community Fund (hereafter referred to as CDF) from and against any loss (including but not limited to any direct or indirect) damage, loss or cost (including legal costs) it may suffer because it makes the requested transfer and/or payment of funds held in the name of the deceased
- Will pay and discharge all just debts that may be proved in the estate of the deceased; and
- Will protect CDF from any claim or proceedings against CDF in relation to the credit balance of all accounts and investments related to this request

By signing this request, I/we acknowledge and agree that:

- CDF may use and disclose my/our information for its internal administration and operations; and
- CDF may disclose my/our information to other parties authorised and/or required by law to collect information related to this request and facilities held by the deceased

**Authorised Representative 1**

Full Name

Role

Signature

Date Signed (dd/mm/yyyy)

**Witness 1**

Full Name

Signature

Date Signed (dd/mm/yyyy)

**Authorised Representative 2**

Full Name

Role

Signature

Date Signed (dd/mm/yyyy)

**Witness 2**

Full Name

Signature

Date Signed (dd/mm/yyyy)

**Authorised Representative 3**

Full Name

Role

Signature

Date Signed (dd/mm/yyyy)

**Witness 3**

Full Name

Signature

Date Signed (dd/mm/yyyy)

**Authorised Representative 4**

Full Name

Role

Signature

Date Signed (dd/mm/yyyy)

**Witness 4**

Full Name

Signature

Date Signed (dd/mm/yyyy)

**Important Information**

**Disclosure Statement:** CDPF Limited, a company established by the Australian Catholic Bishops Conference, has indemnified the CDF Community Fund ABN 94 380 397 118 (the Fund) against any liability arising out of a claim by investors in the Fund. In practice, this means your investment is backed by the assets of Catholic Archdiocese of Melbourne. The Fund is required by law to make the following disclosure: Investment in the Fund is only intended to attract investors whose primary purpose for making their investment is to support the charitable purposes of the Fund. Investor's funds will be used to generate a return to the Fund that will be applied to further the charitable works of the Catholic Church. The Fund is not prudentially supervised by the Australian Prudential Regulation Authority, nor has it been examined or approved by the Australian Securities and Investments Commission (ASIC). An investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959 (Cth). The investments that the Fund offers are not subject to the usual protections for investors under the Corporations Act (Cth) or regulation by ASIC. Investors may be unable to get some or all of their money back when the investor expects or at all and investments in the Fund are not comparable to investments with banks, finance companies or fund managers. The Fund's identification statement may be viewed here or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence. The Fund has entered into intermediary authorisation with CDFCF AFSL Limited ABN 49 622 976 747, AFSL No. 504202 to issue and deal in debentures.

**Privacy Policy:** View the CDF Privacy Policy on the CDF website [catholicdevelopmentfund.org.au/privacy](https://catholicdevelopmentfund.org.au/privacy)