



BAILIWICK OF GUERNSEY PROBATE REGISTRY

PROBATE APPLICATION FORM

The Probate Office will be pleased to assist you with any questions.

Bailiwick of Guernsey Probate Registry, Bureau des Connétables, Lefebvre Street, St Peter Port, Guernsey, GY1 2JS;
Tel: +44 (0)1481 721732; Email: info@guernseyprobate.gg; Website: www.guernseyprobate.gg. Please use CAPITAL LETTERS.

SECTION 1 – Details of Applicant(s)

1.		Applicant 1	Applicant 2
	Surname or Company Name		
	Forename(s)		
	Maiden Name		
	Former or alias name(s) – (if any)		
	Full address		
	Telephone number		
	Email address		

See Section 4. 14(e) below

SECTION 2 – Details of the Deceased

2. Surname

Title MR MRS MISS MS OTHER

3. Forename(s)

4. Maiden name

5. Full Address

6. Place of Domicile (if known)

7. Date of Death
(You will need to provide an original or certified copy of the Death Certificate)

8. Death Certificate enclosed YES NO

SECTION 3 – Is there a Will?

9. Did the deceased leave a Will? <i>If there is no Will, please speak to the Probate staff.</i>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
10. Will enclosed	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
11. Are there any Codicils to the Will?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
12. Codicil(s) enclosed	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

SECTION 4 – The Will/Codicil

13. Are there any Executors named in the Will/Codicil? YES NO

14. Give the names and full current residential addresses of all Executors named in the Will.

(a) For any executor who has already died, we will need a copy of his/her Death Certificate.
(b) For any executor who does not wish to act as executor, he/she will need to sign a deed of renunciation (i.e. he/she can never act) or a power reserved statement (i.e. he/she will not take the appointment up at the current time but could so at a later date, if required).
(c) The executor named in the Will can appoint an attorney to act on his/her behalf. Please let us know if this is required.
(d) If there is no executor named in the Will who can act, please speak to the Probate staff.
(e) Please indicate which executor or executors will be applying for Probate. Each executor applying for Probate will need to provide due diligence documents i.e. a Passport or Driving Licence and a utility bill (less than 3 months old) or certified copies. Our requirements for certification are attached in Appendix 1.

SECTION 5 – Applications where the deceased died outside the Bailiwick of Guernsey

15. Has Probate or Letters of Administration been granted outside the Bailiwick of Guernsey? YES NO

If yes, please provide a Court sealed/stamped and certified copy of the Grant and the Will if this Will is to be proved in Guernsey. Each page must be sealed/stamped with the issuing Authority’s seal/stamp. Any previous Grants certified by lawyers or solicitors will not be accepted.

16. Other Probate enclosed YES NO

Please note that a plain copy of any other Wills (and Codicils) made by the deceased in respect of estate elsewhere in the world must be submitted with the application.

17. Any other Will? YES NO

18. Other Will(s) enclosed YES NO

Any documents in a foreign language will require translations. Please contact the Probate Registry for further information.

SECTION 6 – Inventory of Estate

We will require a full worldwide inventory of the estate of the deceased if the Will has never been presented for Probate elsewhere. In all other cases, we will require full details of the Bailiwick of Guernsey estate. Please note Guernsey real estate is not declarable unless property is held through a company or it is a leasehold interest. Please complete the relevant boxes which apply.

<p>1. Bank Accounts and Cash</p> <p>1.1 Did the deceased have any bank accounts or cash in his/her sole name? Please list each bank and amount and continue in the ‘Any other information’ box on page 5 if necessary.</p> <p>1.2 If Yes, please state the total value of the bank accounts/cash assets</p>	Yes	No
	£	
<p>2. Insurance and Pension Policies/other Financial Investments</p> <p>2.1 Did the deceased have a policy of life assurance in his/her sole name held with any insurance company in any jurisdiction? Please list each policy and amount and continue in the ‘Any other information’ box on page 5 if necessary.</p>	Yes	No

2.2 If Yes, please state the **value** of the policy.

£

2.3 Did the deceased have a pension (*excluding a state pension*) which leaves a lump sum on death and/or other financial investments in his/her sole name? Please list each pension and amounts.

Yes	No

2.3 If Yes, please state the **total value** of these assets.

£

3. Shares and Bonds

3.1 Did the deceased have any shares and/or bonds/premium bonds in his/her sole name? Please list each payment and amount.

Yes	No

3.2 If Yes, please state the **total value** of the shares/bonds.

£

4. Personal effects, vehicles, jewellery or other belongings

4.1 Did the deceased have any personal effects, vehicles, jewellery or other belongings of value?

Yes	No

4.2 If Yes, please state the **total value** of the items.

£

5. Please state any other assets. Please continue in the 'Any other Information' box on page 5 if necessary.

6. Please state the **total value** of all of the deceased's assets.

£

- Applicants should note that the information supplied in this Inventory must be correctly declared as this will affect the fees payable.
- Please note we will require copy correspondence from each asset holder confirming the value of the asset owned as at the date of death.
Copy correspondence enclosed YES NO
- One asset holder **MUST** also confirm to us in its correspondence that they require a **Guernsey Grant of Probate**.
Copy correspondence enclosed confirming a **Guernsey Grant** is required YES NO
- In relation to vehicles, jewellery or other items, we will need a written valuation of each item from an appropriate valuer together with the original log book/certificate of ownership in respect of vehicles.
Written valuations enclosed YES NO
- Each form of correspondence or valuation must be on headed paper and in the deceased's name from each asset holder or valuer and state it is **for Probate purposes only**. An email is not acceptable but an email attachment on headed paper is acceptable.

Any other information:-

Enclosed documents checklist

	YES	NO	N/A
a) Death certificate			
b) Will			
c) Codicil(s)			
d) Probate/Letters of Administration issued outside the Bailiwick of Guernsey, including translations, if applicable			
e) Other Will(s)			
f) Copy correspondence from each asset holder confirming the value of the asset owned as at the date of death			
g) Confirmation from Guernsey asset holder that <u>Guernsey Probate</u> is required			
h) Written valuations			
i) Passports and utility bills/bank statements of all Executors who will be acting			

Would you rather swear an oath or make an affirmation?

Oath

Affirmation

DECLARATION:

I/we confirm that the information and accompanying paperwork is an accurate disclosure in relation to my/our application for a Grant of Representation.

SIGNED:

FULL NAME:

DATE:

Please sign, date and return this form to the Probate Registry (details below) with all accompanying paperwork by post or in person.

Please contact the Probate Registry with any questions and note that Probate Registry staff members are not permitted to give legal advice. Therefore, if you are in any doubt about your rights, you should seek legal advice.

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Office opening hours: Monday to Thursday 09:00 to 13:00; Friday 09:00 to 13:00 – telephone calls only.

APPENDIX 2

Bailiwick of Guernsey Probate Registry

TARIFF established on 1st January 1987 (and effective 1st August 2021)
(other than in respect of charges for ancillary documents)

<u>GROSS VALUE of relevant Estate</u> <u>as at date of death</u>	<u>Fee</u>
<i>(which must be evidenced in sterling and if necessary converted using the exchange rate applicable on the date of death)</i>	
£	£
Assets valued up to £50,000	100.00
50,000	107.50
60,000	120.00
70,000	132.50
80,000	155.00

For amounts over £80,000 add for each additional £10,000 or part thereof: £35.00.

For Estates over £57,000,000.00, the fee is capped at £200,000.00

REGISTRATION CHARGE	at the rate of £1.00 per page including the Act and any Will and Codicils.
CERTIFIED COPIES	£20.00 for the Act and £1.00 for each page of the Will and any Codicils
PHOTOCOPIES	£10.00 for the first ten pages (minimum £10.00) and thereafter £1.00p per page.
CAVEATS	£50.00

(a)	Power of Attorney)	
(b)	Oaths (Executor or Administrator)	
(c)	Deed of Renunciation)	£20.00 each
(d)	Power Reserved Statement)	
(e)	Other documents as necessary)	

N.B. EXTRACT of a SINGLE PAGE - minimum charge: £10.00 plus correspondence charge, if any.

Notes

- All amounts in this tariff are in pounds sterling. Payment of Court fees (other than in cash) must be by cheque or banker's draft drawn on a bank in the Channel Islands, the Isle of Man or the United Kingdom, or by sterling electronic transfer (details below)
- If you wish to make a sterling telegraphic transfer, the bank details of the Guernsey Probate Registry are as follows:-
 - Bank: LLOYDS BANK
 - Account No: 40993568
 - Account Name: Guernsey Probate Registry
 - Branch No. (Sort Code): 30-93-73
 - IBAN: GB71 LOYD 3093 7340 9935 68
 - BIC: LOYDGG1001
- When making a payment please ensure that any bank charges are deducted from your end and NOT from the Registry fee payable. Please also ensure the name " " is quoted.
- No Grant of Representation can be issued by this Court unless the deceased held assets at the date of death in his or her sole name which are within the jurisdiction of the Court.
- An additional minimum charge of £10 will be added to all invoices where inward postage is insufficient or omitted.