BAKER DAVIES
INCORPORATING BEACON HOUSE

THE PROBATE ADVISORY SERVICE

1. We are notified either by telephone or post of the demise of a client.

2. When available, an original death certificate is provided to Baker Davies.

3. We will then write to all the relevant investment/insurance companies, notifying them of the death and providing them with the original death certificate.

4. The investment/insurance company will write back to Baker Davies, returning the original death certificate and providing a probate valuation and accompanying transfer/claim forms.

5. When all investment companies have replied (this can take several weeks), Baker Davies will then post the probate valuations to the Executor (or nominated Solicitor) and liaise further as required.

6. Once probate has been granted, several copies of the original sealed Grant of Probate are provided to Baker Davies, along with written instructions from the Executor(s).

7. Baker Davies can then prepare the necessary paperwork (transfer/claim forms, application forms etc.) for the Executor(s) to sign. This paperwork is then posted to the Executor(s) for signature and return to Baker Davies.

8. All the necessary forms, including the original sealed Grant of Probate, are then sent to each investment/insurance company.

9. The investment/insurance company will process the Executor(s) instruction. Please note that in most instances investments can be transferred into the name of the beneficiary or beneficiaries, or sold if preferred.

10. If the investment is being transferred into the name of the beneficiary, it can take the investment company a few weeks to process this. If the investment is being sold this usually takes 7-10 working days.

11. Once the investment/insurance company has processed the Executor's instruction, they will write directly to the new owner of the plan providing them with a new contract note. Baker Davies will also receive a copy of the contract note. If the investment is being sold, then a contract note is sent to the Executor along with the proceeds of the investment.

12. The process is then complete. In the majority of instances the new owner of the investments becomes a client of Baker Davies (if not already a client), when transfer paperwork is signed and receives ongoing appropriate advice.