

When we say 'we' or 'us' we mean Aberdeen Standard Fund Managers Limited (ASFML)

## Filling in this form

Please complete this form to enable us to consider your claim.

If you need any help completing this form, please contact us on: 0345 113 6966 (UK) or +44(0) 1268 445 488 (International). Calls may be monitored and/or recorded to protect both you and us and help with our training. Call charges will vary.

## Part 1 – Personal details of the Deceased

Existing account number:	Title:
Surname:	
First names (in full):	

## Part 2 – Executor(s)/Administrator(s)

These are the people who are entitled legally to deal with the Account Holder's estate. If you are not the Executor(s)/Administrator(s) or are in any doubt, please contact your own solicitor.

If there are more Executor(s)/Administrator(s) please provide details on a separate page.

Title:	Date of birth (DD/MM/YY):
Surname:	First names (in full):
Address:	
	Postcode:
Home telephone: (inc. STD code)	Daytime telephone: (inc. STD code)

Title:	Date of birth (DD/MM/YY):
Surname:	First names (in full):
Address:	
	Postcode:
Home telephone: (inc. STD code)	Daytime telephone: (inc. STD code)

Title:	Date of birth (DD/MM/YY):
Surname:	First names (in full):
Address:	
	Postcode:
Home telephone: (inc. STD code)	Daytime telephone: (inc. STD code)

## Part 2 – Executor(s)/Administrator(s) – (continued)

Title:	Date of birth (DD/MM/YY):
Surname:	First names (in full):
Address:	
	Postcode:
Home telephone: (inc. STD code)	Daytime telephone: (inc. STD code)

An asset is property which belonged to the Account Holder and forms part of his/her estate.

Do the debts of the Account Holder exceed his/her assets? PLEASE TICK  Yes  No

Is the Account Holder's estate subject to proceedings under the Insolvency Act 1986/ Insolvency Order (Northern Ireland) 1989 or Bankruptcy (Scotland) Act 1985? PLEASE TICK  Yes  No

## Part 3 – Data Protection and Money Laundering

### Data Protection Information

We will collect and use personal information about you (and other named individuals on this application where applicable) such as name, date of birth and bank account details in order to provide this product or service and manage our relationship with you. It may be necessary as part of this product or service to collect and use personal information which is defined as 'sensitive' by data protection law. Any sensitive personal information will only be collected and used where it's needed to provide the product or service you have requested or to comply with our legal and regulatory obligations and where we have obtained your explicit consent to process such information.

To provide this product or service and meet our legal and regulatory obligations, we will keep your personal information and copies of records we create (e.g. calls with us) while you are a customer of ours. Even when you no longer have a relationship with us, we are required to keep information for different legal and regulatory reasons. The length of time will vary and we regularly review our retention periods to make sure they comply with all laws and regulations.

The information collected may be shared with other parts of Aberdeen Standard Investments group and Standard Life Aberdeen plc, and other companies we work with to support us in the provision of the product or service you have with us. We may also share your information with our regulators and HM Revenue & Customs, where necessary and lawful to do so. Whenever we share your personal information, we will do so in line with our obligations to keep your information safe and secure.

The majority of your information is processed in the UK and European Economic Area (EEA). However, some of your information may be processed by us or the third parties we work with outside of the EEA, including countries such as the United States, Hong Kong, Singapore, and India. Where your information is being processed outside of the EEA, we take additional steps to ensure that your information is protected to at least an equivalent level as would be applied by UK/EEA data privacy laws e.g. we will put in place legal agreements with our third party suppliers and do regular checks to ensure they meet these obligations.

For more information on how Aberdeen Standard Investments processes personal information and what your rights are, please see our Privacy Policy online.

Contact details can be found in the Supplementary Information Document ('SID'), under 'How to contact us'.

We may communicate to you from time to time about other similar products and services which may be of interest to you in future.

Please tick this box if you wish to receive these communications.

You can opt out of these communications at any stage via our preference centre online or by unsubscribing from them.

For more information about how we handle your personal information please see our privacy policy on our website.

### Money Laundering Information

To comply with the Money Laundering Regulations 2017, we may verify your identity by carrying out an online check with a reference agency. Where an on-line check is carried out, the agency will verify your identity against public records and it will also check whether you have a credit history (but it will not disclose any information about your actual borrowings). The agency will add a note to show that an identity check was made to your credit file, but this information will not be available to any third parties. We regret that we cannot offer an alternative unless the on-line check does not confirm your identity, in which case we will carry out a manual check.

## Part 4 – Undertaking to be signed by all Executor(s)/Administrator(s)

I/WE, the Executor(s)/Administrator(s) of the Account Holder confirm that, *as the total value of the Estate at the date of death, after deduction of any debts or liabilities, did not exceed £36,000* we do not intend to seek Grant of Probate/Letters of Administration/Confirmation and CONSIDERING that Aberdeen Standard Fund Managers Limited has agreed to pay the redemption proceeds in accordance with my/our instructions without requiring me/us to produce a Grant of Probate/Letters of Administration/Confirmation to it, HEREBY DECLARE, that the answers given to the foregoing are true and to the best of my/our knowledge and belief and I/WE AGREE and UNDERTAKE to fully indemnify Aberdeen Standard Fund Managers Limited against all claims or demands, to the extent of the redemption proceeds, which may be brought against it at any time hereafter.

**Part 4 – Undertaking to be signed by all Executor(s)/Administrator(s) (continued)**

I/We agree and understand that Aberdeen Standard Fund Managers Limited may use the Delivery versus Payment exemption as detailed in the Terms & Conditions for ISA investments and Fund Prospectus for Non-ISA investments.

Please insert date: IN WITNESS WHEREOF these presents are subscribed by me/us on

\*A witness can be anyone aged 18 or over who is not a family member.

Day of	Year
SIGNED by the said Executor/Administrator:	SIGNED by the said Executor/Administrator:
in the presence of: Witness* (Full name):	in the presence of: Witness* (Full name):
Witness (Signature):	Witness (Signature):
Address:	Address:
Postcode:	Postcode:

SIGNED by the said Executor/Administrator:	SIGNED by the said Executor/Administrator:
in the presence of: Witness* (Full name):	in the presence of: Witness* (Full name):
Witness (Signature):	Witness (Signature):
Address:	Address:
Postcode:	Postcode:

## Useful information

Mail your form to: Aberdeen Standard Fund Managers Limited, PO BOX 12233, Chelmsford, CM99 2EE

Aberdeen Standard Investments is a brand of the investment businesses of Aberdeen Asset Management and Standard Life Investments.

Aberdeen Standard Fund Managers Limited is registered in England and Wales (740118) at Bow Bells House, 1 Bread Street, London EC4M 9HH.

Aberdeen Standard Fund Managers Limited is authorised and regulated by the Financial Conduct Authority. [www.aberdeenstandard.com](http://www.aberdeenstandard.com)

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