

# HEIR SUPPORT GUIDE



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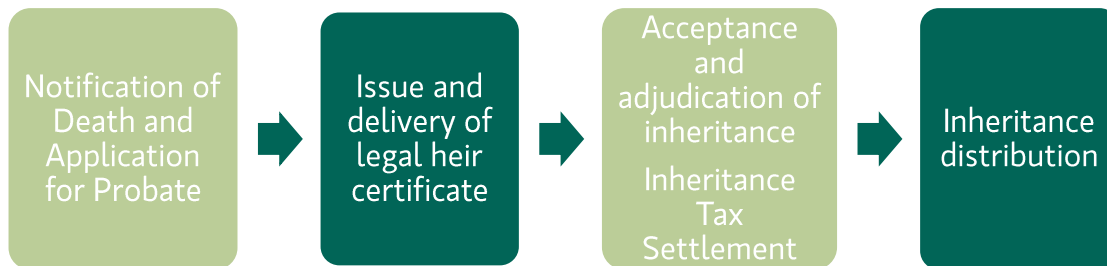
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## 1. PROBATE SERVICE

At Banca March we are aware of the complexity and difficulties that can be involved in the processing of an inheritance. For this reason, and in order to facilitate the process, we provide you with a guide with practical and detailed information on all the steps and documents needed to process a will.

We also have a specialised team at your disposal to resolve any doubts or queries you may have, by contacting us by telephone on **971 776 415** or by e-mail at **testamentarias@bancamarch.es**

Here are the four simple steps to follow:



## 2. STEPS TO BE TAKEN

### 2.1. NOTIFICATION OF DEATH AND APPLICATION FOR PROBATE

The first step to dealing with an inheritance is to report the death, which you can do by contacting our specialised probate team by calling **971 776 415**.

The documentation to be submitted for **notifying of the death** is as follows:

- Death certificate.
- Order for Probate, by means of which you request the processing of the probate file and provide us with your contact details so that we can contact you if necessary.
- Photocopy of the applicant's National Identity Card (or document that corresponds to their nationality), if they are not a customer.
- Power of attorney or private mandate in favour of the representative, in case the applicant acts on behalf of the heir(s) or person(s) concerned.

The following documentation must also be provided for the **issuance of the legal heir certificate**:

- Certificate from the Register of Last Will and Testament.
- Will or Declaration of intestate heirs or European Certificate of Succession.
- Foreign documents similar to the above, duly translated and with a Hague apostille in the case of non-residents.

Upon receiving a customer's death certificate, Banca March will carry out the following actions:

- With regard to **direct debited bills**, unless there is an express order to the contrary given by all the heirs and, if applicable, the joint holder, the bills of utility companies (water, electricity, etc.), taxes (IBI (property tax), rubbish, etc.), insurance, homeowners association, loans will continue to be paid. Similarly, all direct debits for the payment of expenses that only benefit third parties and do not involve the maintenance of the assets of the estate will only continue to be paid with the consent of all the heirs.

- Remove the **authorised persons and/or representatives** (attorneys-in-fact, guardians, curators, etc.) in all contracts held by the deceased.
- Block the **credit cards and cancel debit cards and the remote banking card** owned by the deceased.
- Stop regular transfers and/or transfer orders. They will only be continued if all heirs consent.
- Block all the **securities accounts** in which the deceased appears as holder, irrespective of whether the deceased shares holdership with other persons and irrespective of the agreed drawdown regime.
- Shut down and cancel the **discretionary portfolio management** service.
- Remove the deceased as authorised person and/or representative on third party accounts.
- Cancel regular contributions to Pension Plans (if any).
- Communicate the incident to March Vida (if the product has been purchased).

## 2.2. ISSUE AND DELIVERY OF THE LEGAL HEIRS CERTIFICATE

Our centralised probate team will review the documentation provided and will issue the **legal heir certificate as of the date of death**, which will be needed to settle the Inheritance and Gift Tax.

In cases where this is necessary to pay the above-mentioned tax or is expressly requested by an heir, a **statement of demand accounts** will be issued for the last year.

The legal heir certificates and the statement of latest transactions shall be sent to the e-mail address provided. Remember that this information can only be provided to those who have proven that they are heirs.

If, in view of the documentation submitted, and depending on the services and products contracted by the deceased customer, it is necessary to submit additional documentation, our centralised probate team will contact you and provide you with a list of the documentation to be submitted in each case.

## 2.3. ACCEPTANCE AND ADJUDICATION OF INHERITANCE AND SETTLEMENT OF INHERITANCE TAX

The next steps to be taken will be the acceptance and adjudication of the inheritance and the settlement of the Inheritance and Gift Tax. Both procedures are beyond the control of Banca March, although the supporting documentation must be provided in order to finalise the probate file.

The **acceptance and award** of the inheritance can be made by means of a private partition document or in a deed executed before a Notary Public.

Once the inheritance has been accepted, the heirs must **pay the Inheritance and Gift Tax**. In order to settle the tax, form 650 must be filed within 6 months of the day on which the death occurred at the tax office of the Autonomous Community corresponding to the habitual residence of the deceased.

If the Inheritance and Gift Tax is to be paid from the deceased customer's Banca March positions, the corresponding application signed by all the heirs must be submitted, accompanied by a copy of the self-assessment tax returns corresponding to each of them.

## 2.4. INHERITANCE DISTRIBUTION

The following documentation must be provided for the **distribution of inheritance**:

- Deed of acceptance and adjudication of inheritance.
- Proof of payment of inheritance tax for each heir.
- Power of attorney (if acting as a representative).

### 3. DOCUMENTATION TO BE PROVIDED

DOCUMENT	WHAT IS IT?	WHERE CAN I GET IT FROM?
Death certificate	Official document issued by the Civil Registry proving the person's death	- In person at the Civil Registry Office where the death is registered, providing the ID card of the person requesting the certificate. - By ordinary post, by sending a letter to the Civil Registry clearly indicating the name and postal address to which the certificate is to be sent, stating the following details in the request: <ul style="list-style-type: none"> <li>Name, surname and ID card number of the person requesting the certificate.</li> <li>Name and surname of the deceased, place and date of death.</li> </ul> - Online, through the official website of the Ministry of Justice. <a href="https://www.mjusticia.gob.es/es/ciudadanos/tramites/certificado-defuncion">https://www.mjusticia.gob.es/es/ciudadanos/tramites/certificado-defuncion</a>
Certificate of Last Will and Testament	Document proving whether a person made a will, on what date and before which notary	At least 15 working days after the date of death by means of the duly completed Tax Form 790. Form 790 is available: <ul style="list-style-type: none"> <li>At the Territorial Offices of the Ministry of Justice, and/or at the Civil Registries throughout Spain.</li> <li>At <a href="http://www.mjusticia.gob.es">www.mjusticia.gob.es</a></li> </ul> The Form 790 fee may be submitted: <ul style="list-style-type: none"> <li>At the Territorial Management Offices of the Ministry of Justice.</li> <li>By post, sending the application to the Registro General de Actos de Última Voluntad, Ministerio de Justicia, Plaza de Jacinto Benavente, 3, 28012 Madrid.</li> <li>Online, with an electronic user certificate from the Ministry of Justice at <a href="http://sede.mjusticia.gob.es">http://sede.mjusticia.gob.es</a></li> </ul>
Will or declaration of heirs	The document by which a person disposes of all his or her property or part of them for after their death	If the deceased person made a will, his or her heirs must request an authorised copy of the last will and testament from the notary's office where it was made or the notary who is in charge of its protocol (this information is indicated in the certificate of last will and testament). In the event that the deceased had not made a will, it shall be replaced by the act of declaration of heirs issued by a notary of the last domicile of the deceased in Spain
European Certificate of Succession	Document certifying the position of heir in any EU country	In person before the State Court of Justice by a Judge or Notary, using form UE-09-12-2014.

DOCUMENT	WHAT IS IT?	WHERE CAN I GET IT FROM?
<b>Translations and apostille of The Hague for non-residents</b>	Apostille or annotation certifying the authenticity of the signature of public documents issued in a country which is a signatory to the 12th Hague Convention of 5 October 1961 ( <a href="https://www.hcch.net/es/home">https://www.hcch.net/es/home</a> )	Competent authority according to country ( <a href="https://www.hcch.net/es/home">https://www.hcch.net/es/home</a> )
<b>Legal heir certificate</b>	Document that lists all the products that the deceased had with Banca March, as well as the balances at the date of death.	You can request it by: <ul style="list-style-type: none"> <li>• By calling our specialised probate team</li> <li>• By going to any Banca March branch</li> </ul>
<b>Certificate of last transactions</b>	Document that includes the transactions from the last year of the accounts detailed in the legal heir certificate.	Banca March will issue it, without the need for an application, in those Autonomous Communities in which it is required to pay the Inheritance Tax (Catalonia, Castile-Leon, Andalusia, Extremadura, the Balearic Islands and the Community of Valencia) or when expressly requested by an heir.
<b>Deed of acceptance and adjudication of inheritance</b>	Document by which all the heirs proceed to inventory and value the assets of the inheritance, allocate and distribute them to each other.	At the choice of the heirs: <ul style="list-style-type: none"> <li>• Execution before a notary public of a public document of acceptance and adjudication of the inheritance by all parties to the inheritance (heirs, widowed spouse and legatees). If real estate is part of the inheritance, the new ownership must be registered in the corresponding Land Registry, with the exception of the case of a sole heir, which can be processed by means of an application.</li> <li>• Drafting of private (written) distribution document signed by heirs, widowed spouse and legatees.</li> </ul>
<b>Proof of payment of inheritance tax for each heir</b>	Self-assessment or settlement document which must include the list of balances deposited in Banca March at the date of death, and the letter of payment, or declaration of exemption/prescription of the tax. It is a prerequisite to be able to withdraw the allocated balances	At the Settlement Office of the Autonomous Community in which the deceased had his or her last habitual residence.