

How to apply for release of money from bank account to meet funeral expenses for a person who died on or after 11 February 2006

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Introduction

The Director of Home Affairs, under authority delegated by the Secretary for Home Affairs, may issue on application a "Certificate for Necessity of Release of Money" to authorize release of money from the bank account of the deceased person to meet funeral expenses. Section 60B of the Probate and Administration Ordinance, Chapter 10, Laws of Hong Kong, is relevant.

Application for release of money for funeral expenses

The certificate for release of money from the bank account of the deceased person is to relieve possible hardship in meeting funeral expenses.

- The application should be made on Form HAEU1 by a fit and proper person who may be the executor appointed under the will, a family member, a friend, a fellow worker or a neighbour of the deceased person. Copies of the form are available from the Estate Beneficiaries Support Unit of the Home Affairs Department. (Please refer to the section on **Enquiries** below for contact details.) Alternatively, the form can be downloaded from the following website: <http://www.had.gov.hk/estates>.
- The application must be made before payment to the funeral service supplier.
- The bank account in question should be one held in the sole name of the deceased person.

Supporting documents

The following documents are required to support an application for a certificate for release of money from the bank account of the deceased person to meet funeral expenses –

- (a) the identity card/passport of the deceased person;
- (b) the death/burial certificate of the deceased person;
- (c) the identity card/passport of the applicant;
- (d) the last will of the deceased person, if the applicant is in the capacity of the executor;
- (e) any document(s) evidencing the relationship between the deceased person and the applicant, such as marriage or birth certificate, if the applicant is not the executor of the deceased person;
- (f) the invoice/quotation of the funeral expenses from a bona fide funeral service supplier; and
- (g) the bank confirmation/statement/passbook showing the current balance of the account(s) held in the sole name of the deceased person.

On approval of the application, a certificate for release of money with detailed specifications will be issued to the applicant who may then present the certificate to the bank. The bank will be required to make payment to the funeral service supplier direct by a cashier order. The amount to be released will take into account the prevailing fees for a funeral package.

On presentation of the certificate, the bank will ask for proof of identity from the holder of the certificate. The bank will also check against the available balance in the account(s) in question.

Enquiries

If you have any questions relating to the application for a certificate for release of money from the bank account of a person who died on or after 11 February 2006 to meet funeral expenses, you may contact the Estate Beneficiaries Support Unit of the Home Affairs Department -

- Address : 3/F, Southorn Centre, 130, Hennessy Road, Wan Chai, Hong Kong
- Telephone: 2835 1535
- Fax : 2122 9497
- E-mail : ebsu@had.gov.hk
- Website : <http://www.had.gov.hk/estates>

For administering the estates of persons who died before 11 February 2006, please contact the Estate Duty Office of the Inland Revenue Department at 2594 3240.

Home Affairs Department
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