



**PROBATE AND ADMINISTRATION ORDINANCE
(CHAPTER 10)**

Form HAEU2

**Application for Release of Money for Maintenance
from a Deceased Person's Bank Accounts**

Please read the following instructions carefully before you fill in the form.

1. Either the executor of the deceased person or the person entitled in priority to administer the estate may apply for maintenance payments for persons who were dependent on the deceased person immediately before his death and who have an interest in the estate.
2. No application will be accepted after the issue of a grant of probate or letters of administration in respect of the estate.
3. If the deceased person left a will, the application shall be made by the executor or any one of the executors named in the last will of the deceased person.
4. If the deceased person did not leave a will, persons entitled to administer the estate may make the application in the following order of priority:-
 - (a) the surviving spouse;
 - (b) the children of the deceased person;
 - (c) the parents of the deceased person;
 - (d) the brothers and sisters of the deceased person.
5. When submitting the application, the applicant must enclose a copy each of the following documents:-
 - (a) the identity card/passport of the deceased person;
 - (b) the death 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 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 letter of renunciation duly executed by the person entitled in a higher priority to administer the estate, if applicable;
 - (g) the death certificate of the person entitled in a higher priority to administer the estate, if applicable;

- (h) any document evidencing the relationship between the person named under (f) or (g) and the deceased person, if applicable;
- (i) any document evidencing the relationship between the deceased person and the former dependant, such as marriage or birth certificate;
- (j) any document evidencing the payment of maintenance by the deceased person to the dependant immediately before death; and
- (k) the bank confirmation/statement/passbook showing the current balance of the account held in the sole name of the deceased person.

The original copy of the death certificate must be submitted for verification. The applicant may be required to submit the original copy of other documents for verification, if deemed necessary.

- 6. The amount to be applied for in respect of each dependant should not be greater than the maintenance provided to him by the deceased person immediately before death. And in no case should the amount exceed each dependant's interest in the estate.
- 7. We reserve the right to call for additional supporting documents in relation to the application.
- 8. If the application is approved, the bank will be authorized to make the payment to the applicant for not more than three monthly instalments.

Statement of Purpose

- 1. The personal data provided by means of this form will be used by the Home Affairs Department for the purposes of processing this application and implementing the relevant provisions of the Probate and Administration Ordinance (Cap. 10).
- 2. The personal data provided by means of this form may be disclosed to other Government bureaux, departments and other relevant persons and bodies for the purposes mentioned above.
- 3. The data subject(s) has/have a right of access and correction with respect to personal data as provided for under the Personal Data (Privacy) Ordinance (Cap. 486).
- 4. Enquiries concerning the personal data collected by means of this form, including access to and correction of the personal data, should be addressed in writing to Estate Beneficiaries Support Unit, Home Affairs Department at 3/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong.

Any fraudulent application is liable to prosecution

Part 1 The deceased person

(1) Name	
(2) HK Identity Card/Passport* number	
(3) Date of death	
(4) Age	
(5) Place of death	
(6) Last address	
(7) Occupation	
(8) Marital status	Single/Married/Divorced/Widowed*
(9) Did the deceased person leave a will?	<input type="checkbox"/> Yes – Go to Part 2 <input type="checkbox"/> No – Go to Part 3

Part 2 The executor – if the deceased person left a will

(1) Date of last will made by the deceased person	
(2) Name of executor	

Part 3 The applicant

(1) Name	
(2) HK Identity Card/Passport* number	
(3) Telephone number	
(4) Address	
(5) Relationship with the deceased person	
(6) If the deceased person left a will and you are applying as the executor or one of the executors named in the will of the deceased person, please go to Part 5.	
(7) If the deceased person did not leave a will, are you applying as the person entitled in first priority to administer the estate? [See paragraph 4 on page 1] <input type="checkbox"/> Yes – Go to Part 4 <input type="checkbox"/> No – Complete Appendix A and go to Part 4	

Part 4 Close relatives of the deceased person

(1) Name of surviving spouse (if any): _____

(2) Address: _____

(3) Telephone number: _____

(4) Names of surviving children:-

Name	Age	Relationship with the deceased person

(5) Names of surviving parents:-

Name	Age	Relationship with the deceased person

(6) Names of surviving brothers and sisters, if the deceased person had no children and parents:-

Name	Age	Relationship with the deceased person

Part 5 The dependants

Complete the table at Appendix B.

Part 6 The estate

(1) Assets left by the deceased person [excluding those assets passing by survivorship to surviving joint holder on the death of the deceased person]:-

Nature of assets	Particulars	Value (HK\$)
(a) Bank accounts		
(b) Business		
(c) Quoted shares		
(d) Unquoted shares		
(e) Debt receivables		
(f) Landed property		
(g) Bank deposit box		
(h) Jewels		
(i) Motor vehicles		
(j) MPF funds		
(k) Life insurance policy		

(2) Liabilities of the deceased person:-

Creditor	Particulars of property under charge, if any	Amount (HK\$)

Part 7 The bank account (held in the deceased person's sole name) from which payment is to be made

Account 1

(1) Name of bank	
(2) Account number	
(3) Current balance	

Account 2

(1) Name of bank	
(2) Account number	
(3) Current balance	

Declaration

I declare that the information given in this form is true, correct and complete to the best of my knowledge, information and belief.

Date: _____

Signature of applicant: _____

* Delete where inappropriate.

For use where the deceased person did not leave a will.

(1) Please identify the capacity in which you are going to apply for a grant of representation:-

Relationship with the deceased person:	
(a) I am the surviving spouse.	<input type="checkbox"/>
(b) I am his/her* son/daughter*.	<input type="checkbox"/>
(c) I am his/her* father/mother*.	<input type="checkbox"/>
(d) I am his/her* brother/sister*.	<input type="checkbox"/>
(e) Other relationship – Please specify:	<input type="checkbox"/>

Note: The above tabulation sets out the priority in entitlement to administer the estate in descending order.

* Delete where inappropriate.

(2) If you are not the person entitled in first priority to administer the estate, please state the reason why those in a higher priority (including the executor) have not applied for a grant of representation:-

A: Death (Please state the date of death.)

B: Refuse to act

C: Cannot be located

D: Incapacity (Please elaborate.)

E: Other (Please specify.)

Name of person in a higher priority to administer the estate	Entitlement/Relationship [Please refer to (1) above]	Reason for not acting [Please refer to A to E above]

Declaration

I declare that the information given in this form is true, correct and complete to the best of my knowledge, information and belief.

Date: _____

Signature of applicant: _____

The Dependants

	Dependant (1)	Dependant (2)
(a) Name		
(b) Identity card number		
(c) Residential address		
(d) Relationship with the deceased person		
(e) Age		
(f) Occupation		
(g) Current monthly income		
(h) Monthly maintenance provided by the deceased person before death		
(i) When did the dependant start to receive maintenance from the deceased person?		
(j) Interest under the last will of the deceased person, if applicable – particulars of assets and amount		
(k) Interest under the estate of the deceased person, if the deceased person did not leave a will – particulars of assets and amount		