



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

**Form HAEU4A**

**Application for Removal of Items by Surviving Renter from a  
Jointly Rented Bank Deposit Box with Survivorship Arrangement<sup>1</sup>**

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

1. This form is for use by the surviving renter to apply for removal of any of his own document or article from a safe deposit box rented in joint names with a deceased person and the lease agreement of which provides for survivorship arrangement.
2. No application will be accepted before an inventory of the contents of the safe deposit box has been prepared pursuant to a Certificate for Necessity of Inspection of Bank Deposit Box **or** after the issue of a grant of probate or letters of administration **or** after 12 months from the date of death of the deceased renter.
3. Part 5 must be duly completed and signed by the executor of the deceased person or the intending administrator<sup>2</sup> of the estate. Alternatively, the applicant may enclose a letter of consent duly signed by the executor or the intending administrator.
4. In support of this application, the applicant should file Form HAEU4A-A. Where the application is in order, the applicant will be notified of the time for return to swear/affirm Form HAEU4A-A before the Commissioner for Oaths.
5. When submitting the application, the applicant must enclose a copy each of the following documents:
  - (a) the identity card/passport of the applicant;
  - (b) the inventory of the contents of the safe deposit box;
  - (c) the last will of the deceased person, if the applicant is the executor of the deceased person and a copy of the will has not been provided;
  - (d) 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 and such document has not been provided;

<sup>1</sup> A “jointly rented safe deposit box with survivorship arrangement” means a jointly rented safe deposit box kept pursuant to an agreement under the terms of which the access to the contents of the box of any of the renters of the box is not affected by the death of any other renter of the box.

<sup>2</sup> The intending administrator is the person who is entitled in priority to administer the estate and intends to apply for a grant.

- (e) the letter of renunciation duly executed by the person entitled in a higher priority to administer the estate, if applicable and has not been provided;
- (f) the death certificate of the person entitled in a higher priority to administer the estate, if applicable and has not been provided;
- (g) any document evidencing the relationship between the person named under (e) and (f) and the deceased person, if applicable; and
- (h) any document evidencing the surviving renter's ownership of the document or article to be removed.

The original 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. We reserve the right to call for any additional supporting documents in relation to the application.

#### **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 safe deposit box**

(1) Name of bank		Branch	
(2) Address			
(3) Box number			
(4) Names of renters in the lease agreement			
(5) Does the lease agreement provide for survivorship arrangement?	Yes/No*		
(6) Date on which the inventory was prepared			
(7) Name of the holder of the certificate for inspection who prepared the inventory			

**Part 2 The deceased person**

(1) Name	
(2) HK Identity Card/Passport* number	
(3) Date of death	

**Part 3 The applicant**

(1) Name	
(2) HK Identity Card/Passport* number	
(3) Telephone number	
(4) Address	
(5) Relationship with the deceased person	
(6) Are you the surviving renter?	<input type="checkbox"/> Yes <input type="checkbox"/> No – This is not the correct form. Please use Form HAEU4B for application to remove from the safe deposit box documents that meet the criteria set out in section 60E(1) of the Probate and Administration Ordinance.

**Part 4 Particulars of the document or article to be removed from the box**

(1)

Item Number in the Inventory	Title/Description of the document or article

(2) Are you also the executor of the deceased person or the intending administrator of the estate?

<input type="checkbox"/> Yes	Go to the Declaration
<input type="checkbox"/> No	Ask the executor of the deceased person or the intending administrator of the estate to complete and sign Part 5

**Part 5 Consent given by executor/intending administrator**

I, \_\_\_\_\_ of HK Identity Card/Passport\* No. \_\_\_\_\_, consent to the removal of the document or article under item \_\_\_\_\_ of the Inventory from the box by \_\_\_\_\_.

Signed by:

( \_\_\_\_\_ )

\_\_\_\_\_  
Executor/intending administrator\*

Date: \_\_\_\_\_

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**Declaration**

**I declare that the document or article the removal of which is hereby applied for belong to me and 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.