



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

Form HAEU6A

**Application for a Copy/Certified True Copy of the Copy of
the Will or Similar Instrument of a Deceased Person**

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

1. Pursuant to section 60D(10) of the Probate and Administration Ordinance, only the person who intends to apply for a grant in respect of the estate of the deceased person in question may apply for a copy (or a certified true copy) of the copy of the will or similar instrument found in a deceased person's safe deposit box and kept by the Director of Home Affairs under section 60D(5) of the Probate and Administration Ordinance.
2. If the deceased person left a will and the executor named in the will refuses to act, persons entitled to administer the estate are in the following order of priority:-
 - (a) the residuary legatee or devisee holding in trust for any other person;
 - (b) the residuary legatee or devisee for life;
 - (c) the ultimate residuary legatee or devisee, or, where the residue is not wholly disposed of by the will, the person entitled to share in the undisposed of residue or the personal representative of any such person;
 - (d) the specific legatee or devisee or the creditor, or the personal representative of any such person, or, where the estate is not wholly disposed of by the will, the person who may have a beneficial interest in the event of an accretion to the estate;
 - (e) the specific legatee or devisee entitled on the happening of any contingency or the person having no interest under the will who would have been entitled to a grant if the deceased had died wholly intestate.
3. Persons entitled to share in the residue not so disposed of include the following in 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.
4. When submitting the application, the applicant must enclose a copy each of the following documents:
 - (a) the identity card/passport of the applicant;

- (b) any document evidencing the relationship between the deceased person and the applicant, such as marriage or birth certificate;
 - (c) the letter of renunciation duly executed by the person entitled in a higher priority to administer the estate, if applicable;
 - (d) the death certificate of the person entitled in a higher priority to administer the estate, if applicable; and
 - (e) any document evidencing the relationship between the person named under (c) or (d) and the deceased person; if applicable.
5. We reserve the right to call for any additional supporting documents in relation to the application.
6. On approval of the application, the applicant is required to pay fees for the photocopying or certification service.

IMPORTANT NOTES

Where a document is required for legal or official purposes, normally the original or a certified true copy of the document should be presented. The applicant is advised to ascertain whether a copy or a certified true copy is required for his purpose before making 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 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*

Part 2 The will

(1) Date of the will made by the deceased person	
(2) Names of executors	

Part 3 The applicant

(1) Name	
(2) HK Identity Card/Passport* number	
(3) Telephone number	
(4) Address	
(5) Relationship with the deceased person	

Part 4 Close relatives of the deceased person

(1) Name of surviving spouse (if any) and telephone number:- _____

(2) Names of surviving children:-

Name	Age	Relationship with the deceased person

(3) Names of surviving parents:-

Name	Age	Relationship with the deceased person

(4) Name of surviving brothers and sisters, if you are not the surviving spouse, child or parent of the deceased person:-

Name	Relationship with the deceased person

Part 5 The Document under application

(1) Please indicate the form of document applied for by ticking against the relevant box.

- Copy
- Certified True Copy

(2) Do you intend to apply for summary administration of the deceased person's estate, or for a grant?

Yes/No*

(3) Is the will or similar instrument in question necessary for or relevant to your application for summary administration or for a grant?

Yes/No*

Part 6 Capacity

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

Entitlement under the will:	
(a) I am the residuary legatee or devisee holding in trust for any other person.	<input type="checkbox"/>
(b) I am the residuary legatee or devisee for life.	<input type="checkbox"/>
(c) I am the ultimate residuary legatee or devisee.	<input type="checkbox"/>
(d) I am the specific legatee or devisee.	<input type="checkbox"/>
(e) Other entitlement - Please specify:	<input type="checkbox"/>

Declaration

I declare that 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.