



# probate or letters of administration outside Victoria.

Mail: ME Deceased Estate Administration, PO Box 1345, Melbourne VIC 3001  
Any questions? Call ME on **1300 406 372** Mon to Fri 9am-4pm (AEST/AEDT)  
or visit [mebank.com.au](http://mebank.com.au)

## how to use this form.

Complete this form if you have been granted Probate or Letters of Administration outside Victoria that have not been resealed in Victoria. Each executor/administrator of the estate must sign this form.

### What is probate?

Probate is granted by the Supreme Court to confirm the last Will of a deceased person is valid and gives the appointed executor the authority to act on behalf of the estate. All estates valued at more than \$25,000 require probate.

### What are Letters of Administration?

Letters of Administration are granted by the Supreme Court to appoint an administrator of the estate. They are required when the deceased has not left a Will and the estate is valued at more than \$25,000.

## deceased customer details.

Title (Mr/Mrs/Miss/Ms/Other)	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Will (if any)	Date Letter of Administration or Probate granted
<input type="text"/>	<input type="text"/>

A certified copy of Probate or Letters of Administration is attached (if not already provided)

## executor or administrator details.

Title (Mr/Mrs/Miss/Ms/Other)	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title (Mr/Mrs/Miss/Ms/Other)	Given name(s)	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

## declaration and indemnity.

I/We declare I/we are all of the executor(s)/administrator(s) of the deceased's estate.  
I/We jointly and severally hold ME harmless from and indemnify ME against all liabilities, losses or expenses ME may sustain, incur or be put to in connection with paying the balance of the deceased's account(s) to me/us.

## executor/administrator 1

Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

## witness (signature must be witnessed by a person who is not an executor or administrator of the estate)

Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Residential address (we can't accept a PO Box address)

State  Postcode

**executor/administrator 2**

Print name

Signature

Date

D	D	M	M	Y	Y
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Residential address (we can't accept a PO Box address)

State	Postcode
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**witness** (signature must be witnessed by a person who is not an executor or administrator of the estate)

Print name

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Residential address (we can't accept a PO Box address)

State	Postcode
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**executor/administrator 3**

Print name

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

**witness** (signature must be witnessed by a person who is not an executor or administrator of the estate)

Print name

Signature

Date

D	D	M	M	Y	Y
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Residential address (we can't accept a PO Box address)

State	Postcode
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**executor/administrator 4**

Print name

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

**witness** (signature must be witnessed by a person who is not an executor or administrator of the estate)

Print name

Signature

Date

D	D	M	M	Y	Y
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Residential address (we can't accept a PO Box address)

State	Postcode
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