

You must complete this form if you have obtained a grant of representation to the estate. A grant is required for estates of £5,000 and over.

**Securities:** If the fund includes security holdings you must complete form CFO SST1 to indicate whether they are to be sold, transferred or part sold/part transferred. If the security held is the Equity Index Tracker Fund these units must be sold and cannot be transferred. The completed form CFO SST1 must be attached to this form.

Full name of the deceased

Case number

CFO account number

Date of death

**A certified copy of the death certificate must be attached to this form, unless you have already provided it to the Court Funds Office.**

Date of the grant of representation

**A sealed copy of the grant of representation must be attached to this form.**

Case relates to a

**Court of Protection client**

**Child**

**Protected beneficiary**

Full names of the personal representatives:

1)

2)

3)

4)

## Bank account details for payment

Name of bank

Account name

Address

Account no.

Sort code

Postcode

If payment is to be made to a bank outside of the UK

Iban no.

Swift/BIC code

continued overleaf 

## How to contact the Court Funds Office

Customer Helpline

0300 0200 199

Email

enquiries@cfo.gov.uk

Address

Court Funds Office Court Funds Office  
Sunderland DX 328004  
SR43 3AB Sunderland 19

For full details of how your information is used please see our privacy notice at <https://www.gov.uk/government/collections/court-funds-office-forms> or contact CFO who will provide you with a copy.

This form must be signed by a personal representative. **If there is more than one representative a letter of consent must be signed and dated by the remaining representatives and attached to this form.** If a representative has died since the grant was issued, a certified copy of the death certificate must be attached to this form.

Unless the form is signed by a solicitor, the form must be signed in the presence of a witness, who has known you for at least two years and is a professional person or a person of standing in the community. Please see the enclosed list of acceptable witnesses before selecting someone to witness your form. The witness must **not** be a relative of yours.

Where applicable, the letter of consent must also be **signed and dated** in the presence of an acceptable witness who should also sign the letter to confirm that they have witnessed the signature.

<b>Signed</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Name</b>	<input type="text"/>	<b>Address</b>	<input type="text"/>
<b>Telephone no.</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>

### Signature of witness

The witness should know the payee personally and be a professional person or a person of standing in the community. It must not be signed by a relative of the payee. **See over the page for list of acceptable witnesses and tick the appropriate box.**

I certify that the person has signed the form in my presence.

<b>Signed</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Name</b>	<input type="text"/>	<b>Address</b>	<input type="text"/>
<b>Occupation</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>

## List of acceptable witnesses

- Accountant
- Airline pilot
- Articled Clerk of a limited company
- Assurance agent of recognised company
- Bank/Building Society official
- Barrister
- Chairman/Director of limited company
- Chiropodist
- Commissioner of Oaths
- Councillor (local or county)
- Civil Servant (permanent)
- Dentist
- Director/Manager of a VAT-registered charity
- Director/Manager/Personnel Officer of a VAT-registered company
- Doctor
- Engineer (with professional qualifications)
- Financial services intermediary (eg. a stockbroker or insurance broker)
- Fire service official
- Funeral director
- Insurance agent (full time) of a recognised company
- Journalist
- Justice of the Peace
- Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- Licensee of public house
- Local Government Officer
- Manager/Personnel Officer (of a limited company)
- Member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- Minister of a recognised religion (including Christian Science)
- Nurse (RGN and RMN)
- Officer of the armed services (active or retired)
- Optician
- Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)
- Person with honours (an OBE or MBE, for example)
- Pharmacist
- Photographer (professional)
- Police Officer
- Post Office official
- President/Secretary of a recognised organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher, lecturer
- Trade union officer
- Travel agent (qualified)
- Valuer or auctioneer (fellows and associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers