



• WE DEAL WITH ESTATE ADMINISTRATIONS FOR GUERNSEY CLIENTS WHICH INVOLVES THE FOLLOWING:

- Taking initial instructions from the relevant Partner following their attendance with the client(s)
- Ensuring that a Will circular has been sent to all firms of Guernsey Advocates offices in order that we are in receipt of the last Will for the deceased
- Collating the required documentation
- Preparing a letter to one of the asset holders requesting confirmation that a Guernsey Grant is required by the asset holder in order to release the asset. Without this confirmation we cannot progress the application
- Preparing an application to the Court and request a mutually convenient date for Joanne's attendance in Court. The Court sits every Friday at 9.30 am
- Arranging the collection of the original Grant on the Monday following the previous Friday Court sitting;
- Preparing and arranging for Prescription Notices to be published in La Gazette Officielle in the Guernsey Press
- Reviewing all correspondence and documentation provided by the family or collected by us from the deceased's property in order to ascertain fully the work required to administer the estate
- Commence calling in all assets (bank accounts, bonds, policies etc.)
- Corresponding with all pension providers (Guernsey old age pension, Guernsey States Works pension, UK old age pension, personal pensions)
- Writing to all beneficiaries named in the Will providing them with a copy of the Grant and advising them of their bequest under the Will, inclusive of calling in client due diligence
- As soon as the first asset is liquidated and the funds received by Collas Crill, attending to payment of all outstanding bills (funeral expenses, doctor's bills, utility bills, newspaper and milk bills etc.)
- Following contact with the States of Guernsey Income Tax, ascertaining tax information from the various asset holders and pension providers and attend to final tax affairs
- If a property is to be sold during the course of the administration of the estate, checking that the property and its contents are fully insured and the premiums paid
- Attending to sale of any car owned by the deceased, including correspondence with the States of Guernsey Environment Department - Vehicle Registration and Licensing Department
- Advising the insurers that the property is unoccupied
- Contacting the property management company and requesting that they undertake a weekly property check, which is required for insurance purposes
- Arranging for an auction house to attend at the property to provide us with a probate valuation of the contents
- Arranging for estate agents to provide property valuations (usually three independent valuations) and place the property on the market for sale as soon as possible

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- The contents of the property must be distributed to the named beneficiaries or if not bequeathed under the Will then collected by the auction house and sold at auction or given to charity or disposed of
- Calculating and declaring gross worldwide value of estate to the Ecclesiastical Court
- Preparing Estate Accounts
- After expiration of the prescription notice (three months after publication of the second notice) attending to any specific bequests whether monetary or personal items
- Following completion of all above matter, attending to final distributions to the residuary beneficiaries

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