

## **Documentary requirements for deceased accounts**

This guide provides the documentary requirements to claim the funds of deceased account holders of HSBC and HSBC Savings Bank in the Philippines.

### **For Filipino nationals, with a will and/or has any debt**

Judicial Partition of Estate:

1. Proof of court-issued letters testamentary or letters of administration, or final court order adjudicating the estate to the deceased's heirs
2. Proof of posting of executor's or administrator's bond and approval/acceptance thereof by the court
3. Certified proof of publication in a newspaper of general publication once a week for three consecutive weeks of notice to creditors
4. Sufficient identification of executor or administrator or heirs, as the case may be.
5. *For Accountholders who died before 1 January 2018* - Certification from the Commissioner of Internal Revenue (CIR) or his authorized delegate that Estate Tax Has Been Paid for the portion of the deceased. This certification may be in the form of a Certificate Authorizing Registration (CAR).
6. If the deposit/account is exempt from Estate Tax, sufficient document issued by the Bureau of Internal Revenue showing such exemption.

## **For Filipino nationals, with no will and no debt**

Extrajudicial Settlement of Estate:

1. Notarized copy of the Deed of Extrajudicial Settlement of Estate (the "Deed") signed by all the heirs. Deed should specify the death of the deceased, the entity where the bank accounts to be distributed, that the estate has no creditors, that the heirs identified in the Deed are the only heirs of the deceased, and the manner of distribution of the estate including the bank accounts among the heirs.
2. Proof of filing of the Deed with the Office of the Register of Deeds of the place of last residence of the deceased (may be evidenced by stamp affixed by the Register of Deeds on the documents itself, oftentimes at the back of the document).
3. Certified copy and proof of filing of an heir's bond with the Office of the Register of Deeds in an amount equivalent to the value of the personal property/funds involved conditioned to pay for any just claim against the estate within 2 years from settlement and distribution of the estate/personal property or funds with the bank.
4. Certified proof of publication of the extrajudicial settlement in a newspaper of general publication once a week for 3 consecutive weeks
5. Proof of heirship (birth certificate/marriage certificate) and sufficient identification
6. *For Accountholders who died before 1 January 2018* - Certification from the Commissioner of Internal Revenue (CIR) or his authorized delegate that Estate Tax Has Been Paid for the portion of the deceased. This certification may be in the form of a Certificate Authorizing Registration (CAR).
7. If the deposit/account is exempt from Estate Tax, sufficient document issued by the Bureau of Internal Revenue showing such exemption.

## **For non-Filipino nationals**

HSBC follows the laws and rules of succession of the country of the deceased account holder's nationality to determine successional rights. Note that documents executed overseas must be consularised or apostilled.

Kindly contact the branch of account, and our staff will help to reach out to our colleagues in the relevant country and to provide you the documentary requirements.

Find the nearest HSBC Philippines or HSBC Savings Bank branch and contact details [here](#)