

PROBATE TABLE 3

WORK INCLUDED IN PRICES IN TABLE 1

Obtaining the Grant of Probate
Time estimate 4 to 6 weeks from the date all of the information referred to in the yellow section below is collected
Identify the executors or administrators and beneficiaries
Identify the type of Probate application you will require
Obtain , based on initial information provided by you, the relevant documents and financial information required to make the application for Probate
Complete the Probate application and the relevant HMRC forms
Draft the Oath for the Executors or Administrators to swear. You will need to fund the oath fees. They can be reclaimed from the estate
Arrange with you that you obtain access to sufficient of the deceased's funds to arrange payment of Inheritance Tax if necessary
Make the application for Probate on your behalf. You will need to provide us with the Probate fee. It can be reclaimed from the estate
Obtain the Grant of Probate and send two copies to you
Administering the estate
Time estimate 6 weeks from the date the Grant of Probate is obtained to a year depending on complexity If there are difficult tax issues the final date will depend on the capacity of HMRC. It can take a year or more.
Collect in the assets of the estate which are not to be transferred directly to a beneficiary
Prepare and publish statutory advertisements. These have extra third party costs as shown in table 2
Pay out legacies, settle debts, pay any Inheritance tax due (assuming sufficient funds to pay

in one payment)
Deal with taxation for the period of the administration of the estate
Prepare estate accounts and have them approved by the Executors/Administrators
Arrange final financial distribution of the estate