



Please print in black or blue pen, in uppercase, one character per box and all that apply.

- This form must be completed by all of the Deceased Member's **Personal Representative(s)** or a lawyer acting on their behalf:
- where the Deceased left a Will, this means by the person(s) who has been granted **Probate**, or
 - where the Deceased did not leave a Will, this means by the person(s) who has been granted **Letters of Administration**

Note 1: Where there are more than three Personal Representatives, please complete and attach an additional 'Death Claim – Request for Payment' form.

Note 2: We will need to sight Probate or Letters of Administration unless the Deceased Member's account balance is less than \$40,000.

If you need assistance completing this form, please feel free to contact our toll-free Helpline on **0800 207 207**.

Privacy statement

Information in this form and any requested documents are being collected to enable administration of this account. The Privacy Act entitles the account holder to access and to request correction of any personal information.

Procedure for completing this form

1. Complete all sections of the form

2. Attach

- a certified copy* of the Death Certificate; and either
- where the Deceased left a Will - a certified copy* of the Will, and of the grant of Probate**;
- where the Deceased did not leave a Will – a certified copy* of the Letters of Administration**
- a bank deposit slip (where payment is to be credited to a bank account)

* Document copies must be certified as true copies by an authorised person, which includes a lawyer, Justice of the Peace or Notary Public.

** For accounts less than \$40,000 where Probate or Letters of Administration are not being applied for, please complete Step 4 of this form.

3. Complete the Statutory Declaration

- The Statutory Declaration must be made by the Deceased's Personal Representative(s) or a lawyer acting on their behalf in front of a lawyer, Justice of the Peace, Notary Public or other person authorised to take Statutory Declarations.

4. All Personal Representative(s) must attach documents that confirm their identity.

Please see the Confirmation of Identity Guide on www.mflfunds.co.nz.

- Please return your completed form to:** Mercer (N.Z.) Limited, Freepost Authority Number 3629, PO Box 1849, Wellington 6140. Alternatively, you can email your fully completed application form to mfl@mercerc.com.

Step 1 – Deceased's personal details

Membership number

IRD number

 - -

Title: Mr Mrs Ms Miss Other

Date of birth / /

First name

Middle name(s)

Surname

Residential address

Number	Street Name
Suburb	
City	Postcode
Country	

Membership number

Step 2 – Details of all Personal Representatives or lawyer acting

1. Name of Personal Representative:

Relationship to Deceased:

Residential address

Number	Street Name
Suburb	
City	Postcode

Mobile

Email

2. Name of Personal Representative:

Relationship to Deceased:

Residential address

Number	Street Name
Suburb	
City	Postcode

Mobile

Email

3. Name of Personal Representative:

Relationship to Deceased:

Residential address

Number	Street Name
Suburb	
City	Postcode

Mobile

Email

Step 3 – Payment of death benefit

Payment is to be (please tick):

credited to a bank account (please provide a bank deposit slip)

Mercer will only make payment for the benefit of the estate to a New Zealand bank account.

Remember to cancel direct debits or automatic payments to the Scheme.

Step 4 – Confirming Personal Representative’s identity

If you have confirmed your identity with Mercer previously and your details haven't changed, please go to Step 5.



Copies of your documents can be certified by one of the following: Justice of the Peace, Solicitor, Notary Public or Member of Parliament. For a full list of certifiers and acceptable documents and how these can be certified, please read the Confirmation of Identity Guide available on www.mflfunds.co.nz. Certified documents are only valid for three months.



To the certifier: The certifier must view the original document(s) (not a fax, photocopy or scan) before writing their **Full Name, Occupation, Date** and **Signature** and make a statement to the effect that the document(s) provided are a true copy and represent the identity of the named individual.

Your withdrawal request must be submitted with one of the identification options set out below.

1. Personal Representative

Option 1 – Electronic identity verification

Mercer as the Administration Manager has the ability to electronically verify your identity. Once we have received your withdrawal request, we will send you an SMS via our third party partner to biometrically verify your identity. To complete this method of verification, you must have a smartphone (with a front camera that is capable of taking a photo/video) and a current (not expired) version of one of the following:

New Zealand Passport

OR

New Zealand Driver Licence

If this method of identification is unsuccessful, you will be required to provide certified ID.

Option 2 – Certified copies of identity documents

Please provide a certified copy of your identity documents. Refer below for information on acceptable identity documents and who can certify them.

Preferred identification method – please select one of the following options:

- Option 1 – I would like the Administration Manager to electronically verify my identity
- Option 2 – I would like to provide the Administration Manager with certified copies of my identity documents

If you have selected Option 1, you do not need to provide certified ID now.

Provide a certified photocopy of current and valid documents.

If you selected Option 2 as your preferred way for us to verify your identity, please select one of the certified identification options below. We are only able to accept original certified copies of certified ID (i.e. the copy that has been physically certified). These documents must be posted to us - our postal address is Mercer (N.Z.) Limited, PO Box 1849, Wellington 6140, New Zealand. If your name has changed, please provide evidence of your name change which links your previous and current names.

A A certified photocopy of **ONE** of:

- A New Zealand or an overseas passport; or
- A New Zealand firearms licence; or
- A New Zealand Certificate of Identity* ; or
- A New Zealand refugee travel document; or
- An emergency travel document; or
- An overseas government national identity card (appropriate pages containing name, date of birth, photograph and signature)

B A certified photocopy of **ONE** of:

- A New Zealand or an overseas driver licence; or
- A Kiwi Access Card (previously known as 18+ Card)

Plus

A certified photocopy of **ONE** of:

- A New Zealand or an overseas birth certificate; or
- A New Zealand or an overseas citizenship certificate

C A certified photocopy of **ONE** of:

- A New Zealand or an overseas driver licence

Plus

A certified photocopy of **ONE** of:

- A (Super) Gold Card; or
- A Community Services Card; or
- A bank account or a credit card statement issued by a New Zealand registered bank in the 12 months preceding the date of the application; or
- A statement issued by Inland Revenue or another government agency in the 12 months preceding the date of the application

* Please visit passports.govt.nz to read more about this ID document. A Gold Card is NOT considered a type of a New Zealand Certificate of Identity.



I certify this to be a true copy of the original document and confirm it represents the identity of Joe Smith.

Name: **Jane Doe**

Occupation: **Justice of the Peace**

Date: **18/04/2024**

Signature:

How to have your ID correctly certified
Photocopy ID at 150% so the details are legible.
Please do not send in your physical identity documents e.g. passport, driver licence, birth certificate etc.

Please note: Certification is valid for three months and must have been carried out within three months of this application. Your identity documents must be certified by one of the following people: Justice of the Peace, Registered Lawyer, Chartered Accountant, Registered Teacher, Registered Doctor, Police Officer, Notary Public, Registrar/ Deputy Registrar. Please refer to the Confirmation of Identity Guide.

2. Personal Representative

Option 1 – Electronic identity verification

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- New Zealand Passport**
- OR**
- New Zealand Driver Licence**

If this method of identification is unsuccessful, you will be required to provide certified ID.

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I certify this to be a true copy of the original document and confirm it represents the identity of Joe Smith.

Name: **Jane Doe**
 Occupation: **Justice of the Peace**
 Date: **18/04/2024**
 Signature:

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Please note: Certification is valid for three months and must have been carried out within three months of this application. Your identity documents must be certified by one of the following people: Justice of the Peace, Registered Lawyer, Chartered Accountant, Registered Teacher, Registered Doctor, Police Officer, Notary Public, Registrar/ Deputy Registrar. Please refer to the Confirmation of Identity Guide.

3. Personal Representative

Option 1 – Electronic identity verification

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Photocopy ID at 150% so the details are legible.

Please do not send in your physical identity documents e.g. passport, driver licence, birth certificate etc.

I certify this to be a true copy of the original document and confirm it represents the identity of Joe Smith.

Name: **Jane Doe**

Occupation: **Justice of the Peace**

Date: **18/04/2024**

Signature:

Please note: Certification is valid for three months and must have been carried out within three months of this application. Your identity documents must be certified by one of the following people: Justice of the Peace, Registered Lawyer, Chartered Accountant, Registered Teacher, Registered Doctor, Police Officer, Notary Public, Registrar/ Deputy Registrar. Please refer to the Confirmation of Identity Guide.

Step 5 – Statutory Declaration by all the Personal Representatives or lawyer claimants

I/We solemnly and sincerely declare that:

I am/We are entitled to make this claim and that all the information which I have provided in this form and in all included materials is true and correct.

To the best of my knowledge and belief, the Deceased's principal place of residence during the period that he/she was a fund member was in New Zealand.

If the Deceased did not reside principally in New Zealand for any period that he/she was a fund member, please specify that period(s):

By receiving payment of the benefit due to the Deceased, I release all claims that have been made or may be made on Mercer (N.Z.) Limited and/or the Supervisor of the Deceased's fund.

I have read and understood the information regarding the Privacy Act 2020.

Smaller estates (where applicable)

I/We declare that the Deceased (tick one)

- left a Will, and Probate is not being applied for
- did not leave a Will, and Letters of Administration are not being applied for

I/We further declare and undertake:

That I am/We are entitled to claim the proceeds of the Deceased's account under Section 65 of the Administration Act 1969. I/We will apply the account proceeds in due course of administration.

Membership number

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

I, Full name	
Of, Address	
Occupation	
Your signature X	
Declared at Location	Date Day/month/year

I, Full name	
Of, Address	
Occupation	
Your signature X	
Declared at Location	Date Day/month/year

I, Full name	
Of, Address	
Occupation	
Your signature X	
Declared at Location	Date Day/month/year

Before me (Justice of the Peace, Solicitor, Notary Public, a Registrar or Deputy Registrar of the District Court or the High Court or other person authorised to take a Statutory Declaration in accordance with the Oaths and Declarations Act 1957).

Name (please print)		
of City	Occupation	
Signature X	Date Day/month/year	
Stamp		

 **Please return your completed form to:** Mercer (N.Z.) Limited, Freepost Authority Number 3629, PO Box 1849, Wellington 6140. Alternatively, you can email your fully completed application form to mfl@mercer.com.