ASNB

Pentadbiran & permohonan tuntutan harta pusaka

A. Permohonan Tuntutan Harta Pusaka di ASNB

1. Permohonan adalah berdasarkan kategori tuntutan berikut:

No	Jumlah pelaburan	Waris yang dibenarkan menuntut	*Dokumen yang diperlukan
1	Unit Pelaburan Terkumpul RM10,000 dan ke bawah	Salah seorang daripada berikut:- • Suami atau isteri • Anak kandung • Ibu atau bapa • Adik beradik • Datuk atau nenek	i) Salinan Sijil Kematian ii) Salinan Kad Pengenalan Pentadbir/Waris/Penerima iii) Salah satu dari dokumen berikut:- • Sijil Nikah/Sijil Perkahwinan/Cabutan Daftar Perkahwinan • Sijil Kelahiran • Kad Pesara • Sijil Faraid • Salah satu dokumen rasmi yang membuktikan pertalian daripada: a) Pejabat Agama Islam b) Jabatan Pendaftaran Negara c) Jabatan Kemajuan Orang Asli d) Mahkamah Anak Negeri Sabah / Pejabat Daerah Sarawak
2	Unit Pelaburan Terkumpul Melebihi RM10,000	Pentadbir/Waris/ Penerima	i) Salinan Sijil Kematian ii) Salinan Kad Pengenalan Pentadbir/Waris/Penerima iii) Salah satu dari dokumen berikut:- • Surat Kuasa Mentadbir/Geran Probet dari Mahkamah Tinggi Sivil • Surat Kuasa Arahan atau Akuan dari Amanah Raya Berhad (ARB) • Perintah Pembahagian / Surat Kuasa Mentadbir dari Jabatan Ketua Pengarah Tanah & Galian (JKPTG) • Surat Kuasa Mentadbir dari Mahkamah Anak Negeri Sabah/Pejabat Daerah Sarawak • Perintah Pembahagian/Perintah dari Mahkamah Rendah/Tinggi Syariah Sabah/Sarawak • Perintah dari Mahkamah Tinggi Syariah yang menyatakan aset simati adalah 'Hibah' • Perintah dari Mahkamah Tinggi Malaya/ Sabah/Sarawak

*Nota: Semua salinan dokumen mestilah disahkan dari salinan asal oleh Pegawai ASNB/ Pegawai dari Ejen ASNB/Ketua Kampung/Majikan dari Bahagian Sumber Manusia/Pegawai Kerajaan Kumpulan Pengurusan dan Professional dengan menurunkan cop rasmi, nama, jawatan, tarikh dan tandatangan.

2. Proses permohonan tuntutan harta pusaka

1. ASNB menerima Borang Tuntutan Unit Pelaburan (T1)** yang lengkap bersama dokumen sokongan daripada pentadbir/ waris/ penerima yang layak
2. Permohonan diproses oleh Cawangan ASNB atau Ibu Pejabat ASNB
3. Pindah Milik***
   - Terima Notis Pindah Milik
   - Kemaskini Akaun Pelaburan

** BORANG TUNTUTAN UNIT PELABURAN (T1)
Borang Tuntutan Unit Pelaburan (T1) boleh didapati di semua cawangan ASNB atau dimuat turun dari laman web ASNB di www.asnb.com.my

*** PINDAH MILIK
Pindah Milik Tuntutan Harta Pusaka akan dilakukan secara terus kepada akaun pelaburan unit amanah pentadbir/waris/penerima yang menepati syarat-syarat berikut:-

I. Pentadbir/waris/penerima adalah warganegara Malaysia dan layak melabur dalam unit amanah ASNB.

II. Pindah milik kepada akaun pentadbir/waris/penerima perlulah ke akaun unit amanah yang sama dengan akaun unit amanah simati.

B. Pentadbiran harta pusaka secara am

Jenis harta pusaka

Harta Pusaka

Wasiat	Tiada Wasiat
Wasi perlu mendapatkan Geran Probet dari Mahkamah Tinggi Sivil untuk mentadbir harta simati berdasarkan wasiatnya.	Pentadbir perlu mendapatkan Surat Kuasa Mentadbir mengikut nilai harta dan jenis harta pusaka.

Surat kuasa mentadbir di semenanjung Malaysia

Kategori Harta

Harta alih & tidak alih tidak melebihi RM5 juta	Harta Alih tidak melebihi RM600,000	• Harta alih sahaja • Harta alih & tidak alih lebih dari RM5 Juta
Perintah pembahagian atau Surat Kuasa Mentadbir dari Jabatan Ketua Pengarah Tanah & Galian (JKPTG)	Surat Kuasa Arahan/Akuan dari Amanah Raya Berhad	Surat Kuasa Mentadbir/ Geran Probet/ Perintah Mahkamah dari Mahkamah Tinggi Sivil

Surat kuasa mentadbir di Sabah dan Sarawak

Jenis Surat Mentadbir Kuasa Sabah & Sarawak

- Surat Kuasa Mentadbir dari Mahkamah Anak Negeri Sabah/Pejabat Daerah Sarawak
- Perintah Pembahagian dari Mahkamah Rendah / Mahkamah Tinggi Syariah Sabah/Sarawak
- Surat Kuasa Mentadbir/ Geran Probet/ Perintah Mahkamah dari Mahkamah Tinggi Sivil

Pembahagian

Selepas menerima pembayaran harta pusaka simati, pentadbir/waris/penerima adalah bertanggungjawab untuk menyelesaikan semua hutang piutang simati atau apa sahaja tanggungan-tanggungan simati yang belum ditunaikan.

Setelah itu barulah kesemua baki harta pusaka simati akan dibahagikan kepada waris-waris yang berhak.

Untuk mengetahui berkenaan dengan saluran digital ASNB, imbas kod QR berikut
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Estate claims administration & application

A. Estate claims application at ASNB

1. Application is based on the following categories:

No	Investment Amount	Permissable beneficiaries	*Required Documents
1	Total accumulated investment of RM10,000 and below	Either one of the following: • Husband/wife • Biological Children • Parents • Siblings • Grandparents	i) Copy of Death Certifcate ii) Copy of Identity Card of Administrator/ Beneficiary/Recipient iii) Any one of the following documents: • Marriage Certifcate or Extract of Marriage Certifcate • Birth certifcate • Pension Card • Faraid Certifcate • Offcial documents proving relationship from any of the following: a) Islamic Affairs Offce b) National Registration Department c) Department of Orang Asli Development d) Sabah Native Court/Sarawak District Office
2	Total accumulated investment above RM10,00	Administrator/ Beneficiary/ Recipient	i) Copy of Death Certifcate ii) Copy of Identity Card of Administrator Beneficiary/Recipient iii) Any one of the following documents: • Letters of Administration/Grant of Probate from Civil High Court • Letters of Instruction/Statutory Declaration from Amanah Raya Berhad • Small Estate Distribution Order/Letters of Administration from the Department of Director General of Land & Mines (JKPTG) • Letters of Administration from Sabah Native Court/Sarawak District Office • Estate Distribution Order/Order from Syariah Subordinate/High Court Sabah/Sarawak • Order from Syariah High Court declaring the deceased's asset as 'Hibah' • Order from High Court in Malaya/Sabah/ Sarawak

*Note: All copies must be certifed as true copies of the original by ASNB offcer/ASNB agent's offcer/Village Head/ Head of Human Resources/ Government Offcials/Management and Professional groups with official stamp, name, designation and signature changed to official stamp, name, designation, date and signature.

2. Estate claims application process

ASNB receives the completed 'Borang Tuntutan Unit Pelaburan' (T1)** together with the supporting documents from the rightful administrator/beneficiary/recipient

Application is processed by ASNB Branches or ASNB Headquarters

Unit Transfer***
- Receive Notice of Transfer
- Update Investment Account

** BORANG TUNTUTAN UNIT PELABURAN (T1)
Borang Tuntutan Unit Pelaburan (T1) is available at ASNB branches and can be downloaded from ASNB website at www.asnb.com.my

*** TRANSFER
Transfer of units to the administrator/beneficiary/recipient's unit trust investment account must comply with the following requirements:-

I. Administrator/beneficiary/recipient is a Malaysian citizen and eligible to invest in ASNB's funds.

II. Administrator/beneficiary/recipient and the deceased's account are from the same fund.

B. Estate administration in general

Types of estate

Type of estate

Testate	Intestate
Executor needs to obtain Grant of Probate from the Civil High Court to administer the deceased's estate in accordance with the will.	Administrator needs to obtain Letters of Administration in accordance with the value and type of estate.

Letters of administration for peninsular Malaysia

Category of Assets

Movable & Immovable assets shall not exceed RM5 Million	Movable assets shall not exceed RM600,000	• Movable assets only • Movable & Immovable assets more than RM5Million
Small Estate Distribution Order/ Letters of Adminis-tration from the Department of Director General of Land & Mines (JKPTG)	Letters of Instrution/ Statutory Declaration from Amanah Raya Berhad	Letters of Administration/ Grant of Probate from Civil High Court

Letters of administration for Sabah and Sarawak

Types of Letters of Administration for Sabah & Sarawak

Letters of Administration from Sabah Native Court/ Sarawak District Office	Estate Distribution Order/Order from Syariah Subordinate /High Court Sabah/Sarawak	Letters of Administration/ Grant of Probate/Order from Civil High Court

Distribution

Upon receiving payment from the deceased's estate, the administrator/beneficiary/recipient is responsible to settle all the deceased's debts or any obligations that have not been fulflled.

Administrator/beneficiary/recipient will then distribute the remainder of the deceased's estate to the eligible beneficiaries.

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