

A. Permohonan Tuntutan Harta Pusaka di ASNBNB

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 Sipil • 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 ASNBNB/ Pegawai dari Ejen ASNBNB/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



ASNBNB menerima Borang Tuntutan Unit Pelaburan (TI)** yang lengkap bersama dokumen sokongan daripada pentadbir/waris/ penerima yang layak



Permohonan diproses oleh Cawangan ASNBNB atau Ibu Pejabat ASNBNB



Pindah Milik***

- Terima Notis Pindah Milik
- Kemaskini Akaun Pelaburan

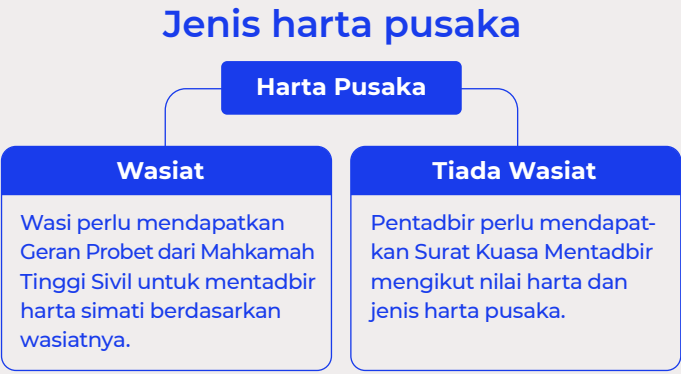
** BORANG TUNTUTAN UNIT PELABURAN (TI)
Borang Tuntutan Unit Pelaburan (TI) boleh didapati di semua cawangan ASNBNB atau dimuat turun dari laman web ASNBNB di www.asnbnb.com.my

*** 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 ASNBNB.

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



Surat kuasa mentadbir di semenanjung Malaysia



Surat kuasa mentadbir di Sabah dan Sarawak



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.



Estate claims administration & application

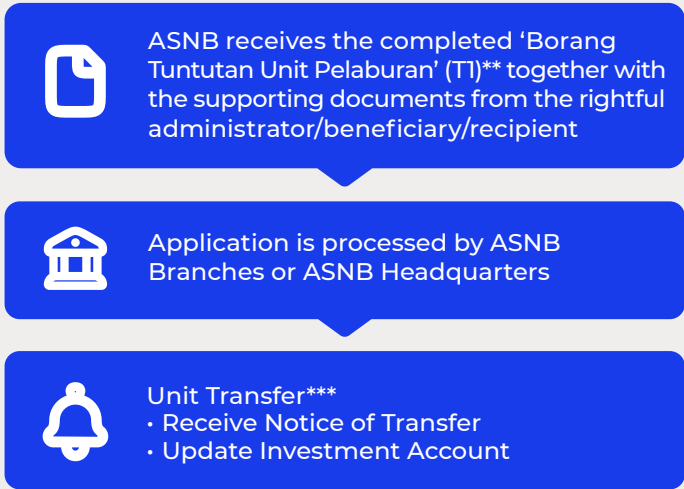
A. Estate claims application at ASNB

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 Certificate ii) Copy of Identity Card of Administrator/ Beneficiary/Recipient iii) Any one of the following documents: • Marriage Certificate or Extract of Marriage Certificate • Birth certificate • Pension Card • Faraid Certificate • Official documents proving relationship from any of the following: a) Islamic Affairs Office 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 Certificate 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 certified as true copies of the original by ASNB offcer/ASNB agent's offcer/Village Head/ Head of Human Resources/ Government Officials/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



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

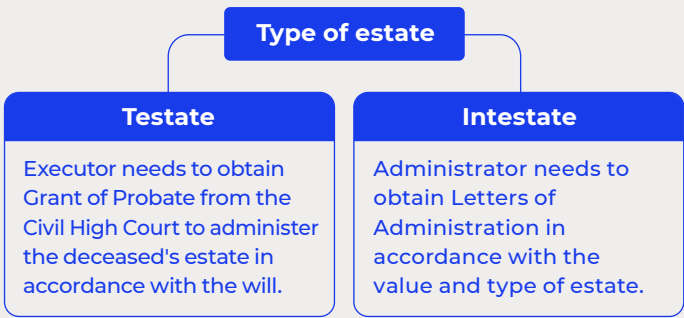
*** TRANSFER
Transfer of units to the administrator/beneficiary/recipient's unit trust investment account must comply with the following requirements:-

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

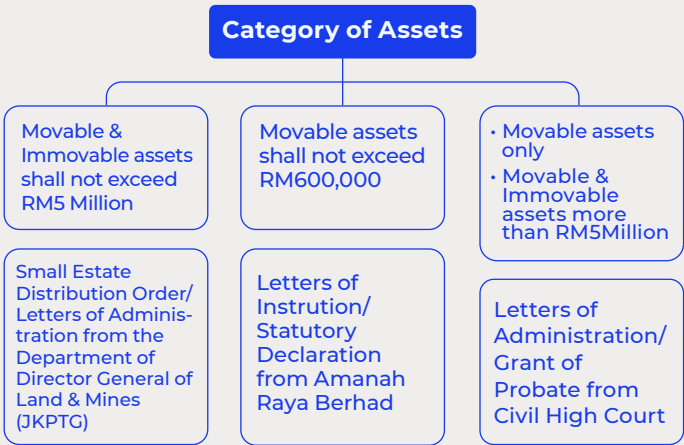
II. Administrator/beneficiary/recipient and the deceased's account are from the same fund.

B. Estate administration in general

Types of estate



Letters of administration for peninsular Malaysia



Letters of administration for Sabah and Sarawak



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 fulfilled.

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



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