

PENTADBIRAN & PERMOHONAN TUNTUTAN HARTA PUSAKA

ESTATE CLAIMS ADMINISTRATION & APPLICATION

A. ESTATE CLAIMS APPLICATION AT ASNB

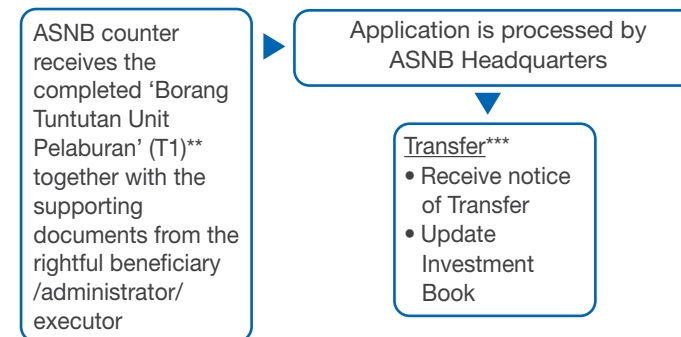
1. APPLICATION IS BASED ON THE FOLLOWING CATEGORIES:

No	Investment Amount	Permissible Beneficiaries	*Required Documents
1.	Total accumulated investment of RM10,000 and below	Either one of the following: <ul style="list-style-type: none"> • Husband/wife • Biological Children • Parents • Siblings • Grandparents 	i) Copy of Death Certificate ii) Copy of Identity Card of beneficiaries/ administrator/executor iii) Any one of the following documents: <ul style="list-style-type: none"> • Marriage Certificate or Extract of Marriage Certificate • Birth certificate • Pension Card • Faraid Certificate • Official documents proving relationship from any of the following: <ol style="list-style-type: none"> a) Islamic Affairs Office b) National Registration Department c) Department of Orang Asli Development d) Sabah/Sarawak Native Court iv) Investment Book or Certificate (if any)
2.	Total accumulated investment above RM10,000	Beneficiary/administrator/executor	i) Copy of Death Certificate ii) Copy of Identity Card of beneficiary /administrator/executor iii) Any one of the following documents: <ul style="list-style-type: none"> • Letters of Administration/Grant of Probate from Civil High Court • Letters of Instruction/Statutory Declaration from Amanah Raya Berhad • Small Estate Distribution Order from Department of Director General of Land & Mines • Letters of Administration from Sabah/Sarawak Native Court • Letters of Administration from Syariah Subordinate/High Court Sabah/Sarawak • Order from Syariah High Court declaring the deceased's asset as 'Hibah' iv) Investment Book or Certificate (if any)

***Note:**

All copies must be certified as true copies of the original by ASNB officer/ASNB agent's officer/Village Head/ Head of Human Resources/ Government Officials/Management and Professional groups with official stamp, name, designation and signature.

2. ESTATE CLAIMS APPLICATION PROCESS



**** 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

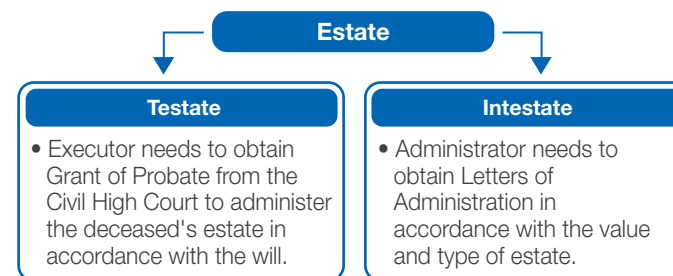
*****TRANSFER**

Transfer of units to the beneficiary's unit trust investment account must comply with the following requirements:-

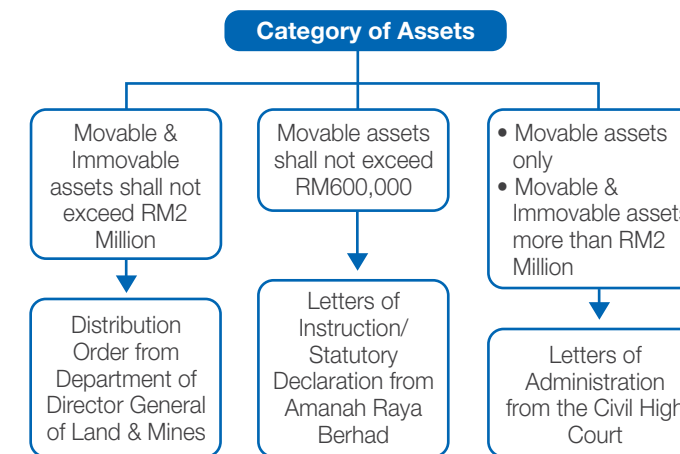
- Beneficiary is a Malaysian citizen and eligible to invest in ASNB's funds.
- Beneficiary's and the deceased's account are from the same fund.

B. ESTATE ADMINISTRATION IN GENERAL

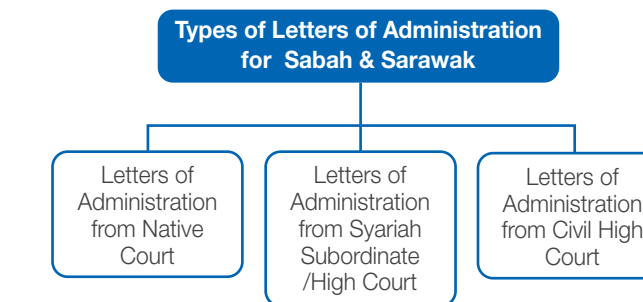
TYPES OF ESTATE



LETTERS OF ADMINISTRATION FOR PENINSULAR MALAYSIA



LETTERS OF ADMINISTRATION FOR SABAH & SARAWAK



DISTRIBUTION

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

Beneficiary/administrator/executor will then distribute the remainder of the deceased's estate to the eligible beneficiaries.

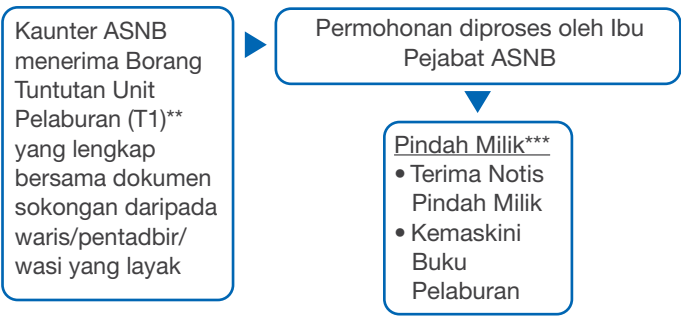
A. PERMOHONAN TUNTUTAN HARTA PUSAKA DI ASNB

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:- <ul style="list-style-type: none"> • Suami atau isteri • Anak kandung • Ibu atau bapa • Adik beradik • Datuk atau nenek 	i) Salinan Sijil Kematian ii) Salinan Kad Pengenalan waris/pentadbir/wasi iii) Salah satu dari dokumen berikut:- <ul style="list-style-type: none"> • Sijil Nikah/Sijil Perkahwinan/Cabutan Daftar Perkahwinan • Sijil Kelahiran • Kad Pesara • Sijil Faraid • Salah satu dokumen rasmi yang membuktikan pertalian daripada: <ol style="list-style-type: none"> a) Pejabat Agama Islam b) Jabatan Pendaftaran Negara c) Jabatan Kemajuan Orang Asli d) Mahkamah Anak Negeri Sabah / Sarawak iv) Buku Pelaburan atau Sijil Pelaburan (sekiranya ada)
2.	Unit Pelaburan Terkumpul Melebihi RM10,000	Waris/Pentadbir/Wasi	i) Salinan Sijil Kematian ii) Salinan Kad Pengenalan waris/pentadbir/wasi iii) Salah satu dari dokumen berikut:- <ul style="list-style-type: none"> • Surat Kuasa Mentadbir/Geran Probet dari Mahkamah Tinggi Sipil • Surat Akuan atau Arahan dari Amanah Raya Berhad • Perintah Pembahagian dari Jabatan Ketua Pengarah Tanah & Galian • Surat Kuasa Mentadbir dari Mahkamah Anak Negeri Sabah/Sarawak • Surat Kuasa Mentadbir dari Mahkamah Rendah/Tinggi Syariah Sabah/Sarawak • Perintah dari Mahkamah Tinggi Syariah yang menyatakan aset simati adalah 'Hibah' iv) Buku Pelaburan atau Sijil Pelaburan (sekiranya ada)

***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 dan tandatangan.

2. PROSES PERMOHONAN TUNTUTAN HARTA PUSAKA



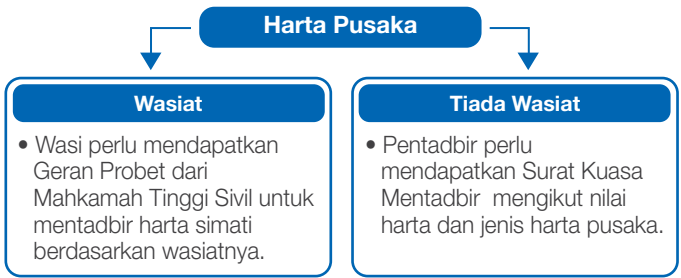
**** BORANG TUNTUTAN UNIT PELABURAN (T1)**
 Borang Tuntutan Unit Pelaburan (T1) boleh didapati di semua Cawangan ASNB atau dimuat turun dari laman web ASNB di www.asnb.com.my

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

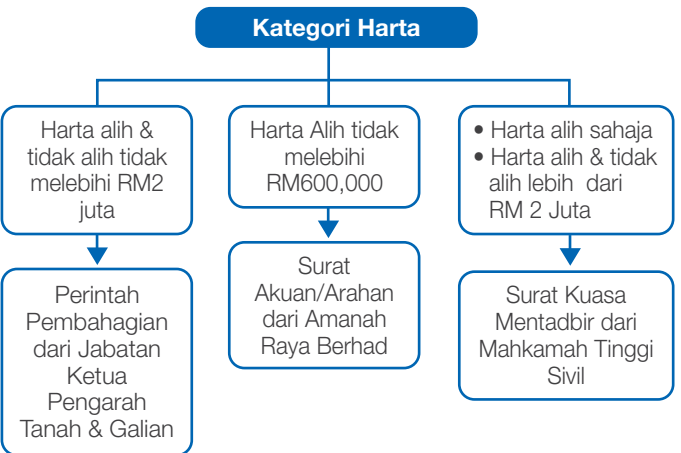
- Waris/pentadbir/wasi adalah warganegara Malaysia dan layak melabur dalam unit amanah ASNB.
- Pindah milik kepada akaun waris/pentadbir/wasi perlulah ke akaun unit amanah yang sama dengan akaun unit amanah simati.

B. PENTADBIRAN HARTA PUSAKA SECARA AM

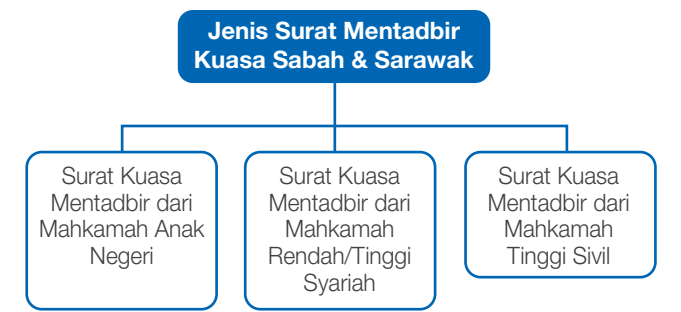
JENIS HARTA PUSAKA



SURAT KUASA MENTADBIR DI SEMENANJUNG MALAYSIA



SURAT KUASA MENTADBIR DI SABAH & SARAWAK



PEMBAHAGIAN

Selepas menerima pembayaran harta pusaka simati, adalah tanggungjawab waris/pentadbir/wasi 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.



Amanah Saham Nasional Berhad
(47457-V)
 Anak syarikat milik penuh PNB

Untuk keterangan lanjut, sila hubungi:
 For further information, please contact:
Jabatan Perhubungan Pelanggan & Ejen
 Tel: 03-2057 3000 • Faks: 03-2050 5220
 E-mel: asnbcare@pnb.com.my

atau layari
 or surf
www.asnb.com.my

Semua maklumat adalah tepat pada masa cetakan berpandukan akta dan tatacara semasa ASNB yang boleh berubah tanpa notis.
 All information are accurate as at the date of printing based on current ASNB procedures and related act that may change without notice.