Prepared 5 November 2026 · every line checked between 10 October and 5 November 2026.

Executor in New South Wales: your first appointment, what to bring, and the ID banks ask for

What NSW bodies list for an executor's first appointment, what seven banks ask an executor for to prove who they are, and the documents the Supreme Court of NSW asks to be filed, each from the body's own page with the day it was read. Below them, the executor checklist: the general tasks after a death in New South Wales as the NSW registry, the Supreme Court of NSW, Service NSW and Transport for NSW, NSW Land Registry Services, NSW Trustee and Guardian, NSW Police, Services Australia, the ATO, the banks and the super funds publish them, each with the date it was checked and the body's own time where it gives one, laid out to print, and not a plan for any one estate.

General information · not legal advice · not a law firm.

§1 What this checklist is, and what it is not

This page lists the general tasks that official bodies publish for the time after a death in New South Wales: the NSW Registry of Births, Deaths and Marriages, the Supreme Court of NSW, Service NSW and Transport for NSW, NSW Land Registry Services, Revenue NSW, NSW Trustee and Guardian, NSW Police, Services Australia, the Australian Taxation Office, the free national notifier, the banks and the super funds. Every row is one task as that body describes it, with the body's own time where it publishes one, and a link to the body's page or to the page on this site that explains it.

The rows are grouped by the body that publishes them, not numbered as steps. This page does not say which task comes first for you, which tasks apply to the estate you are dealing with, who the executor is, or whether a grant of probate or letters of administration is needed. Each body can say what it asks for in a particular case, and a solicitor can look at the whole estate.

The word "executor" appears on this page because people search for it. No line on this page says what an executor must do. Where a body describes the role, the line reports that body's description, and it is marked as such.

Your own notes

THE PERSON WHO DIED _____ DATE OF DEATH _____

YOUR NAME _____ NOTES _____

Names and dates only; never account numbers or passwords.

The page this checklist comes from, with every link live:
familyhandoverkit.com/au/executor-checklist/nsw

Using this checklist

Each row is one task as the body named publishes it, with that body's own time where it gives one, and the date the line was checked.

The rows are grouped by the body that publishes them, not numbered as steps. Nothing here says which task comes first, or which rows apply to the estate you are dealing with.

Tick a row when it is done, and write the date on its line. A row that does not apply can be left blank.

The body named states the current line. Its page is linked under each row, and the bodies change their pages, so a printed copy is a snapshot of the dates it carries.

The official routes to someone who can look at the whole estate are on the last page.

Contents

§2	Your first appointment as executor: what to bring	2
§3	What ID each bank asks of an executor	3
§4	Applying for probate: what the Supreme Court of NSW asks to be filed	4
§5	Registering the death and the certificate: what the NSW registry publishes	5
§6	Once the certificate is issued: the free notifier, and Service NSW's guide	6
§7	Before a court application: what the Supreme Court of NSW publishes	7
§8	Services Australia and the ATO: the federal bodies, in brief	9
§9	Vehicles, vessels and licences: what Service NSW and Transport for NSW publish	10
§10	Land in New South Wales: the titles forms, and the duty concession Revenue NSW describes	12
§11	NSW Trustee and Guardian: its role and its services, as it publishes them	13
§12	Firearms: what NSW Police publishes for a deceased estate	14
§13	Banks and super funds: each one's own route and time	14
§14	The documents each body names	15
	Sources for this checklist	16
	Where to get help with your situation	17

§2 Your first appointment as executor: what to bring

New South Wales · general information · checked 30 October 2026

No NSW body's page read for this site publishes one list for an executor's first appointment. The rows below gather what NSW bodies themselves name, each from its own page, with the day it was read. A solicitor, NSW Trustee and Guardian or a bank can ask for more in a particular case, and this page does not say what a particular estate needs.

BRING	WHAT THE BODY SAYS
THE DEATH CERTIFICATE	NSW Trustee and Guardian's deceased estate document checklist, the documents it says it needs to administer an estate, starts with an original death certificate, and says that for an estate under A$150,000 a certified copy can be given in the meantime. For a probate application, the court's checklist: The death certificate: the original or a certified copy. SOURCE NSW Trustee and Guardian · Supreme Court of New South Wales
THE WILL	NSW Trustee and Guardian's checklist asks for the original will, where it does not already hold it. For a probate application: The original will, and any codicils, are filed with the application. The court keeps them. SOURCE NSW Trustee and Guardian · Supreme Court of New South Wales

BRING	WHAT THE BODY SAYS
YOUR OWN ID	For the death certificate, the NSW registry: All applicants provide proof of identity. What each bank asks of an executor is in the next table. SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)
BENEFICIARIES AND FAMILY	NSW Trustee and Guardian's checklist asks for the full names, home addresses and phone numbers of the beneficiaries named in the will, or details of the immediate family if there is no will. SOURCE NSW Trustee and Guardian
BANK, SUPER AND INVESTMENTS	NSW Trustee and Guardian's checklist lists recent bank account and term deposit statements, credit and debit card statements, super fund statements, share and investment records, and details of any employment, broker, financial adviser or business. SOURCE NSW Trustee and Guardian
PROPERTY	For real estate, NSW Trustee and Guardian's checklist lists the home and contents insurance policies, mortgage and loan documents, and any lease and recent rental statement. SOURCE NSW Trustee and Guardian
BILLS AND DEBTS	For debts, NSW Trustee and Guardian's checklist lists recent phone, electricity, gas, water, council rates, strata and land tax accounts, any outstanding accounts such as nursing home or medical bills, and the funeral account and receipt. SOURCE NSW Trustee and Guardian
TAX	For tax, NSW Trustee and Guardian's checklist lists the last income tax return and assessment notice, this financial year's income records, and the person's tax file number. SOURCE NSW Trustee and Guardian
VEHICLES AND INSURANCE	NSW Trustee and Guardian's checklist lists registration papers and insurance for every vehicle, the person's driver licence, any funeral plan or funeral insurance, and life insurance policies. SOURCE NSW Trustee and Guardian
CARDS	NSW Trustee and Guardian's checklist asks for the actual cards: Medicare, health fund, pension and club membership cards. SOURCE NSW Trustee and Guardian
FOR THE MEETING ITSELF	Legal Aid NSW's checklist for a first meeting with a lawyer, written for any legal matter rather than an estate, lists copies of your documents as well as the originals, a list of questions, a chronology of events, a support person or an interpreter if you need one, and payment for the first appointment if there is a charge. SOURCE Legal Aid NSW

NSW Trustee and Guardian's checklist in full: NSW Trustee and Guardian · Guide for executors

SOURCE NSW Trustee and Guardian

Legal Aid NSW's checklist: Legal Aid NSW · Checklist: Things to take to your meeting

SOURCE Legal Aid NSW

§3 What ID each bank asks of an executor

New South Wales · general information · checked 5 November 2026

Each bank sets its own rule for identifying the person acting for an estate, and the rules differ. These are seven banks' own lines from their deceased-estates pages, each with the day it was read. A bank can ask for more in a particular case.

BANK	WHAT IT ASKS FOR
COMMONWEALTH BANK	Commonwealth Bank says it acts only on requests from an authorised estate representative it has identified: by a CommBank current account number, by acceptable identification documents in a branch, or by its certified copies identification form sent by post with certified copies of ID. It names certified copies of the death certificate, of the will, and of a grant of probate or letters of administration as the documents for a notification, and says a notification can be made without them. SOURCE Commonwealth Bank
WESTPAC	Westpac asks the will's named executor for its signed deceased customer notification and estate form, a certified copy of the will, and a certified copy of either one primary photographic ID, such as an Australian passport, or one primary non-photographic ID, such as an Australian birth certificate, with one secondary ID, such as a recent utilities notice. It asks for certified copies only, by email, post or at a branch, and says not to post originals. SOURCE Westpac
NAB	NAB asks for proof of identity for every legal personal representative: government-issued photo ID such as a driver licence or passport, or NAB account details for an existing NAB customer, with the will, and its signed closing accounts and releasing funds form. SOURCE NAB
ANZ	ANZ says each authorised estate representative who is not an ANZ customer completes its customer identification process, either at an ANZ branch with identity documents or by post with certified documents and its identification by certified copy form. It asks for a certified copy of the original death certificate and of the original will, if there is one. SOURCE ANZ
MACQUARIE BANK	Macquarie Bank asks for a certified copy of the will to verify the executors, a completed individual identification form for each executor, and a certified copy of either one primary photographic identification document, or one primary non-photographic and one secondary identification document. SOURCE Macquarie Bank
BENDIGO BANK	Bendigo Bank says a personal representative who is not its customer must be identified, with an Australian driver's licence (open, current, provisional or learner's) or a current Australian or foreign passport, or an Australian passport expired within the preceding two years, given at a branch or through an authorised certifier. It names the death certificate and the will, each the original or a certified copy, and its completed deceased estate notification, indemnity and authority to close account(s) form. SOURCE Bendigo Bank
ING	ING says that, for the estate representative to give it instructions, it needs a completed deceased estate notification form, a certified copy of the death certificate issued by Births, Deaths and Marriages, a certified copy of the will if there is one, and a certified copy of the authorised estate representative's identification, and that what it needs can vary with the accounts the person held. SOURCE ING

§4 Applying for probate: what the Supreme Court of NSW asks to be filed

New South Wales · general information · checked 30 October 2026

The Supreme Court of NSW publishes a probate checklist naming the standard documents filed with an application, listed below as the court publishes them. Whether a grant is needed for a particular estate is not something this page says.

Since 1 August 2023, the court says most applications for an uncontested grant must be filed online.

SOURCE Supreme Court of New South Wales

DOCUMENT	WHAT THE COURT'S CHECKLIST SAYS
THE NOTICE, FIRST	Before filing, the online notice (Form 116) names every executor who is applying, and the case number is the one the notice gives. The court says the law requires at least **14 days**' notice before an application for probate or letters of administration is filed. SOURCE Supreme Court of New South Wales
SUMMONS	Form 111, the summons for probate: the original only, no copies. SOURCE Supreme Court of New South Wales
THE WILL	The original will and any codicils, not stapled to any other document. SOURCE Supreme Court of New South Wales
AFFIDAVIT OF EXECUTOR	Form 118, the affidavit of executor: the original only, no copies. SOURCE Supreme Court of New South Wales
INVENTORY	Form 117, the inventory of property, annexed to the affidavit of executor. SOURCE Supreme Court of New South Wales
DEATH CERTIFICATE	The death certificate: the original or a certified copy. SOURCE Supreme Court of New South Wales
DRAFT GRANT	Form 112, the draft grant: two sets, each with a copy of the sworn inventory and a copy of the will, stapled together. SOURCE Supreme Court of New South Wales
ENVELOPE	A stamped or DX self-addressed A4 envelope. SOURCE Supreme Court of New South Wales

☐ The filing fee

DATE DONE _____

The Supreme Court of NSW's fee schedule as at 1 July 2026 sets filing fees for an uncontested summons for probate, administration or reseal by sworn gross value, and says court fees are GST exempt.

SOURCE Supreme Court of NSW

SWORN GROSS VALUE	COURT FILING FEE
Less than **A$100,000**	**nil**
A$100,000 to under **A$250,000**	**A$960**
A$250,000 to under **A$500,000**	**A$1,303**
A$500,000 to under **A$1,000,000**	**A$1,999**
A$1,000,000 to under **A$2,000,000**	**A$2,663**
A$2,000,000 to under **A$5,000,000**	**A$4,439**
A$5,000,000 or more	**A$7,399**

SOURCE Supreme Court of New South Wales

Publishing the notice costs **A$59**. Amending and republishing it costs **A$23**.

SOURCE Supreme Court of New South Wales

The court's checklist in full: Supreme Court of NSW · Probate Checklist (PDF)

SOURCE Supreme Court of New South Wales

§5 Registering the death and the certificate: what the NSW registry publishes

New South Wales · general information · checked 30 October 2026

The NSW Registry of Births, Deaths and Marriages registers the death and issues the death certificate. It publishes who usually does this, its time, its fee and who can apply.

Registering the death

DATE DONE _____

A funeral director normally registers the death within **7 days** of the burial or cremation.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

When there is no funeral director

DATE DONE _____

If no funeral director is arranging the burial or cremation, the registry says the person arranging it can register the death. It asks them to contact it for a form.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

The certificate

DATE DONE _____

The funeral director normally orders the death certificate when they register the death.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

Who the registry says can apply

DATE DONE _____

The registry's published list of who can apply: the current spouse or de facto partner, a parent or a child of the person who died, if their details are on the certificate; the funeral director, within **30 days** of registration; the executor of the estate; or the solicitor acting for the estate.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

Ordering

DATE DONE _____

For a death in NSW, a certificate can be ordered online, by post or at a Service NSW service centre. It is sent by registered post.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

The fee

DATE DONE _____

A death certificate costs **A$70**, or **A$105** for priority service. This is the registry's published fee, and it includes postage.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

How long it takes

DATE DONE _____

An online order takes up to **3 weeks**, or up to **2 weeks** with priority, plus delivery time.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

Why the certificate comes early

DATE DONE _____

A death certificate must have been issued before ADNS can be used.

SOURCE Australian Death Notification Service

Its page NSW Registry of Births, Deaths and Marriages · Death certificates

§6 Once the certificate is issued: the free notifier, and Service NSW's guide

New South Wales · general information · checked 30 October 2026

The Australian Death Notification Service (ADNS) is a free, national service.

SOURCE Australian Death Notification Service

It is a NSW Government initiative.

SOURCE Australian Death Notification Service

Who it says can use it

DATE DONE _____

ADNS says it can be used by anyone with legal authority to administer the estate, and that they may be asked for documents showing it.

SOURCE Australian Death Notification Service

How it works

DATE DONE _____

It takes the details of the person who has died and sends them to the organisations you choose from its list.

SOURCE Australian Death Notification Service

How long it takes

DATE DONE _____

ADNS says a notification takes 5 to 15 minutes.

SOURCE Australian Death Notification Service

The organisations' time to reply

DATE DONE _____

Those organisations should make contact within **10 business days**.

SOURCE Australian Death Notification Service

Who it does not reach

DATE DONE _____

Organisations choose whether to join. ADNS says it cannot make them take part.

SOURCE Australian Death Notification Service

One NSW body on its list

DATE DONE _____

NSW Trustee & Guardian · on the ADNS list

SOURCE Australian Death Notification Service

One NSW body not on it

DATE DONE _____

Transport for NSW · not on the ADNS list

SOURCE Australian Death Notification Service

The ones it misses

DATE DONE _____

ADNS suggests forwarding its confirmation email to organisations not on the service. It says the email holds all the details already entered.

SOURCE Australian Death Notification Service

Its phone

DATE DONE _____

ADNS is reached through Service NSW on 13 77 88, Monday to Friday, 7am to 7pm (AEST).

SOURCE Australian Death Notification Service

What Service NSW says about it

DATE DONE _____

Service NSW says a person with an official role in the estate is best placed to close or transfer accounts, and that the Australian Death Notification Service website gives a free step-by-step guide for contacting many organisations with one online notification. That is Service NSW's line. This page does not say who holds an official role in the estate you are dealing with.

SOURCE Service NSW

Service NSW's guide Service NSW · Guide to notifying government services after a death and bereavement support

§7 Before a court application: what the Supreme Court of NSW publishes

New South Wales · general information · checked 10 October 2026

A grant of probate or letters of administration is a Supreme Court of NSW document. The court publishes a notice period before an application is filed, a point after which it asks about delay, its forms and its fee. Whether a grant is needed for a particular estate is not something this page says.

Whether a grant is needed, as the court publishes it

DATE DONE _____

The Supreme Court of NSW explains, in general terms, when a grant is and is not usually needed, in the section headed "Need for a grant of probate".

The NSW Supreme Court's probate page says different asset holders have different criteria and requirements for releasing assets.

SOURCE Supreme Court of New South Wales

What a grant is

DATE DONE _____

In New South Wales, the court says a grant of probate authorises an executor to manage the estate under the will.

SOURCE Supreme Court of New South Wales

When there is no will

DATE DONE _____

Where a person died without a will, the court's grant is called letters of administration.

SOURCE Supreme Court of New South Wales

Assets in New South Wales

DATE DONE _____

The court says it will not make a grant if the person who died had no assets in New South Wales.

SOURCE Supreme Court of New South Wales

The notice

DATE DONE _____

The court says the law requires at least **14 days**' notice before an application for probate or letters of administration is filed.

The notice is published on the NSW Online Registry. The Supreme Court Rules say this is the valid way to publish it.

Before publishing, the court says to search for an existing notice under the estate's name. The search is free.

Publishing the notice costs **A$59**. Amending and republishing it costs **A$23**.

SOURCE Supreme Court of New South Wales

A late application

DATE DONE _____

If an application is filed more than **6 months** after the date of death, the court asks for an explanation of the delay.

SOURCE Supreme Court of New South Wales

How the application is made

DATE DONE _____

Since 1 August 2023, the court says most applications for an uncontested grant must be filed online.

A registrar decides uncontested applications in chambers.

SOURCE Supreme Court of New South Wales

What the court says is filed

DATE DONE _____

Summons for probate: UCPR Form 111.

Draft grant of probate: UCPR Form 112.

Wording of the published notice: UCPR Form 116.

For letters of administration, the court's own checklist names its forms. The court's administration checklist lists these standard documents: Form 111 (summons for administration), Form 119 (affidavit of applicant for administration), Form 117 (inventory of property, annexed to the affidavit) and Form 112 (two sets of the draft grant with a copy of the sworn inventory).

The original will, and any codicils, are filed with the application. The court keeps them.

SOURCE Supreme Court of New South Wales · Supreme Court of NSW

This page does not say what to enter on any form.

The fee the court publishes

DATE DONE _____

The Supreme Court of NSW's fee schedule as at 1 July 2026 sets filing fees for an uncontested summons for probate, administration or reseal by sworn gross value, and says court fees are GST exempt.

Filing fee for an uncontested application, by sworn gross value: less than **A$100,000** nil; **A$100,000** to under **A$250,000 A$960**; **A$250,000** to under **A$500,000 A$1,303**; **A$500,000** to under **A$1,000,000 A$1,999**; **A$1,000,000** to under **A$2,000,000 A$2,663**; **A$2,000,000** to under **A$5,000,000 A$4,439**; **A$5,000,000** or more **A$7,399**.

The court publishes guidelines on waiving, remitting or postponing its fees.

The schedule: Supreme Court of NSW, Filing Fees as at 1 July 2026

SOURCE Supreme Court of NSW · Supreme Court of New South Wales

☐ The time the court showed

DATE DONE _____

In the week of 5 to 9 October 2026, the court was assessing probate applications filed between 16 and 23 September 2026.

The Supreme Court of NSW's probate page (last updated 6 October 2026) says delay is being experienced because of the high number of applications received and the availability of registrars to assess them.

That is what the court showed that week, and it changes. The current line is on the court's probate page: Supreme Court of NSW · Probate (online application, fact sheets, notices, processing times)

SOURCE Supreme Court of New South Wales · Supreme Court of NSW

☐ After the grant

DATE DONE _____

The court can confirm a digital grant online.

SOURCE Supreme Court of New South Wales

§8 Services Australia and the ATO: the federal bodies, in brief

New South Wales · general information · checked 30 October 2026

Two federal bodies publish their own tasks, and each has its own page on this site. The time Services Australia asks to be told within and the time the ATO takes to update its records are two different things, and the lines below keep them apart.

☐ Services Australia: the time it asks to be told within

DATE DONE _____

Services Australia says it needs to be told of a death within **28 days**, in one of three ways: by calling the Older Australians line, by sending the Advice of death form, or at a service centre. This is Services Australia's time to be told.

SOURCE Services Australia

☐ Services Australia: the form

DATE DONE _____

Services Australia says it uses the Advice of death form to update records with Medicare, Centrelink and Child Support.

SOURCE Services Australia

☐ Not reached by the free notifier

DATE DONE _____

Services Australia (Centrelink, Medicare) · not on the ADNS list

SOURCE Australian Death Notification Service

☐ The ATO: one form

DATE DONE _____

One ATO form does both jobs: it officially tells the ATO of the death and of who will manage the estate.

SOURCE Australian Taxation Office

☐ The ATO's suggestion about timing

DATE DONE _____

The ATO says that if a grant of probate or letters of administration will be applied for, it is better to wait for the grant before sending the notification, to avoid delays. This is the ATO's own suggestion about its own process. It is not a reason, on its own, to apply for a grant, and this page does not say whether a grant is needed.

SOURCE Australian Taxation Office

The ATO's time to update its records

DATE DONE _____

The ATO says it takes up to **28 days** to update the deceased person's records after it receives the notification. This is the ATO's time to act once told. It is not Services Australia's time to be told.

SOURCE Australian Taxation Office

Not reached by the free notifier

DATE DONE _____

Australian Taxation Office · not on the ADNS list

SOURCE Australian Death Notification Service

The final return

DATE DONE _____

The ATO says a final tax return for the income year in which the person died is called a 'date of death' tax return, and that it is different from the trust tax return for the estate. This page does not say whether a return is needed for the estate you are dealing with, or whether tax will be owed.

SOURCE Australian Taxation Office

§9 Vehicles, vessels and licences: what Service NSW and Transport for NSW publish

New South Wales · general information · checked 30 October 2026

Transport for NSW holds the licence and registration records. Service NSW handles the transactions at its centres. Each publishes its own page, and every line below is one of theirs. This page does not say which of these transactions, if any, applies to the estate you are dealing with.

Telling Transport for NSW

DATE DONE _____

Service NSW says its page is for telling Transport for NSW that a person with a driving, riding or boating licence, or a vehicle or vessel registered in NSW, has died, and that the Registry of Births, Deaths and Marriages does inform Transport for NSW but it can take some time.

SOURCE Service NSW

Documents

DATE DONE _____

Service NSW says Transport for NSW can be advised of a death with a document such as a death certificate (original or copy), a newspaper death notice, an online newspaper notification, or a letter from a solicitor or the NSW Trustee and Guardian.

SOURCE Service NSW

The form

DATE DONE _____

Service NSW says an Advice of Death form goes with proof of identity for the person who died and the person notifying, the form cannot be sent by email or post, and for a missing person presumed deceased it is a Supreme Court 'Presumption of Death Order' that is used instead.

Transport for NSW says that when the registered operator of a vehicle passes away the registration is either transferred to a new registered operator or cancelled, names the Advice of Death form as form 1634, and gives 13 22 13 for questions.

SOURCE Service NSW · Transport for NSW

How to tell it

DATE DONE _____

Service NSW says a document can be submitted to Transport for NSW by email to transactions.parkes@service.nsw.gov.au, by post to Service NSW, Parkes Middle Office, PO Box 21, Parkes NSW 2870, or at a Service NSW Centre.

SOURCE Service NSW

Not reached by the free notifier

DATE DONE _____

Transport for NSW · not on the ADNS list

SOURCE Australian Death Notification Service

The registration: who Service NSW says it can go to

DATE DONE _____

Service NSW says a registration can be transferred at a Service NSW Centre after the registered owner has died, into the name of an executor or administrator, a beneficiary as advised by them, the surviving joint registered operator, the next of kin, or a buyer. That is Service NSW's list of the people a registration can go to. This page does not say who it goes to in the estate you are dealing with.

SOURCE Service NSW

Documents for a transfer

DATE DONE _____

Service NSW lists proof of identity, a completed Application for Transfer of Registration and one document confirming the death, such as the death certificate (original or copy), and says other documents may be asked for depending on who the vehicle goes to.

SOURCE Service NSW

A transfer to the executor or administrator, as Service NSW states it

DATE DONE _____

Service NSW says a transfer to the executor or administrator takes the original or certified copy of the will, probate or letters of administration, or signed written advice from a solicitor or NSW Trustee & Guardian, and that no transfer fee and stamp duty is paid for it. That is Service NSW's statement about its own transaction.

SOURCE Service NSW

A transfer to a beneficiary, as Service NSW states it

DATE DONE _____

Service NSW says that if the registration has not gone to the executor or administrator, a transfer to a beneficiary takes the will, probate, letters of administration or solicitor or NSW Trustee & Guardian advice, plus signed advice from the administrator or executor naming the beneficiary.

SOURCE Service NSW

A transfer to the surviving joint operator, or to a buyer

DATE DONE _____

Service NSW says a transfer to the surviving joint operator takes no additional documents, while a transfer to a buyer takes Proof of Registration Entitlement and carries a transfer fee and stamp duty.

SOURCE Service NSW

Cancelling the registration

DATE DONE _____

Service NSW says cancelling the registration takes the original or certified copy of the will, probate or letters of administration, or signed written advice from a solicitor or NSW Trustee & Guardian, and a fee may be payable.

SOURCE Service NSW

The licence

DATE DONE _____

Transport for NSW says a driver or rider licence, NSW Photo Card, Mobility Parking Scheme card or other photo ID can be handed in, and that when it is notified the licence record can be cancelled so the licence cannot be used illegally by someone else.

SOURCE Transport for NSW

Handing in a licence: documents

DATE DONE _____

Service NSW says a driver or rider licence can be handed in at a service centre for a licence holder who has died, with proof of identity, the licence (if available), the PDF form 'Change of Records – Road and Maritime Products' and confirmation of death such as a death certificate.

SOURCE Service NSW

A refund on a licence

DATE DONE _____

Service NSW says a refund for the time left on a licence returned before its expiry date may be available, and that if the licence holder has died any refund is issued in the name of their estate, not in the name of a beneficiary, executor or administrator.

SOURCE Service NSW

Those are Service NSW's and Transport for NSW's statements about their own transactions. This page does not say which of them applies to the estate you are dealing with, or which comes first.

§10 Land in New South Wales: the titles forms, and the duty concession Revenue NSW describes

New South Wales · general information · checked 30 October 2026

NSW Land Registry Services publishes the forms used to change the registered owner of land after a death. Each line below reports what the form says. This page does not say which form, if any, applies to land in the estate you are dealing with, or what to enter on one.

Where the court draws its line on real estate

DATE DONE _____

The Supreme Court of NSW says a grant is required to deal with real estate the person owned solely or as a tenant in common, but not where the person was a joint tenant and someone survived them, because the real estate then passes automatically to the survivor. That is the court's general statement. Whether it fits a particular title is for the court, the titles office or a solicitor to say.

SOURCE Supreme Court of NSW

The transmission application for an executor or administrator

DATE DONE _____

NSW Land Registry Services' form 03AE is a Transmission Application under section 93 of the Real Property Act 1900 in which the applicant states they are entitled as executor of the will, administrator of the estate or trustee under the will of the deceased registered proprietor, pursuant to probate or letters of administration.

SOURCE NSW Land Registry Services

The transmission application for a beneficiary

DATE DONE _____

NSW Land Registry Services' form 03AD is a Transmission Application in which the applicant states they are entitled as beneficiary under the will, devisee under the will or next-of-kin of the deceased registered proprietor, with a section for the consent of the executor, administrator or trustee and a space for the Duties Assessment number issued by Revenue NSW.

SOURCE NSW Land Registry Services

The notice of death for a surviving joint tenant

DATE DONE _____

NSW Land Registry Services' form 02ND is a Notice of Death under section 101 of the Real Property Act 1900 in which the surviving joint tenant applies to be registered as proprietor of the interest of the deceased joint tenant and gives the death certificate number.

SOURCE NSW Land Registry Services

Those are the forms' own descriptions of themselves. This page does not say who is entitled to land in any estate, or how land is held or sold.

Transfer duty: the concession Revenue NSW describes

DATE DONE _____

Revenue NSW says a person may be eligible for the concessional transfer duty rate of A$100 if they receive property from a deceased estate and the transfer meets certain requirements, and that transfer duty concessions are not automatic. That is Revenue NSW's description of a concession it offers. This page does not say whether duty is payable on any transfer, or whether the concession applies to it. Revenue NSW's page sets out its requirements.

SOURCE Revenue NSW

Documents Revenue NSW lists

DATE DONE _____

Revenue NSW lists documents for a concession application, including the original executed transmission application or transfer document, a copy of the grant of probate with the will (or letters of administration if there is no will), a schedule of the assets owned at death and a Purchaser/Transferee Declaration.

SOURCE Revenue NSW

Revenue NSW's duties team

DATE DONE _____

Revenue NSW gives its duties team as 1300 139 814 (Monday to Friday, 8.30am to 5.00pm AEST, excluding public holidays) and duties@revenue.nsw.gov.au, and says an email gets a response within **10 business days**.

SOURCE Revenue NSW

§11 NSW Trustee and Guardian: its role and its services, as it publishes them

New South Wales · general information · checked 30 October 2026

NSW Trustee and Guardian is the state's public trustee. The lines below describe its own role and services, as it and Service NSW publish them. This page does not say whether it has any role in the estate you are dealing with.

What it says of the executor's role

DATE DONE _____

NSW Trustee and Guardian says the executor named in the Will administers the estate and carries out the Will's instructions, and can be a family member, friend, solicitor or NSW Trustee and Guardian. That is NSW Trustee and Guardian's general description. This page does not say who the executor is in any estate, or what an executor must do.

SOURCE NSW Trustee and Guardian

When there is no will, as it describes it

DATE DONE _____

NSW Trustee and Guardian says that if there is no Will, or there is a Will but the executor has passed away or can't take on the role, the court will appoint an administrator. That is its general description. What each court publishes on the grant where there is no will, on this site

SOURCE NSW Trustee and Guardian

If it is named as executor

DATE DONE _____

NSW Trustee and Guardian says that if it is named as the executor of a Will, its Client Establishment team can help start the estate administration process, and gives 1300 723 267 and clientestablishment@tag.nsw.gov.au.

SOURCE NSW Trustee and Guardian

Referring an estate with no will to it

DATE DONE _____

NSW Trustee and Guardian says a deceased estate with no Will can be referred to it to administer, and that as a professional trustee it is not required to provide personal certificate evidence or a bond, so it can get approval to administer more quickly. That is its description of its own service.

SOURCE NSW Trustee and Guardian

What Service NSW says about it

DATE DONE _____

Service NSW says NSW Trustee and Guardian can be nominated as the executor in a will, can take over the task from someone a friend or family member nominated, and charges fees for administering an estate that are set by the NSW Government. Its fees are not shown on this page.

SOURCE Service NSW

On the free notifier's list

DATE DONE _____

NSW Trustee & Guardian · on the ADNS list

SOURCE Australian Death Notification Service

Its guide NSW Trustee and Guardian · Guide for executors

§12 Firearms: what NSW Police publishes for a deceased estate

New South Wales · general information · checked 30 October 2026

The NSW Police Force's Firearms Registry publishes a page on firearms in a deceased estate. The lines below are its statements about its own forms and its own licensing. This page does not say whether any of this applies to the estate you are dealing with, and it gives no instruction to hand anything over or to keep anything.

☐ The form

DATE DONE _____

NSW Police says a Deceased Estate Firearm Ownership Transfer form acts in the place of a permit to acquire for an inherited firearm, that there is no fee for this transaction, and that there are two forms, one for handguns and one for longarms.

SOURCE NSW Police Force

☐ A beneficiary and a licence, as NSW Police states it

DATE DONE _____

NSW Police says a beneficiary of firearms in a will who wishes to keep them must apply for a licence if they do not already have one, and that a beneficiary licensed for the correct categories fills out the relevant transfer form. That is NSW Police's statement of its own licensing rule. This page does not say who is a beneficiary of any firearm, and does not say whether any of this applies to the estate you are dealing with.

SOURCE NSW Police Force

☐ A handgun for sport or target shooting

DATE DONE _____

NSW Police says that for an inherited handgun to be acquired for sport or target shooting, information from the person's club is provided with the application.

SOURCE NSW Police Force

Its page NSW Police Force · Firearms – Deceased Estates

§13 Banks and super funds: each one's own route and time

New South Wales · general information · checked 30 October 2026

Each bank and each super fund publishes its own route. A bank's figure for when it asks for a grant is its own rule for money held with that bank, and the figures differ, so none appears here.

☐ Telling a bank before the documents are ready: Commonwealth Bank

DATE DONE _____

It says a notification can be made online or at a branch appointment, even before any of the documents are to hand.

SOURCE Commonwealth Bank

☐ What a bank says happens next: Westpac

DATE DONE _____

It says it will write within **14 business days** confirming how the accounts have been protected and what to do next.

SOURCE Westpac

☐ Funeral costs: Westpac

DATE DONE _____

Westpac lists payments it can make even without probate, including funeral costs, probate application fees, medical fees and aged care facility bills.

SOURCE Westpac

☐ Super: who decides

DATE DONE _____

The ATO says the super fund's trustee works out who will receive the benefits. Super paid after a death is called a super death benefit.

SOURCE Australian Taxation Office

Super: telling the fund

DATE DONE _____

The ATO says the super fund (or funds) should be contacted directly, to tell them of the death and discuss the release of the super. If there is no authorised legal personal representative, the ATO may inform the fund, which then decides whether to contact the family.

SOURCE Australian Taxation Office

What the NSW court says about super trustees

DATE DONE _____

The court's probate page says a super or insurance trustee sometimes asks for a grant before it makes its decision about the super or insurance money.

SOURCE Supreme Court of New South Wales

A fund's first contact: Aware Super

DATE DONE _____

Aware Super says a dedicated case manager will contact the person who told it within **10 business days**.

SOURCE Aware Super

This page does not say who a super benefit will be paid to. How each fund is told, and what the ATO says tax depends on, on this site

§14 The documents each body names

New South Wales · general information · checked 30 October 2026

Each body publishes what it asks to see. These are the lines gathered for this site, body by body. The body itself can say what it will accept in a particular case.

The NSW registry

DATE DONE _____

All applicants provide proof of identity.

SOURCE NSW Registry of Births, Deaths and Marriages (NSW Government)

The Supreme Court of NSW

DATE DONE _____

The original will, and any codicils, are filed with the application. The court keeps them.

SOURCE Supreme Court of New South Wales

Transport for NSW, through Service NSW

DATE DONE _____

Service NSW says Transport for NSW can be advised of a death with a document such as a death certificate (original or copy), a newspaper death notice, an online newspaper notification, or a letter from a solicitor or the NSW Trustee and Guardian.

SOURCE Service NSW

Revenue NSW

DATE DONE _____

Revenue NSW lists documents for a concession application, including the original executed transmission application or transfer document, a copy of the grant of probate with the will (or letters of administration if there is no will), a schedule of the assets owned at death and a Purchaser/Transferee Declaration.

SOURCE Revenue NSW

The ATO

DATE DONE _____

To notify the ATO of a death, it asks for one of these: the death certificate, the grant of probate or letters of administration, or the will.

SOURCE Australian Taxation Office

☐ Services Australia, for an executor or administrator

DATE DONE _____

To give an executor or administrator details from its records, Services Australia asks for proof of their authority to act on the estate and an Executor/Administrator request for information form, one from each executor or administrator.

SOURCE Services Australia

☐ A bank: ING

DATE DONE _____

In all matters ING requires a certified copy of the death certificate issued by Births, Deaths and Marriages.

SOURCE ING

☐ A super fund: Hostplus

DATE DONE _____

Hostplus's claims guide asks for a certified copy of the death certificate, with the cause of death if available, and one certified proof of the member's identity, such as a passport, birth certificate or driver's licence.

SOURCE Hostplus

Sources for this checklist

Every row in this checklist, the body it was read from, and the date it was checked against that body.

NSW Trustee and Guardian

Guide for executors (deceased estate document checklist) nsw.gov.au
checked between 30 October and 5 November 2026

Managing a Will and deceased estate nsw.gov.au
checked 30 October 2026

Intestacy referral form nsw.gov.au
checked 30 October 2026

Supreme Court of New South Wales

Probate Checklist (PDF) supremecourt.nsw.gov.au
checked 5 November 2026

Applying for a grant of probate supremecourt.nsw.gov.au
checked 30 October 2026

Probate supremecourt.nsw.gov.au
checked between 10 and 30 October 2026

Notice of intended application for probate, administration or reseal supremecourt.nsw.gov.au
checked 30 October 2026

Filing Fees as at 1 July 2026 (Schedule of Fees, PDF) supremecourt.nsw.gov.au
checked 30 October 2026

Applying for a grant of letters of administration supremecourt.nsw.gov.au
checked 30 October 2026

Fees supremecourt.nsw.gov.au
checked 30 October 2026

NSW Registry of Births, Deaths and Marriages (NSW Government)

Death certificates nsw.gov.au
checked 30 October 2026

Legal Aid NSW

Checklist: Things to take to your meeting (PDF) legalaid.nsw.gov.au
checked 5 November 2026

Home page legalaid.nsw.gov.au
checked 30 October 2026

Commonwealth Bank

Deceased estates commbank.com.au
checked between 30 October and 5 November 2026

Westpac

Support when someone passes away westpac.com.au
checked between 30 October and 5 November 2026

NAB

Steps after notification nab.com.au
checked 5 November 2026

ANZ

Bereavement support anz.com.au
checked 5 November 2026

Macquarie Bank

Deceased estates macquarie.com.au
checked 5 November 2026

Bendigo Bank

Deceased estates bendigobank.com.au
checked 5 November 2026

ING

Bereavement services ing.com.au
checked between 30 October and 5 November 2026

Supreme Court of NSW

Filing Fees as at 1 July 2026 (PDF) supremecourt.nsw.gov.au
checked 30 October 2026

Administration Checklist, Part 78 Supreme Court Rules 1970 (PDF) supremecourt.nsw.gov.au
checked 30 October 2026

Probate supremecourt.nsw.gov.au
checked 30 October 2026

Applying for a grant of letters of administration supremecourt.nsw.gov.au
checked 30 October 2026

Australian Death Notification Service

Help centre deathnotification.gov.au
checked 30 October 2026

Participating organisations (the same list is served for a death in New South Wales, Victoria and Queensland) deathnotification.gov.au
checked 30 October 2026

Service NSW

Use the Australian Death Notification Service (ADNS) service.nsw.gov.au
checked 30 October 2026

Guide to notifying government services after a death and bereavement support service.nsw.gov.au
checked 30 October 2026

Notify Transport for NSW that a customer has died service.nsw.gov.au
checked 30 October 2026

Transfer a vehicle registration due to the death of the registered operator service.nsw.gov.au
checked 30 October 2026

Cancel a NSW driver or rider licence voluntarily service.nsw.gov.au
checked 30 October 2026

Manage a deceased estate service.nsw.gov.au
checked 30 October 2026

Services Australia

Who to tell when someone dies servicesaustralia.gov.au
checked 30 October 2026

Advice of death form (SA116) servicesaustralia.gov.au
checked 30 October 2026

Australian Taxation Office

Notifying us of a death and who will manage the estate ato.gov.au
checked 30 October 2026

Doing a final tax return for the deceased person ato.gov.au
checked 30 October 2026

If you are a beneficiary of a deceased estate ato.gov.au
checked 30 October 2026

Transport for NSW

Deceased estates and transferring vehicle registration nsw.gov.au
checked 30 October 2026

Advising us of someone's death nsw.gov.au
checked 30 October 2026

NSW Land Registry Services

Form 03AE Transmission Application (PDF) nswlrs.com.au
checked 30 October 2026

Form 03AD Transmission Application (PDF) nswlrs.com.au
checked 30 October 2026

Form 02ND Notice of Death (PDF) nswlrs.com.au
checked 30 October 2026

Revenue NSW

Transfer duty concession for deceased estate transfers revenue.nsw.gov.au
checked 30 October 2026

NSW Police Force

Firearms – Deceased Estates police.nsw.gov.au
checked 30 October 2026

Aware Super

How to make a death claim aware.com.au
checked 30 October 2026

Hostplus

Insurance claims guide: death claims (PDF) hostplus.com.au
checked 30 October 2026

The Law Society of New South Wales

Register of Solicitors lawsociety.com.au
checked 30 October 2026

For the Public lawsociety.com.au
checked 30 October 2026

Where to get help with your situation

This page cannot tell you what applies to the estate you are dealing with. These official routes can point you to someone who can.

New South Wales

New South Wales · general information · checked 30 October 2026

- Law Society of NSW · Find a Lawyer: a search of NSW practices and solicitors who hold a current practising certificate. The Law Society says it does not give legal advice to the public itself.
  SOURCE **The Law Society of New South Wales**
- Legal Aid NSW says to start with LawAccess NSW, by chat or by phone on 1300 888 529, 9am to 5pm, Monday to Friday.
  SOURCE **Legal Aid NSW**

Valoren does not choose a solicitor for you, and takes no payment from any.

The Family Handover Kit is made by Valoren, a business in London, England. Everything on this site is general information, not legal advice. Valoren is not a law firm. Each item shows the date it was checked.

End of this checklist. Prepared 5 November 2026 from familyhandoverkit.com/au/executor-checklist/nsw. A newer copy, when there is one, is there.