



Understanding Grants of Probate and Letters of Administration

CSC's guide to help customers

Who should read this guide?

- The executor or administrator of a deceased estate who has received an estimated death benefit from CSC of \$50,000 or more.
- A person assisting the executor or administrator of a deceased estate

Why does CSC need a grant of probate or letters of administration?

Where it is estimated that there will be \$50,000 or more payable to an estate, either a grant of probate or letters of administration must be provided. This is so that we can ensure CSC is able to pay the death benefit to the estate without unnecessary delay.



Commonwealth
Superannuation
Corporation

The information provided in this factsheet is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial advisor. You should obtain a copy of the relevant **Product Disclosure Statement (PDS)** and consider its contents before making any decision regarding your super.

Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243, AFSL: 238069, RSEL: L0001397

Defence Force Retirement and Death Benefits Scheme
ABN: 39 798 362 763

Australian Defence Force Superannuation
ABN: 90 302 247 344
RSE: R1077063

Commonwealth Superannuation Scheme
ABN: 19 415 776 361
RSE: R1004649

Public Sector Superannuation accumulation plan
ABN: 65 127 917 725
RSE: R1004601

Military Superannuation and Benefits Scheme
ABN: 50 925 523 120
RSE: R1000306

Australian Defence Force Cover
ABN: 64 250 674 722

Public Sector Superannuation Scheme
ABN: 74 172 177 893
RSE: R1004595

1922 Scheme
DFRB Scheme
PNG Scheme
DFSPB
CSC retirement income

Which do I need to apply for?



What are grants of probate and letters of administration?

A grant is a formal court document that gives a person (could be a family member, friend, executor named in the will etc) the authority to administer an estate. Whether you need a grant of probate or letters of administration depends on whether you are an executor named in a valid will. Providing the relevant document to CSC will enable us to proceed with payment of our deceased member's death benefit in accordance with the instructions provided by the named executor or administrator.

How do I apply or get further information?

For further information, we refer you to the relevant state or territory's court website that will provide you with more information on this process.

You will need to contact the court of the state or territory where the deceased held assets

WA Supreme Court	https://supremecourt.wa.gov.au/W/wills_probate.aspx
NT Supreme Court	https://supremecourt.nt.gov.au/about/registry/wills-and-probate
QLD Supreme Court	https://www.courts.qld.gov.au/services/wills-and-probate/applying-for-a-grant ; or https://www.courts.qld.gov.au/services/wills-and-probate/applying-for-a-grant/letters-of-administration-without-a-will
SA Supreme Court	http://www.courts.sa.gov.au/RepresentYourself/ProbateRegistry/Pages/ApplyingForGrant.aspx
ACT Supreme Court	https://www.courts.act.gov.au/supreme/forms/wills-and-probate-forms
NSW Supreme Court	http://www.supremecourt.justice.nsw.gov.au/Pages/sco2_probate/sco2_filing_instructions/applying_for_probate.aspx or http://www.supremecourt.justice.nsw.gov.au/Pages/sco2_probate/sco2_filing_instructions/applying_for_letters_of_administration.aspx
VIC Supreme Court	https://www.supremecourt.vic.gov.au/wills-and-probate
TAS Supreme Court	https://www.supremecourt.tas.gov.au/probate/grants-and-procedure/

You may wish to seek independent legal advice for assistance with applying for a grant of probate or letters of administration.



Where can I get more information?



Commonwealth Superannuation Scheme

EMAIL members@csc.gov.au
PHONE 1300 000 277
FAX (02) 6275 7010
MAIL CSS
GPO Box 225
Canberra ACT 2601
WEB csc.gov.au



Public Sector Superannuation Scheme

EMAIL members@csc.gov.au
PHONE 1300 000 377
FAX (02) 6275 7010
MAIL PSS
GPO Box 2252
Canberra ACT 2601
WEB csc.gov.au



Public Sector Superannuation accumulation plan

EMAIL members@csc.gov.au
PHONE 1300 725 171
FAX 1300 364 144
MAIL PSSap
Locked Bag 9300
Wollongong NSW 2500
WEB csc.gov.au



Australian Defence Force Superannuation

EMAIL members@csc.gov.au
PHONE 1300 203 439
FAX 1300 204 314
MAIL ADF Super
Locked Bag 9400
Wollongong DC NSW 2500
WEB csc.gov.au



Military Superannuation & Benefits Scheme

EMAIL members@csc.gov.au
PHONE 1300 006 727
FAX (02) 6275 7010
MAIL MilitarySuper
GPO Box 2252
Canberra Act 2601
WEB csc.gov.au



Defence Force Retirement & Death Benefits Scheme

EMAIL members@csc.gov.au
PHONE 1300 001 677
FAX (02) 6275 7010
MAIL DFRDB
GPO Box 2252
Canberra Act 2601
WEB csc.gov.au