

1 Probate Services, Fees and Regulatory Information

1.1 The following information is provided in accordance with the approved ICAEW's application to the Legal Services Board to update the ICAEW's Probate Regulations to mandate the publication of price and service information in November 2021.

1.2 This is the first publication of price and service information.

1.3 The date of this publication is 26th May 2023.

2 Our Services

2.1 Our services include:

2.1.1 Estate and Inheritance Tax Planning

2.1.2 Trusts

2.1.3 Non-Contentious Probate

2.2 Wills

3 Probate Services

3.1 We can provide the following probate services:

- a) send notifications of death to the relevant government organisations, financial institutions, utility providers etc;
- b) identify any entitlement to bereavement allowances or benefits;
- c) finalise the income tax and capital gains tax position of the deceased for the tax year in which the deceased died;
- d) ensure the validity of the will, codicils and legacies;
- e) prepare any necessary affidavits;
- f) identify the beneficiaries based on the provided information;
- g) advise whether a grant is required;
- h) obtain a valuation of the estate;
- i) prepare the inheritance tax return;
- j) prepare the application for a grant of probate or grant of administration as appropriate;
- k) place statutory notices in The Gazette and local newspaper;
- l) prepare and take any appropriate oaths;

Registered Office and Business Address: Gable House, 239 Regents Park Road, London N3 3LF | Telephone 020 8154 2128

Web hat-accountants.com | Email tax@hat-accountants.com

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Regulated for a range of investment business activities and authorised by the Institute of Chartered Accountants in England and Wales to carry out the reserved legal activity of non-contentious probate in England and Wales



- m) obtain the grant;
- n) take control and gather the assets of the estate;
- o) pay debts of the estate, including tax liabilities;
- p) finalise the estate tax;
- q) pay any legacies;
- r) transfer the remaining balance to the residuary beneficiaries; and
- s) prepare the estate accounts.

3.1.2 Timescales for the provision of probate services including the preparation of the Inheritance Tax Account (IHT400 and supplementary schedules) and application for grant of probate or letters of administration in respect of an intestacy:

- a) 6 to 12 months depending on the nature of the assets and liabilities and the volume of transactions in an estate including and not limited to:
 - (i) obtaining all relevant information including records of assets and liabilities, bank statements and valuations.
 - (ii) Professional advice is required in respect of assets.
 - (iii) Presence of overseas assets and/or liabilities.

4 Fees

4.1 Probate services are normally quoted on a fixed fee basis determined by the volume of transactions and complexity of the estate.

4.2 Fees start from:

4.2.1 Entry level estate:

- o £3,000 plus VAT for example estate comprises of a family home, bank accounts and quoted stocks and shares.

4.2.2 More complex estates:

- o £6,000 plus VAT for example estate comprises family home, business and agricultural property, gifts made as part of normal expenditure out of income.
- o £10,000 plus VAT for example estate of a non-domiciled individual or comprises foreign assets.

4.2.3 For very complex estates:

- o £15,000 plus VAT.



5 Probate Diversity Statement

- 5.1 We are committed to developing our services as a multi-disciplinary firm with an ethos and vision making HAT a place where each of us can reach our potential regardless of background.
- 5.2 The results below are based on the data we hold from employee participation in the survey, and is correct as at 17th April 2023.
- 5.3 We are a single male practitioner firm with one female support staff. Both are over 50 from White English Ethnic Group.
- 5.4 Please note that exemption has been taken from publishing the full data set to ensure that individual staff members are not identifiable.

6 Help Us To Give You The Best Service

- 6.1 If you would like to talk to us about how we could improve our service to you, or if you are unhappy with the service you are receiving, please let us know by contacting Howard Harris, Head of Legal Practice.
- 6.2 We will carefully consider any complaint received about our probate or estate administration work as soon as we receive it and do all we can to resolve it. We will acknowledge your letter within five business days of its receipt and endeavour to deal with the matters raised within eight weeks. However, if you remain unsatisfied you have the option of taking your complaint to our professional body, ICAEW.
- 6.3 If we do not deal with your complaint in the time frame as per paragraph 6.2, or if you are not satisfied with our response, you are entitled to take up the matter with the Legal Ombudsman.
- 6.4 To make a complaint to the Legal Ombudsman, you must;
- a) refer the complaint to the Legal Ombudsman no later than:
 - six years from the act/omission that forms the basis of your complaint; or
 - three years from when you should reasonably have known there was cause for complaint; and
 - b) make the referral within six months of the date of our written response.
 - Contact details for the Legal Ombudsman
T: 0300 555 0333
E: enquiries@legalombudsman.org.uk
Legal Ombudsman, PO Box 6806, Wolverhampton WV1 9WJ



7 Professional Indemnity Insurance

- 7.1 We are authorised by ICAEW to carry out the reserved legal activity of non-contentious probate in England and Wales. Details about our probate registration can be viewed at www.icaew.com/probate, under reference number CO08113208.
- 7.2 Our professional indemnity insurer is AXA Insurance UK plc underwritten by Victor Insurance. The territorial coverage is worldwide, excluding professional business carried out from an office in the United States of America or Canada, and excludes any action for a claim brought in any court in the United States or Canada.
- 7.3 In accordance with the requirements of the ICAEW our professional indemnity insurance cover is up to a maximum of £625,000 and is capped at this level unless, on a case-by-case basis, prior approval from our insurer has been obtained to cover for a higher amount.

8 ICAEW Probate Compensation Scheme

- 8.1 In the unlikely event that we cannot meet our liabilities to you, you may be able to seek a grant from ICAEW's Probate Compensation Scheme. Generally, applications for a grant must be made to ICAEW within 12 months from the date you became aware, or reasonably ought to have become aware, of any loss.
- 8.2 Further information about the scheme and the circumstances in which grants may be made is available on ICAEW's website: www.icaew.com/probate.