



MINISTRY OF JUSTICE

MISSION STATEMENT

"The Administrator-General's Department protects the interests of minors, beneficiaries and creditors of the estates that the law requires the Administrator-General to administer."



For further information, contact:

ADMINISTRATOR-GENERAL'S DEPARTMENT

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What You Should
know about the
**Administration
of Estates**
by the
Administrator-General



**The Administrator-General's
Department**

ADMINISTRATION

BY THE ADMINISTRATOR-GENERAL BECOMES NECESSARY WHEN:

A person dies and leaves no Will and there are minor beneficiaries

IF THIS HAPPENS THE FOLLOWING STEPS SHOULD BE TAKEN:

- ✓ Collect or download a **Form of Particulars required by Administrator-General**. The website address is: ***www.agd.gov.jm***.
- ✓ Complete the form stating, among other things, the names, dates of birth, and addresses of the beneficiaries. Also, any property owned by the deceased.
- ✓ The completed form must then be sworn to, and the declarant's signature witnessed by a Justice of the Peace or a Notary Public.

THE SIGNED FORM MUST THEN BE **RETURNED** TO THE ADMINISTRATOR-GENERAL'S DEPARTMENT **ACCOMPANIED BY THE FOLLOWING DOCUMENTS:**

- ✓ Death Certificate of the deceased
- ✓ Proof of Paternity (e.g. Birth Certificate for children of the deceased or Court Order declaring Paternity)
- ✓ Proof of Spouseship (e.g. Marriage Certificate or Court Order declaring Spouseship)

N.B. Where a single man and a single woman lived together as man and wife for 5 years or more, and one has since died, the surviving partner may apply to the Court for an order Declaring Spouseship.

WHAT'S NEXT?

- The Administrator-General will apply to the Court for a Grant of Letters of Administration - which gives the legal authority to collect assets, pay debts owed by the estate, and thereafter distribute to the beneficiaries.
- Where a minor (person under the age of 18 years) is a beneficiary, the Administrator-General holds his/her benefits on trust until he/she attains the age of majority (18 years).

After the Grant has been received, the Administrator-General will complete the following in relation to the estate, where required:

- Collect the cash assets;
- Pay the liabilities;
- Take possession of the property;
- Complete rental and maintenance of the property;
- Initiate Fatal Accident claim;
- Distribute the assets to the proven beneficiaries.