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Executors -
What you need
to know



I am appointed as an Executor under a Will. What is my role? What will I need to do?

An Executor is the person/s chosen by the deceased and named in their Will to carry out their wishes on their death in accordance with their Will.

An Executor is responsible for the following tasks, which they may instruct a lawyer to handle on their behalf:

- Ensuring the deceased's organ donation/funeral/interment instructions are followed;
- Applying for Probate of the deceased's Will from the High Court if the deceased owned property in their sole name or had in excess of \$15,000.00 held with any bank/institution in their sole name;
- Collecting in the deceased's assets once Probate is granted by the High Court;
- Paying all estate debts from the proceeds of the estate;
- Making payment of any gifts (legacies) to beneficiaries;
- Ensuring gifts of specific items are distributed to the named beneficiary/beneficiaries;
- Finalisation of the deceased's tax and cessation of the deceased's personal IRD number;
- Completing distribution of the residuary estate (net proceeds of the estate) to the residuary beneficiary/beneficiaries in accordance with the terms of the deceased's Will (usually 6 months after the grant of Probate by the High Court);

NB: You can renounce the role of Executor if you do not wish to be an Executor.