

GUIDANCE NOTE

September 28, 2022

Estate Clearance Applications

The Public is reminded that per **Section 28(3) of the Succession Act, Cap.249**, no personal representative may proceed to distribute the assets of an estate unless the Barbados Revenue Authority (“the Authority”) has certified that all such taxes, duties and other payments due to the State have been discharged.

Please note that the Authority has created a dedicated team to process Estate Clearance applications which should be approved within 5-10 business days where all of the relevant supporting documents have been provided.

The following documents are required to be submitted when applying for an Estate Clearance Certificate:

1. Completed Signed Application Form
2. Death Certificate
3. Letters of Testamentary/Letters of Administration
4. A certified copy of the Will, if applicable
5. Resealed Grant, if applicable
6. List and location of assets including the map reference number of the real property

Kindly submit your application to estates@bra.gov.bb

The Authority advises the public that where:

- an application for an Estate Clearance Certificate was submitted prior to June 30, 2022; and
- a response has not been received

to kindly re-submit the application via email. estates@bra.gov.bb

NOTES:

1. Applications containing incomplete documentation will not be processed.
2. Persons will receive an email or telephone call where incomplete information is submitted.
3. Where supporting information is not received within 30 days, the application will be removed from the system and a new application will be required.

Your usual cooperation is appreciated.

Revenue Commissioner