



Documents & Information

DOCUMENTS AND INFORMATION TO BE KEPT WITH WILL

This document is designed to assist you in collecting the documents and information that will be needed by your executor in the event of death. Kindly also note that details in respect of your spouse’s assets and liabilities will be required if you are married in community of property. As this list is not exhaustive please do not hesitate to contact us if you need any guidance

Document	Enclosed	To Follow	N/A
Personal Documents and Information			
Original Last Will and Testament (if held by deceased)			
Original Death Certificate			
Original Identity document and passport			
Original Marriage Certificate			
Certificate of registration of customary marriage			
Original Antenuptial Contract			
Full names of the deceased’s parents			
Full names of the deceased’s children (including deceased children)			
Former spouse(s)/ divorcees:			
<ul style="list-style-type: none"> • Full names and contact details • Copy of Divorce Order • Copy of Divorce Agreement 			
Predeceased spouse(s):			
<ul style="list-style-type: none"> • Full names • Copy of Death Certificate • Copy of Last Will and Testament • Copy of Liquidation & Distribution Account or Date of Death & Master’s Office where estate was reported. 			
Assets			
Fixed properties:			
<ul style="list-style-type: none"> • Original Title Deeds/ safe custody receipts • Recent home loan statements • Lease agreements • Rates account/ levy statement • Details of any credit life cover • Capital gains tax valuations • Proof of insurance 			
Motor vehicles (incl. trailers, motor bikes, boats, caravans etc):			
<ul style="list-style-type: none"> • Registration certificates/ logbooks • Recent statement in respect of any finance • Proof of insurance 			



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Firearms:

- Original firearm licences
- Details of all ammunition held

Bank accounts:

- Cheque books
- Recent bank statements for all accounts
- ATM cards

Life assurance/ endowment/annuity policies:

- Original policy documents
- Any endorsements/ cessions

Investments:

- Unit trust statements
- Details of any income plan/ similar investments
- Share portfolio statement
- Computershare Investor Services shareholder statement
- Share/ stock/bond certificates

Business interests:

- Copy of last set of annual financial statements
- Copy of any Partnership agreement
- Copy of any buy and sell agreement
- CK documents (for Close Corporations)
- Details of the deceased's accountant/ bookkeeper
- Share certificates
- Details of any key man policies

Other assets:

- Timeshare certificates/ points statements
- Recent levy statement
- Loan account in inter-vivos trust
- Acknowledgement of Debt in favour of the deceased
- Promissory note in favour of the deceased

Liabilities

Details of:

- Funeral expenses*
 - Medical accounts*
 - Credit cards* (including the card itself)
 - Credit Agreements*
 - Store accounts*
 - Loan accounts*
 - Cellphone account*
 - Telkom account*
 - Electricity Account*
 - Water Account*
 - Internet Service Provider*
 - Newspaper and magazine subscriptions
 - Suretyships/ guarantees by the deceased
- * Please include a recent statement of account



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Tax			
<ul style="list-style-type: none"> Income tax reference number. Copy of last tax return and attachments or domicile of SARS office where deceased was registered. Copy of last tax assessment received Details of the deceased's tax consultant VAT reference no. (if applicable) 			
General			
<ul style="list-style-type: none"> Insurance policy covering assets MNet/ DSTV subscription SABC TV licence 			
Domestic workers:			
<ul style="list-style-type: none"> Copies of employment contracts Copies of identity documents Details of UIF payments and registration 			
Employer/Pension Fund:			
<ul style="list-style-type: none"> Name and address of employer/pension fund Pensioner/employee number Contact person 			
Medical Aid:			
<ul style="list-style-type: none"> Copy of recent medical aid statement Reference number 			
Beneficiaries			
Contact details including postal addresses, telephone numbers and e-mail addresses			
In time we will need copies of the beneficiaries' identity documents/ birth certificates (if minors), marriage certificates and proof of banking details			