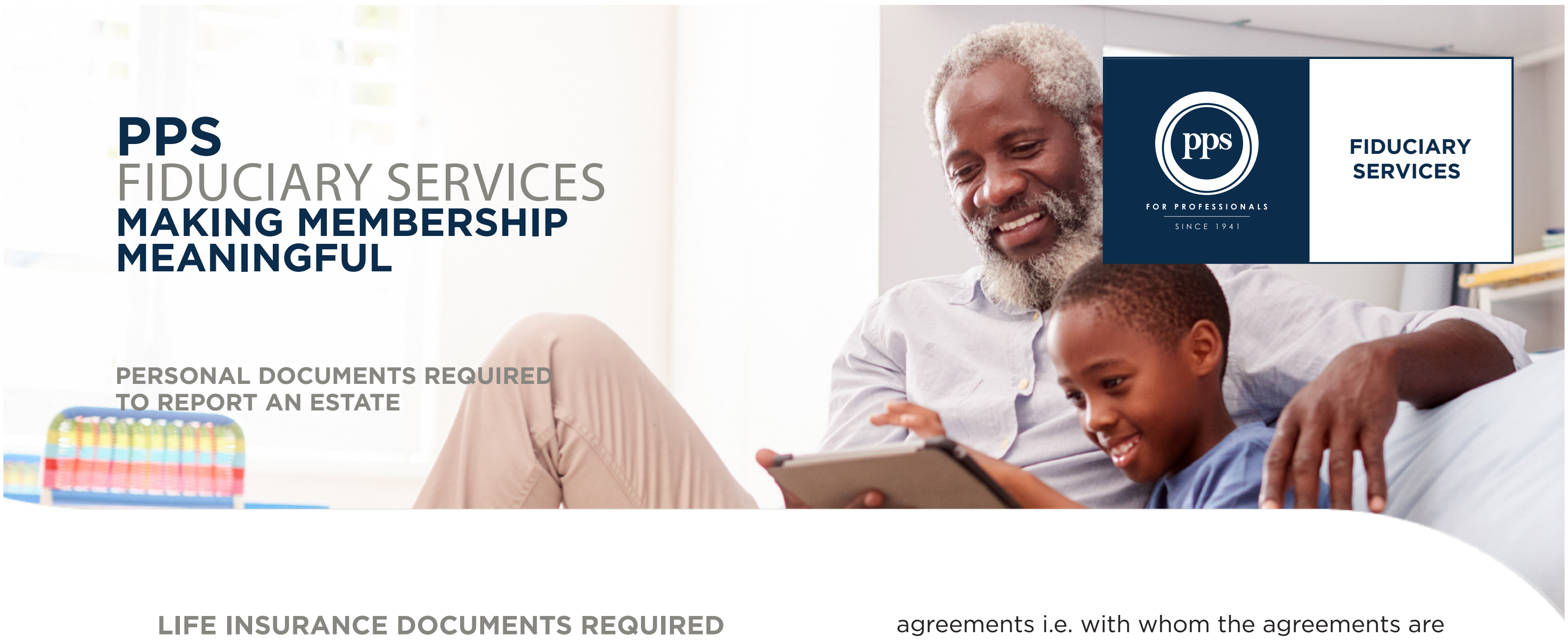


PPS
FIDUCIARY SERVICES
MAKING MEMBERSHIP MEANINGFUL

PERSONAL DOCUMENTS REQUIRED TO REPORT AN ESTATE

LIFE INSURANCE DOCUMENTS REQUIRED

File these documents in your Life Insurance folder

1. Details of all life assurance and annuity policies (payable to the estate, a nominated beneficiary or ceded to settle any outstanding debt). If the executor is to attend to the collection of the proceeds we require the original policy documents.
2. All information pertaining to the insurance of estate assets, including the policy schedule if possible and details on how the premiums are paid and by whom.

INVESTMENT DOCUMENTS REQUIRED

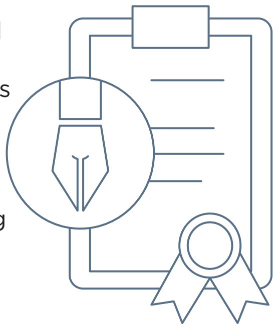
1. Details of all the deceased's bank accounts and investments (fixed deposit card, Unit Trust investments and Income Plans).

MEDICAL AID DOCUMENTS REQUIRED

1. The name, address and reference number of the deceased's medical aid society.

OTHER PERSONAL DOCUMENTS REQUIRED

1. The original death certificate and Identity Document/Passport, and (if applicable) marriage certificate and the antenuptial contract.
2. A copy of any divorce orders.
3. Details of any fixed properties and the original title deeds or particulars of any home loans i.e. the bank account numbers as well as any information regarding credit life cover on any outstanding balance.
4. Details of any motor vehicles or other movable property e.g. boats, caravans, motorbikes, trailers etc and the registration certificate/logbooks or particulars of any credit agreements i.e. with whom the agreements are held, the account numbers and the outstanding balances.
5. Details of any firearms registered in the name of the deceased, including the firearm licence and confirmation that the firearm is kept in a locked gun safe. Should this not be possible, arrangements will have to be made to collect the firearms to be put into safe custody for the duration of the administration of the estate.
6. Details of any shares in JSE-listed companies as well as the original share certificates.
7. All details relating to liabilities such as credit or debit cards. These cards need to be destroyed and returned to the relevant companies.
8. All details of retail, medical, cell phone or other accounts as well as details of any television licences held.
9. Copies of the last electricity and water accounts as well as details regarding the payment of levies if the property is a share block or a sectional title unit.
10. The name, address and reference number of the deceased's employers/pension fund.
11. The full names, addresses (email or postal) and telephone numbers of all the beneficiaries.
12. The full names and addresses (email or postal) of the deceased's children.
13. The deceased's income tax reference number and the name and address of the person who completes the annual tax return (Accountant).
14. Details of the deceased's business interests, including sole proprietorships, CCs and private companies.



SHOULD THE DECEASED HAVE BEEN MARRIED IN COMMUNITY OF PROPERTY, PLEASE LET US HAVE THE ABOVE DOCUMENTS RELATING TO HIS/HER SPOUSE AS WELL.