

PEOPLE TO NOTIFY WHEN SOMEONE DIES

- 1. Doctor: Name:
- Telephone number:

Get a Death Notice from him to hand to Funeral Parlour so that they can get a DEATH CERTIFICATE issued.

- 2. Police: Telephone number.....
- 3. Funeral Parlour:
- Telephone number.....
- 4. Minister: Name:
- Telephone number:

5. Family: List with telephone numbers: Attach.

6. Friends: List with telephone numbers: Attach.

- 7. Medical Aid: Name and membership number:
- Telephone number:

8. Pension Scheme:

9. Seniors Club:

- 10. Contact person:
- Telephone number:

DO NOT INFORM THE BANK IMMEDIATELY AS ALL FUNDS ARE THEN FROZEN.

Make sure you keep this file in a safe place where your children or executor will be able to access it.

PERSONAL CHECKLIST

Keep a file with all the necessary documents.

1. A completed copy of a Death Notice with all the relevant details [usually this is done by the executor and many times incorrect information is supplied by the children or the person completing the form. Keep with the WILL for the executor.]
2. Will - **This should not be kept at the bank, because the bank will only release the Will to the executor, who needs the Will to get himself appointed.**
3. At least ten copies of ID Book and Marriage Certificate – certified
4. Copies of antenuptual contract, passport, birth certificate, etc
5. Motor Vehicle Registration papers and licence
6. Insurance Policies, life, funeral and short term
7. House: Property and Transfer Deeds
8. Bank, Savings Account and investment details
9. Any firearm licences
10. A record of all outstanding accounts
11. Pension Fund Details
12. Medical Aid Details
13. A Contact list of everyone who should be informed of your death
14. An inventory of all large assets - movable and immovable. Don't list every small item
15. Instructions as regards your funeral and choice of burial or cremation
16. Copies of all cards, medical, credit, debit, etc
17. Every contact in the electronic world websites, e-mail addresses, user names, passwords and PIN's.
18. Details of all service providers

COPY of DEATH NOTICE

In terms of Section 7 of the Administration of the Estates Act 66 of 1965

1. Full names and surname:

2. Birthplace:

3. Names of the parents:
 - 3.a Father:
 - 3.b Mother:

- 4 Age of the deceased: years: months: days

- 5 Occupation:

- 6 Ordinary place of residence:

- 7 Married / unmarried / widower / widow:
 - 7.a Name and birthdate of spouse:
 - 7.b Name or names and approximate date(s) of death of previous spouse or spouses:
 - 7.c Place of last marriage:

- 8 Details of death:
Date of death:
Place of death:

- 9 Names of children of deceased, their birthdates, spouses names. (Stating separately those born of different marriages)
 - 1.....
 - 2.....
 - 3.....
 - 4.....

5.....

6.....

10 Property:

10.a: Did the deceased leave any property? Is so, provide details:

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10.b: Did the deceased leave a will?:

Signed at:**Date:**

Signature:

Capacity: