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Investing for a
world of change

Your Life File

Estate planning documents for safekeeping

In life, we accumulate not just memories, but also a wealth of important documents. These are vital for managing our affairs, protecting our assets, and ensuring our wishes are respected. Your Life File not only simplifies the process for your loved ones or executors in case of incapacitation or death, but gives you peace of mind, knowing that your affairs are in order.

1. Last will and testament

Original Copy

If copy, where is original stored?

Contact person and number for executor/executor's agent:

ID copies for all beneficiaries and contact details for each.

2. Living will (if applicable)

Original Copy

If copy, where is original stored?

Was copy given to family general practitioner to keep on file? Yes No

If YES, name and telephone number of doctor:

Have family members been informed hereof? Yes No

3. Registered organ donor

Yes No

(Please make sure your family has been informed of these wishes).

4. Letter of wishes (if any):

to trustees/executor/family.

5. Copies of inter vivos trust deed(s) and letters of authority (if applicable)

- Name, address and telephone number of trustees for each trust.
- Name, address and telephone number of the accountant for each trust.
- Copy of the latest trust financial statements.
- Copies of loan agreements (if any).
- Minute book for Trust. Yes No

Kept where:

6. Copies of identity document and passport

7. Bank accounts details

- Copy of a bank statement for every bank account (including credit cards) – showing account number and name on account.
- Name and telephone number of private banker (if applicable):

8. Medical aid details

- Copy of medical aid policy – showing policy name, type, number and dependants.
- Copy of gap cover policy – showing policy name, type, number and dependants.
- Contact person and number for medical aid broker:

9. Income tax

- Income tax number and location of previous assessments:

- Copy of SARS current year of assessment or statement of account.
- Capital gains tax valuations.
- Name, address and telephone number of accountant or tax practitioner:

10. Marriage certificate and antenuptial contract (if applicable)

Original Copy

If copy, where is original stored?

11. Divorce and maintenance orders (if applicable)

Original Copy

If copy, where is original stored?

12. Sources of income

- Salary details. Copy of employment agreement, payslip and latest IRP 5 certificate.
- Group Life, pension or provident fund details. Copy of policy schedule.
- Loan agreements/acknowledgement of debts. Copy of loan agreements/ acknowledgement of debts.
- Profit sharing arrangements, partnership agreements, shareholders' agreements. Copy of agreements or arrangements.
- Pension fund details. Copy of fund schedule.
- Business interests. Details of type of business interest, agreements pertaining thereto (such as shareholders, agreements, subscription agreements) and financials of the different businesses, company details, details of directors, contact details of accountant of each business, tax number of each business.

13. Details of assurance

- All policies of assurance, including life assurance and short-term insurance – copy of policy schedule showing policy name, type and number, benefits, beneficiary nominations.
- Copy of ID and contact details of nominated beneficiaries.
- Name, address and telephone number of insurance agent/broker:

- Details of buy and sell/key man policies and agreements (if applicable).
- Policy schedule of accident insurance (if applicable) – showing policy name, type and number.

- Bond holder details – name of institution and bond account statements:

- Lease agreement if renting Original Copy

If copy, where is original stored?

18. Other assets

- Details of valuables such as jewellery, antiques, camera equipment, sports equipment – valuation certificates, guarantees, cash slips etc.
- Acknowledgment of debt in estate planner's favour
- Details of any usufruct or fideicommissum rights
- Timeshare certificates and latest levy statements and contact details

19. Liabilities

- A list of all liabilities
- Full names, addresses and telephone numbers of creditors
- Store accounts and statements
- Rates and taxes/municipality accounts/levy statements

20. Other

- Cellphone contract – copy of cellphone contract
- Wifi/ADSL/fibre – copy of contract
- Pet medical insurance – copy of policy document
- Copy of gym contract
- DSTV/Netflix/Showmax account details
- Latest copy of TV licence

- Copy of firearm licences

Where are firearms kept:

- Memberships of professional bodies/clubs/associations
- Funeral policy – copy of policy document
- Shareblock certificates and agreements
- Safety deposit box details (if any)
- Details of directorships
- Log in details, passwords etc.
- UIF registration details for employees
- Employment details of household staff
- Pool service/garden services
- Details of family members you financially support

Additional information required

- Place of birth:

- Place where you married your surviving spouse (if applicable):

- Names of divorced or predeceased spouses (if predeceased, please provide the date of death of the predeceased spouse):

- Full names of children, their dates of birth and contact details:

- Full names of predeceased children, their date of death and the full names of their children (if applicable):

- Full names of parents and dates of birth (if predeceased, please provide the date of death of the predeceased parent):

Disclaimer: This is not a complete or exhaustive list. Other documentation or information may be needed in the administration of a deceased estate which may not be included in the list above.

Important information

All information and opinions provided are of a general nature and are not intended to address the circumstances of any particular individual or entity. We are not acting and do not purport to act in any way as an adviser or in a fiduciary capacity. No one should act upon such information or opinion without appropriate professional advice after a thorough examination of a particular situation. We endeavour to provide accurate and timely information, but we make no representation or warranty, express or implied, with respect to the correctness, accuracy or completeness of the information and opinions. We do not undertake to update, modify or amend the information on a frequent basis or to advise any person if such information subsequently becomes inaccurate. Any representation or opinion is provided for information purposes only.

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