



Estate Plan Checklist

Section 1: Personal Particulars

➤ Copy of complete client checklist	
➤ Certifies copy of your identity document	
➤ Certified copy of your passport	
➤ Information regarding your banking details	
• Name of the bank	
• Branch	
• Codes	
• Account number	
➤ Your current residential and postal address	

Section 2: Spouse, Children and Beneficiary Information

➤ Spouse details	
• Full Name	
• Identity number	
• Maiden name	
• Previous surname(s)	
➤ Certified copy of your Spouse's identity document	
➤ Certified copy of your child/children's identity document and any other dependents	
➤ Certified copy of your marriage certificate (indicate where the original document is)	
➤ Certified copy of your ANC (anti-nuptial contract) or alternative agreements	
➤ Beneficiaries contact details	
➤ Details regarding minor children's guardians and their acceptance letter	

Section 3: Last Will and Testament, Trust Details

➤ Copy of your latest will and testament (indicate where the original document is)	
➤ Trust, if applicable:	
• Trust deed	
• Trustees and beneficiaries details (name, identity number, contact details)	
• Certified copy of all the trustees and beneficiaries' identity document	

Section 4: Personal Property

➤ Certified copy of all your property title deeds (indicate where the original document is)	
➤ All motor vehicle original registration documents	
➤ A list of exceptionally expensive assets e.g. watches, carpets, art etc.	

Section 5: Investments, Tax and Financial Details

➤ Information of your SARS tax reference number and name of the office used	
➤ High level summary of assets and liabilities (detailing where assets are held and who liabilities are in favour of)	
➤ Proof of your tax registration	
➤ Information of your medical aid details and membership number	
➤ Information regarding the name and contact details of the following:	
• Tax Practitioner	
• Investment Manager	
• Insurance Broker	
• Stock Broker	
➤ Certified copy of all your loan accounts e.g. Bond	
➤ Copy of your investments/life policies/retirement funding statements	

Section 6: Miscellaneous

➤ A confirmation letter from donor organisations (accepting your organs)	