

A Records Management issue in real life - needed in the event of a death in a family



- Will
- Death Certificate
- Identity documents
- Marriage certificate
- Divorce order and any agreements
- Birth Certificates of minors (if beneficiaries)
- Credit cards and bank cards
- Unused cheque book
- Share certificates
- Unit trust certificates
- Registration certificates for vehicles
- Deeds of transfer for fixed property
- Municipal accounts
- Levy statement if sectional title
- Lease agreements
- Contact details of doctor
- Proof of medical scheme membership
- Tax documentation
- Personal accounts in your name
- Short term insurance policies
- Long term insurance policies
- Funeral policy
- Hire purchase agreements
- Firearm licences
- Antenuptial contract if married out of community of property
- Information regarding any other source of income such as royalties
- Recent statements for all bank accounts & credit cards
- Most recent municipal valuation for each property
- Television licence
- Information about any offshore investments

Psst! Don't forget pin numbers and passwords to cell phones & laptops!!!!!!