

# DECEASED ESTATE ADMINISTRATION

## DOCUMENT CHECKLIST

### MAKE SURE YOU HAVE THE FOLLOWING DOCUMENTS AVAILABLE:

- Original Death Certificate
  - Original Last Will and Testament (if applicable)
  - Original Identity document and passport
  - Original Marriage Certificate (or certificate of registration of customary marriage) (if applicable)
  - Original Antenuptial Contract (if applicable)  
Former spouse(s) details, if divorced:
    - full names and contact details
    - copy of divorce order
    - copy of divorce agreementPredeceased spouse(s) details (if applicable)
    - full names
    - copy of death certificate
  - Master's office where estate was reported
  - Full names of the deceased's parents
  - Details of the deceased's children (including deceased children), including their marital status.  
Fixed properties:
    - original title deeds or safe custody receipts
    - most recent home loan statements
    - current lease agreements
    - rates and/or levy statements
  - details of any credit life cover
  - capital gains tax valuations
  - proof of insurance
- Motor vehicles:
- registration certificates
  - recent statement in respect of any finance proof of insurance
- Recent credit card account statements (including the card itself)
  - Recent bank statements and ATM cards for all accounts
  - Original policy documents in respect of any life assurance, endowments and/or annuities
  - Original firearm licenses and details of all ammunition held (if applicable)
  - Details of all funeral expenses
  - All medical accounts
  - Recent retail store account statements
  - Recent loan account statements
  - Credit agreements and recent statements
  - Telkom account
  - Deceased tax number