



DHOOGHE LAW

Attorneys • Notaries • Conveyancers

DOCUMENTS NEEDED BY THE EXECUTOR TO REPORT AND FINALISE AN ESTATE

PERSONAL INFORMATION

- Copy of Identity Documents (ID and Passport) of Deceased
- Original Identity Document of Deceased if there is an Income Tax Credit that has to be Collected from SARS
- Original and Copy of Death Certificate
- Original and Copy of Death Certificate
- Marriage Certificate or Certificate of Registration of Customary Marriage
- Marriage Certificate or Certificate of Registration of Customary Marriage
- Divorce Order and Settlement Agreement (If Applicable)
- Predeceased Spouse(s) details (if applicable) Full Names and Death Certificate
- Identity Documents of : Surviving Spouse
Executor
Family (Children, Deceased)
Children and Children's Marital Status
- Copies of Birth Certificates for all Minors
- Contact details for all Beneficiaries
- Information of next of Kin and Heirs.
- Detail of Master's Office where Estate was Reported
- Full Names of the Deceased's Parents

- Salary / Unpaid Salary
- IRP 5
- Leave
- Pension Fund Details / Benefits
- Income Tax Reference Number
- VAT Registration Number
- Last Income Tax Assessment or Copy of Previous Return
- Income Tax Information, Copy of Last Tax Return and Details of Accountant
- Any Statements or Correspondences Relating to the Financial Affairs of the Deceased
- Rates Accounts

BANKING DETAILS OF DECEASED

- All Bank Accounts
- Unused Cheque Book
- Credit and Debit Card Statements

FIXED PROPERTY

- Title Deed/s
- Lease Agreements (Name and Address of Tenant/Rent and Manner of Payment)
- Recent Consumer Accounts (Municipality, Telephone, TV License, Store Accounts etc.)
- Does Usufruct exist in favour of the Deceased?

MOVABLE ASSETS

- List of Furniture and Personal Possessions
- Vehicles: Registration Certificates
Log Books
Insurance Details
Financing Account
Firearm Licenses

FINANCIAL INFORMATION OF DECEASED

- Employers details: copy of last payslip or service contact

INVESTMENTS

- Building Societies
- Banks
- Details of: Savings and Cheque Accounts
Credit Cards
Fixed Deposits
Investments
- Bonds and Receipts in favour of the Deceased

SHARES

- Listed on the Stock Exchange
- Unlisted: Name of Auditor of Firm
Was Deceased a Director?
Are Dividends or Director's Fee Due?
Does Deceased have a Loan Account?
- Most Recent Home Loan Statements
- Current Lease Agreements
- Rates and/or Levy Statements
- Share Certificates
- Receipts
- CC/Company Documentation
- Details of: Buy and Sell Agreement
Partnership Agreements in respect of
any business affairs of the deceased

INSURANCE POLICIES

- Details of: Life Assurance
Endowment
Retirement Annuity Contracts
Short-term Insurance Schedule (fire,
theft and accident cover)

MEDICAL INFORMATION

- Details and Account of Regular Doctor
- Medical Aid Details

FUNERAL EXPENSES

- Account and Proof of Payment of Funeral Costs
- If Deceased Died of Unnatural Causes: Details of
Accident • Relevant Police Station
- Name of Investigating Officer
- Post Mortem

- Case Number

DETAILS OF DEBTS

- Details of Bonds on Fixed Property
- Overdrafts on Bank Accounts
- Loans Owing
- Accounts Due on Date of Death
- Details of Surety Obligations