



Lowveld Crematorium and Funeral Services

99 De Kock Str
Sonheuwel Cemetary
Nelspruit
CC 1994/016896/23

P.O.Box 689
Sonheuwel
1206
Vat 417 016 4729

Tel: 013 745 7408
Fax: 013 745 7407
Email: crem@polka
.co.za

Life File Check List

		Attached	N/A
1	My Funeral Wishes		
2	Last Will and Testament		
3	Identity Document and/or Passport		
4	Marriage Certificate (if married)		
5	Ante nuptial Contract (if married Out of Community of Property)		
6	Copy of Divorce Order and Settlement Agreement (if divorced)		
7	2 Certified copies of first page of each Inheritants Identity Document or Birth Certificate		
8	2 Certified copies of Inheritants Marriage Certificates (if married)		
9	Telephone numbers, postal addresses, e-mail addresses and fax numbers of each Inherent		
10	Estate Particulars of each pre-deceased Spouse (Full name, date of death, place of death. Master of High Court Office and Estate Number)		
11	Financial Information Form		
12	Copies of latest Bank Statements		
13	Original Title- and Transport Deeds, Sectional Title-, Timeshare- and Mineral Rights Certificates (if available)		
14	Original Motor Vehicle Registration Certificates		
15	Original Licences for Firearms		
16	Copies of Municipal Services Accounts (Water- and Lights- and Property Levy/Tax Accounts)		
17	Telephone Account		
18	TV Licence		

19	Name, Address and Telephone Numbers of General Practitioner		
20	Full Particulars of Medical Aid		
21	Latest Salary Advice		
22	Copies of Hire Purchase/Lease Documents, Outstanding Accounts, Loans or Debts		
23	VAT Registration Number (where applicable)		
24	Copies of Rental/Lease Agreements		
25	Detail of Policies payable to Beneficiaries		
26	Original Policy Contracts (Payable to the Estate - including Funeral Policies)		
27	Retirement Annuities/Pension Fund Documents		
28	Full particulars of Pension Fund/Provident Fund/Particulars of Employer (Address and Employee Number)		
29	Short Term Insurance Contracts		
30	Complete list of all Liabilities, as well as Statements reflecting outstanding amounts (including loans to other people)		
31	Original Shares- and Investment Certificates (Unit trusts)		
32	Information with regards to Sold Assets (Capital Assets sold/dispensed of/alienated/estranged from during the last 2years)		
33	Mortgage Bonds Registration Documents		
34	Business Contracts/Agreements		
35	Trade Licences		
36	Details of Surety Obligations		
37	Details of Companies/Partnerships/Trusts/Close Corporations/ Sole Proprietorships		
38	Income Tax (Reference Number, Last Assessment and Office Submitted to)		
39	Full particulars of Funeral Undertaker (if paid Invoice and Receipt)	After death:	
40	Original Death Certificate		
41	Copy of BI 1663 (Notification of Death)		
42	In Case of Unnatural Death: Particulars of Accident, Police Office, Investigating Officer, Case Number (MR No) and Possible Cause of Death		
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