

# BC BUCKINGHAM CHAMBERS

444 Imam Haron Road

Rondebosch East

Cape Town

South Africa

Email: [info@buckinghamchambers.co.za](mailto:info@buckinghamchambers.co.za)

Contact number: 074 162 0031

Web: [buckinghamchambers.co.za](http://buckinghamchambers.co.za)

Importantly to note that this document is not a replacement for your last WILL and TESTAMENT. Contact Buckingham Chambers should you require your last WILL and TESTAMENT to be drawn up and to nominate an Executor. The importance of nominating the right Executor cannot be understated.

If nominated as your Executor, Buckingham Chambers will prioritise your wishes and be there to address all concerns that your bereaved family may have.

## **TO MAKE THEIR JOURNEY WITHOUT YOU EASIER**

Start by creating a file of all your most important documents. Have multiple copies printed and have it certified. Create a digital copy of your file once everything is compiled.

THE MOST IMPORTANT DOCUMENTS to be included in your file to wind up your Estate

1. Your Identity Document
2. Your Spouse's Identity Document
3. All dependents' Identity Documents
4. Marriage Certificate
5. Divorce Certificate
6. Divorce Decree
7. Title Deeds to all properties owned
8. Municipal Account reflecting property ownership
9. All policies – Life insurance, Burial, Retirement Annuities, Provident Fund, Pension fund etc
10. Bank account confirmation letter
11. And the most important document, your **LAST VALID WILL and TESTAMENT**
12. Please include a certified copy of your nominated executor

**And other details that are important**

**Your personal details**

Mobile number:

Email address:

Employer contact number:

Your occupation:

Where you were born:

Address where you are living now:

**About your married life**

Your present surname:

Your maiden surname:

Your marriage contract: COP / ANC with accrual / ANC excluding accrual

Spouse mobile number:

Spouse email address:

**If previously married and divorced**

Ex partner's name and surname:

Ex partner's cell number:

Ex partner's email address:

Your Divorce Decree:

**Your next of Kin**

Mother's name and surname:

Mother's contact number:

Dad's name and surname:

Dad's contact number:

**Any other relatives**

Name:

Gender:

ID number: