

**STABILITAS EKSEKUTEURSKAMER (Edms) Bpk**  
**STABILITAS BOARD OF EXECUTORS (Pty) Ltd**

Reg. No. 1950/000442/07



ATTENTION :

FAX NO.:

DATE:

NUMBER OF PAGES: 2

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Our reference:

MR. A.L. SMIT  
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**INFORMATION AND DOCUMENTS REQUIRED FOR THE ADMINISTRATION OF DECEASED ESTATES**

1. Original Identity Document of the deceased.
2. Original Death Certificate – obtainable from funeral director.
3. **Uncertified** copy of the Marriage Certificate, if the deceased was married at time of demise.
4. Original Antenuptial Contract.
5. **Uncertified** copy of page 1 of the spouse's/heir's Identity Document(s).
6. Original Divorce Order.
7. Particulars regarding pre-deceased spouse with Master's reference, and/or deceased estate account if available.
8. Full names of the parents of the deceased.
9. Municipal Rates and Taxes Account / Body Corporate's Levy Statement.
10. Original Title Deed / Deed of Sale of immovable property.
11. Original Vehicle Registration Certificate.
12. Original Fire-arm Licence.
13. Original Share Certificates / CK1 Form and particulars of auditor in the case of a Close Corporation.
14. Municipal Consumers' Account.
15. Particulars of savings, cheque, transmission and deposit accounts at banks.
16. Income Tax:
  - a) Tax Reference Number and office of deceased.
  - b) Tax Reference Number of spouse/heir.

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- c) VAT Registration Number.
  - d) Income source.
  - e) Capital Gains Tax:
    - i) Assets obtained before 1 October 2001
      - Valuation certificates of all assets as on 1 October 2001.
    - ii) Assets obtained after 1 October 2001
      - Proof of the value of the assets as on the date of obtaining thereof.
  - f) Details of deceased Accountant.
17. A copy of the heir's Marriage Certificate.
  18. Telephone numbers and addresses of heirs.
  19. A copy of Notification of Death (Form BI 1663) – obtainable from funeral director.
  20. Particulars of South African Police Service if deceased died of unnatural causes. Officer in charge of the inquest and case number.
  21. Particulars of Assurance Contracts on the life of the deceased.
  22. Name, address and telephone number of General Practitioner.
  23. Payslip.
  24. Particulars of Medical Fund.
  25. Particulars of Pension Fund.
  26. Original Rental Agreement.
  27. Telkom / Mobile phone statement of account.
  28. Television Licence.
  29. M-Net / DSTV statement of account.
  30. Particulars of funeral director and receipt number if paid in full.
  31. Statements of bond-; hire purchase-; and any other outstanding debts.
  32. Short Term Insurance Contract.
  33. Particulars of domestic worker.

**P.S KINDLY CONTACT THE ABOVEMENTIONED PERSON TO ARRANGE FOR AN APPOINTMENT FOR THE REPORTING OF THE ESTATE ONCE ALL THE DOCUMENTS/INFORMATION ARE AVAILABLE. PLEASE DO NOT FORWARD ANY DOCUMENTS BY MAIL, OR IN ANY OTHER WAY, AS WE WILL OBTAIN THE NECESSARY DOCUMENTS IN PERSON FROM YOU AT THE REPORTING OF THE ESTATE.**