

# Important Information needed by an executor in a deceased estate

# **Important Information needed for a deceased estate**

## **A. Documents your executor/agent will need when you pass away**

### **The following original documents, where applicable:**

1. Death certificate of deceased;
2. Identity document of deceased;
3. Marriage certificate;
4. Antenuptial contract;
5. The original will. Should there be more than one will please ensure that you provide all original wills held.

### **The following certified documents:**

**Please Note: Documents must be certified by a Commission of Oaths, the name of the Commissioner must clearly appear on the document, it must reflect the words “a certified true copy” and must be dated). It must be clear copies, made from the original document. If the documents are not clear and are not correctly certified it might delay the estate as it will fail the FICA requirements of financial institutions:**

- Identity document of the executor, if BEXs is acting as agent for the executor (minimum 5 copies);
- Proof of address of the executor not older than 3 months, if BEXs is acting as agent for the executor (minimum 5 copies);
- Copy of divorce order (2 copies)

### **The following information, where applicable:**

1. Details of any fixed properties, the original title deeds and particulars of any home loans i.e. the Bank account number as well as any information regarding credit life cover on the outstanding balance;
2. Copies of Life Right agreements should the property in question be part of a Life Right Scheme;
3. Details of any motor vehicles or other movable property e.g. boats, caravans, motorbikes, trailers etc and the registration certificate/logbooks or particulars of any Credit agreements

i.e.: with whom the agreements are with, the account number and the outstanding balance;

4. Details of all firearms registered in the name of the deceased, including the firearm licence and confirmation that the firearm is kept in a locked gun safe. With this aspect of the estate administration process we will engage with our expert partners in this field;
5. Details of all the deceased's banking accounts and investments;
6. Details of any shares in listed companies;
7. Details of all life assurance and annuity policies. (Either payable to the estate, a nominated beneficiary or ceded to settle and outstanding debt);
8. Details of any offshore investments, should there be a separate offshore Will governing these assets, please provide the original (or at the very least the contact details of the executor of the foreign portion);
9. Information pertaining to the insurance of Estate assets, including the policy schedule if possible and details as to how the premiums are paid and by whom. If there is no insurance cover, insurance cover for the estate assets, will be arranged for the duration of the administration process;
10. Details relating to liabilities such as credit cards, statements of shop accounts, medical bills, cell phone accounts, television licenses and telephone accounts;
11. Copies of the last, rates, electricity and water accounts as well as details regarding the payment of levies if the property is a Share Block or a Sectional Title Unit;
12. The name, address and reference number for the deceased's employers/pension fund;
13. The name, address and reference number for the deceased's medical aid;
14. The full names, postal addresses and telephone numbers of all the beneficiaries;
15. The full names and addresses of the deceased's children. That is all children, not necessarily only the children from the latest marriage (should there be more than one), including adopted children;
16. The deceased's income tax reference number and the name and address of the person who attended to the previous returns (if any). Should the deceased have been registered on SARS e- filing – the log on details and password for the e-filing profile;
17. Details of the deceased's business interests, including sole proprietorships, CC's and private companies.

**SHOULD THE DECEASED HAVE BEEN MARRIED IN COMMUNITY OF PROPERTY,  
PLEASE LET US HAVE THE ABOVE DOCUMENTS RELATING TO HIS/HER SPOUSE.**

## **B. Things not often thought of**

It is worth recording log in and password details on a sheet of paper and placed in an envelope for opening after your death. This could be helpful to your family and your executor! Things such as: -

- Social media accounts - Instagram, Twitter and Pinterest;
- Facebook has a handy legacy option;
- Online accounts - like Takealot & Superbalist etc, your family and executor can claim any credit that may be available or accept delivery for items already ordered but not yet delivered;
- Apple & or Android accounts - you may be paying for the music and or Cloud storage. In addition stored documents could be very handy for your executor and family;
- Microsoft account -closing the account to avoid further debits or transferring same to your spouse;
- Google accounts -to avoid fraudulent usage;
- eBucks & UCount and other reward programmes that could be transferable to your spouse.

Remember that points earned on retail reward cards normally die with the deceased and are not transferable ... Cards such as Clicks.

There may be more such accounts which you may want to add to your "Things not often thought of, to do list!

## **C. Foreign beneficiaries**

### **Deceased estates: Implications of removal of financial emigration**

If you are due to benefit from a deceased estate in South Africa, but you left the country years ago (and have no assets left in South Africa), it used to be a

straightforward and relatively quick process to place the emigration on record with the South African Reserve Bank (SARB) belatedly and receive the inheritance overseas. This changed on 1 March 2021 with the end of financial emigration.

### **The phasing out of financial emigration**

The process of financial emigration, completing an MP336 and placing emigration on record with the SARB has been removed by the SARB with effect 1 March 2021. This means that all foreign transfers by South Africans now require SARS tax compliance status (TCS) in order to proceed.

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