

# Executors Dossier

## RFE Group –

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RFE have offices in Victoria, Canberra and throughout NSW

Please do call us if you need help.

Kind Regards

Peter Rheinberger

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CEO

## About RFE Group

RFE Group has grown through referral from existing clients and accounting partner practices. The clients referred to RFE Group generally have complex financial affairs that require the support of a collaborative network of professionals. We work with you to solve these matters. Our traditional clients are semi affluent and affluent delegators who want to know what, why and when things need to happen but prefer to engage experts to do this work on their behalf.

## CONTENTS

1. Supporting Documents and Schedules Required	3
2. Date Estate Plan was Last Reviewed	4
3. Personal Details	4
4. Immediate Family Tree	5
5. Persons to notify upon death	6
6. Funeral arrangements	6
7. Medical / Hospital Benefits	7
8. Details of Will, Testamentary Trusts, Beneficiaries Letter, Enduring Powers of Attorney & Professional Advisers	7
9. Principal Residence	8
10. Bank Accounts	8
11. Superannuation and Long Service Leave	9
12. Life and Other Assurance Policies	10
13. Shares, Debentures and Bonds	11
14. Motor Vehicles	12
15. Freehold Land and other Direct Property Holdings	12
16. Other Assets	13
16.1 Partnerships	13
16.2 Trusts	13
16.3 Joint Ventures	13
16.4 Livestock	13
16.5 Plant and Equipment	13
16.6 Furniture	13
16.7 Jewellery	13
16.8 Mortgage Loans	13
16.9 Other	13
17. Other Details Including Specific Wishes and Instructions	14
17.1 Regarding children and family	14
17.2 Regarding items not covered in the will	14

### 1.

## Supporting Documents and Schedules Required

- Birth Certificate
- Marriage Certificate
- Divorce, Separation and Pre-Marital Agreements
- Medical Benefits Policies
- Copies of
  - Your Wills
  - Testamentary Trusts
  - Enduring Power of Attorney
  - Beneficiaries Letter
  - Powers of Appointment / Guardianship
  - Residence Title Deeds and Insurance Policies
  - Bank Books and other Evidence of Balances
  - Superannuation and Pension Documentation
  - Long Service Leave Entitlement Evidence
  - Personal Life Assurance Policies of all Family Members
  - Share Certificates
  - Car Registration and Insurance Policies
  - Title Deeds of freehold property
  - Business Balance Sheets
  - Partnership and Shareholder Agreements
  - Company and Trust Documents, both family and Unit
  - Documents evidencing ownership and insurance policies on other assets held
  - Mortgage documents
- Other instructions

2.

### Date Estate Plan was Last Reviewed

Date	
Accountant Name	
Solicitor Name	
Financial Planner Name	

### 3. Personal Details

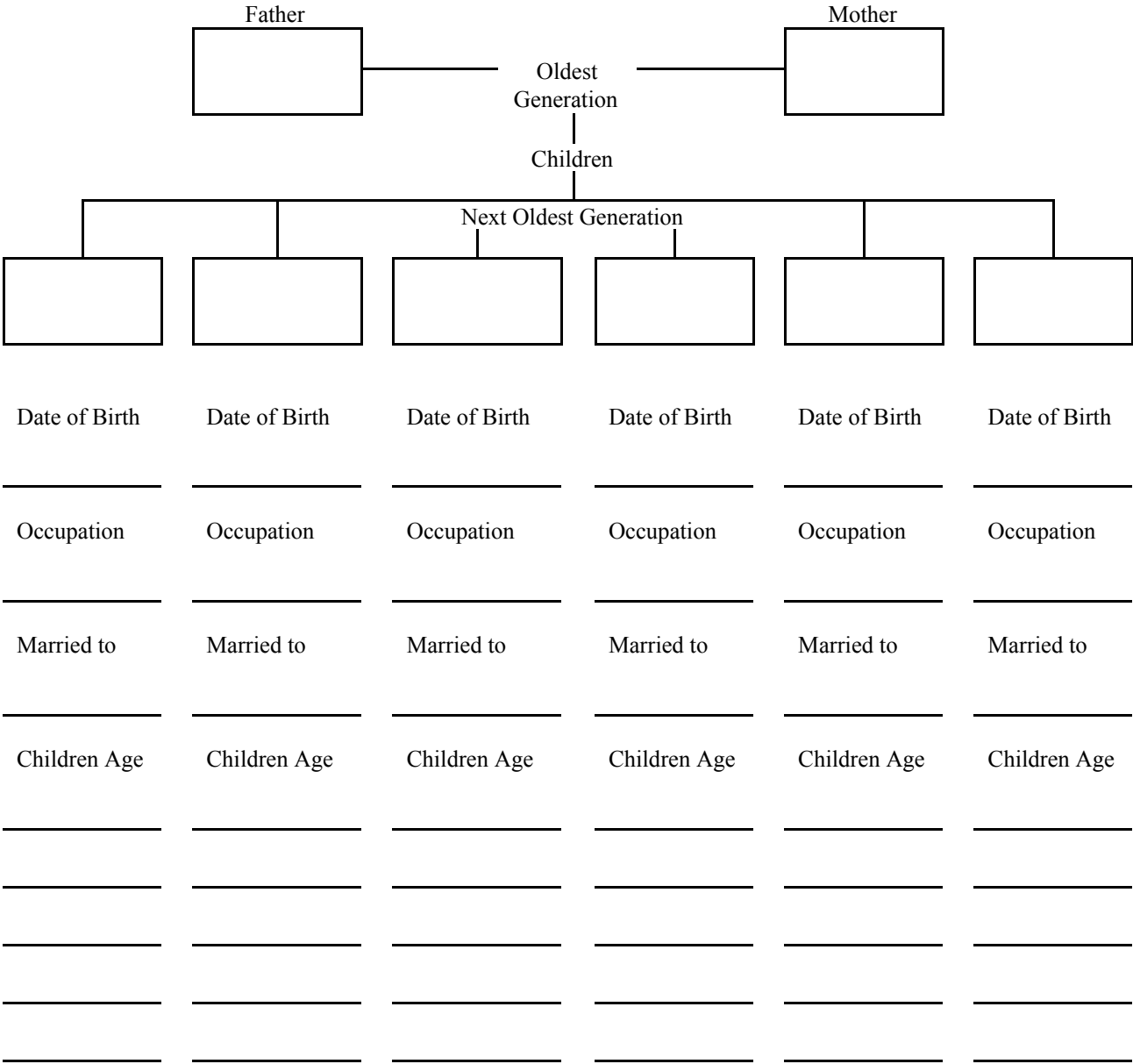
Name	
Address	
Date of Birth	
Birth Certificate No	
Doctor's Name	
Doctor's Address	

4.

# Immediate Family Tree

To enable you and your advisers to get a picture of your family tree, please provide a tree of your immediate family. That is, those that are in control of the assets.

Below is an outline you may wish to use



## Persons to notify upon death

Name	Address	Phone

## 6. Funeral arrangements

I would like

Burial / Cremation	
Service By	
Religion	
Special Arrangements	

7.

## Medical / Hospital Benefits

Name of Society	
Address	
Membership Number	
Location of Policy	

### 8. Details of Will, Testamentary Trusts, Beneficiaries Letter, Enduring Powers of Attorney & Professional Advisers

Date of last will	
Location of  Wills  Testamentary Trusts  Enduring Power of Attorney	

<b>Names</b>	<b>Addresses</b>	<b>Phone</b>
<b>Executors</b>		


**Solicitors**


**Financial Advisers**


**Accountants**


### 9.

### Principal Residence

Address	
Owned by	
Location of deeds	
Location of insurance policy	
Details of mortgage	
Real property description	
Information	

(Attach Schedules if Necessary)

### 10. Bank Accounts

Account Name	Owned By	Bank Name	Branch	Acc No	Location of Books



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## 11. Superannuation and Long Service Leave

### Superannuation

Name of Fund	
Trustees Name	
Trustees Address	
Trustees Phone	
Approx Entitlement	
Insurance Cover	
Financial Statements (Loc)	

Long Service Leave	
Employers Name	
Employers Address	
Approx Entitlement	

## 12.

## Life and Other Assurance Policies

Company	Policy No	Type	Location of Documents

13.



## Motor Vehicles

Vehicle Type	Rego No	Insurance Details	Location of	
			Rego Certificate	Insurance Policy

## 15. Freehold Land and other Direct Property Holdings

Owned By, Address and Description	Valuer General Value	Market Value	Location of Deeds

16.

## Other Assets

Attach Schedules of interest in

- 16.1 Partnerships
- 16.2 Trusts
- 16.3 Joint Ventures
- 16.4 Livestock
- 16.5 Plant and Equipment
- 16.6 Furniture
- 16.7 Jewellery
- 16.8 Mortgage Loans
- 16.9 Other

Describe in full including:-

1. Location of assets
2. Location of title documents or other evidence of ownership
3. Insurance cover over assets and location of policies.

Attach copies of balance sheets

17.

## Other Details Including Specific Wishes and Instructions

17.1 Regarding children and family

17.2 Regarding items not covered in the will

Attach Schedules for these