



SERVO FIDUCIARY SERVICES
(PTY)LTD-Reg.no2012/025413/07

Conserve & Preserve

DOCUMENTS/INFORMATION REQUIRED FOR THE ADMINISTRATION OF DECEASED ESTATES

In order to assist with the administration of the deceased estate, we require the following original documentation/information (where applicable); -

- Original Will;
- Identity document of the deceased;
- Death Certificate;
- Marriage Certificate;
- Antenuptial Contract;
- Divorce Order and Settlement Agreement;
- Estate details of predeceased spouse;
- Name and address of the deceased's employer/pension as well as the reference number;
- Medical aid details;
- Income Tax and VAT details;
- Deed of Transfer in respect of immovable property;
- Lease Agreements;
- Vehicle Registration Certificate/s;
- Details of debtors;
- Credit cards and bank cards;
- Life policies;
- Short term policies;
- Buy and Sell Agreements in respect of interest in Close Corporation/PTY's;
- Deed of Sale/s that has not yet been finalised;
- List of creditors;
- Certified copies of the heir's Identity Document/s;
- Certified copies of the executor's Identity Document/s.

All original documentation will be returned once the estate has been finalised.

