

MISSLOLLY.COM

Legacy Pack

LAURUS

Contents

INTRODUCTION	3
ABOUT YOU	4
INITIAL STEPS FOR EXECUTORS	12
DOCUMENTS CHECKLIST	13
CHECKLIST FOR BUSINESS OWNERS	14

The role of an Executor can be burdensome and extremely difficult if they do not have all the necessary documents or information to hand. If the Executor makes a mistake, or if the estate administration is not progressed within reasonable timeframes, they can be held personally liable for any loss incurred as a result of their actions.

Therefore it is critical that when you die, your appointed executors can proceed with confidence of having captured your full estate and all the necessary information is readily available.

We strongly recommend you complete this document and once completed, store the document with your original Will.

If you have any questions in relation to your Finances, please contact :

LISA AT MISS LOLLY
0207 400 5860
lisa@misslolly.com

If you have any questions in relation to your Estate Planning documents, including your Will and Powers of Attorney, please contact:

THE LEGACY TEAM AT LAURUS LAW
0203 146 6300
legacy@lauruslaw.co.uk

About You

1. PERSONAL DETAILS

Full Name

Alias name (any variation of your name)

Postal address

Occupation

Date of birth

Marital Status

- Married/Civil Partnership – Date of Marriage/Civil Partnership
 - Divorced – Date of Decree Absolute
 - Widowed – Name of late spouse
– Date of death
 - Cohabiting
 - Single
-

National Insurance Number

Income Tax Reference

Place of Birth

2. KEY CONTACTS (NAME, FIRM, ADDRESS, CONTACT DETAILS)

Financial Adviser

Solicitor

Accountant

Doctor

Employer

Investment
Manager

Others

3. MY WILL

Where it is held

Date of the Will

Who the executors are

Any Letter of Wishes / Memorandum of Wishes?

Beneficiary contact details

We strongly advise you prepare a separate note detailing your beneficiaries' full names, postal addresses and contact details to retain with your Legacy Pack

Funeral Arrangements

Funeral Plan Yes No

Funeral Wishes

Details of a burial plot

4. POWERS OF ATTORNEY

Where it is held

Type of Power of Attorney

- Lasting Power of Attorney
 Enduring Power of Attorney
 General Power of Attorney
-

Date Made

Names and addresses of attorney/s

Has it been registered? Yes No

5. ASSETS

Bank accounts/building societies

1. Sort code

Account number

Sole Joint

2. Sort code

Account number

Sole Joint

LAURUS × MISSLOLLY.COM

LAURUS
020 3146 6300
legacy@lauruslaw.co.uk

MISS LOLLY
020 7400 5860
lisa@misslolly.com

3. Sort code

Account number

Sole Joint

4. Sort code

Account number

Sole Joint

Investments

1. Type of investment

Bond

Cryptocurrency

Unit Trust

Premium Bonds

NS&I

Plan number/account number

Contact

2. Type of investment

Bond

Cryptocurrency

Unit Trust

Premium Bonds

NS&I

Plan number/account number

Contact

3. Type of investment

Bond

Cryptocurrency

Unit Trust

Premium Bonds

NS&I

Plan number/account number

Contact

4. Type of investment

Bond

Cryptocurrency

Unit Trust

Premium Bonds

NS&I

Plan number/account number

Contact

5. Type of investment

Bond

Cryptocurrency

Unit Trust

Premium Bonds

NS&I

Plan number/account number

Contact

6. Type of investment

Bond

Cryptocurrency

Unit Trust

Premium Bonds

NS&I

Plan number/account number

Contact

Property

Main residence

Address

Approximate Value

Ownership Sole Joint

Mortgage / charge?

Mortgage Account Number

Outstanding mortgage owed

Date deal ends

Other property interests

Address

Approximate value

Ownership Sole Joint

Mortgage / charge?

Mortgage Account Number

Outstanding mortgage owed

Date deal ends

Pensions

1. Provider

Plan Number

Contact

Correctly completed Nomination Form? Yes No

2. Provider

Plan Number

Contact

Correctly completed Nomination Form? Yes No

3. Provider

Plan Number

Contact

Correctly completed Nomination Form? Yes No

Life assurance plans/ critical illness plans that include life cover

1. Provider

Plan Number / Account Number

Held in Trust Yes No

Contact

2. Provider

Plan Number / Account Number

Held in Trust Yes No

Contact

3. Provider

Plan Number / Account Number

Held in Trust Yes No

Contact

Work Death in Service

Value

Reference Number

Business Interests

Type of business

Sole Trader

Partnership

Who are the other partners?

Is there a Partnership Agreement? Yes No

Limited Company

Who are the directors?

Who are the other shareholders?

Is there a Shareholders Agreement? Yes No

Trusts

Have you set up any trusts? Yes No

Date of Trust

Reason for setting it up

Beneficiaries

Value

Are you a beneficiary of any trust? Yes No

Foreign Assets

Type of asset

Location of asset

Contact in country

Have you made a separate will for these assets/sought local advice? Yes No

Agricultural property/assets

Type of asset

How are the assets owned

Personally

Sole trader

Partnership

Limited company

Personal Possessions (individual or collection of items exceeding value of £1,500)

Type of Asset

Approximate value

Type of Asset

Approximate value

Type of Asset

Approximate value

Type of Asset

Approximate value

Have you made any loans to someone which have not been repaid?

Date

Amount

Written Agreement Yes No

Terms

Any other assets?

Details

Value

6. LIABILITIES

Loans

Company/Individual

Date

Amount

Written Agreement Yes No

Terms

Credit Cards

Provider

Account Number

7. GIFTS MADE DURING LIFETIME

Date

Type of asset (cash, property etc)

Value of asset

Recipient of gift

Date

Type of asset (cash, property etc)

Value of asset

Recipient of gift

Date

Type of asset (cash, property etc)

Value of asset

Recipient of gift

8. PASSWORDS, PIN CODES AND OTHER MEMORABLE INFORMATION

Instructions on where to obtain the confidential information to access your electrical goods, including laptop, phone

It is strongly recommended that any confidential information is kept in a sealed envelope and stored with the Solicitors Firm holding your Will to ensure it is not tampered with. Alternatively, the information can be stored in a password protected file on your personal computer and the access details (ie. The password) should be kept in a sealed envelope with the original Will if stored securely.

9. HOUSE FILE

Utility providers - water, electricity, gas, phone/broadband

Burglar alarm details (including the code/process to disarm it)

Location of warranties/guarantees, home insurance, contents insurance

Mortgage/charge information

10. IMPORTANT DOCUMENTS

Where do you currently keep your important documents?

Initial Steps For Executors

It is important that your appointed Executors are aware of the initial steps to consider when administering your Estate. We strongly advise this checklist is retained with your original Will and a copy provided to your Executors.

1. If there is a property - Ensure the property is protected by way of insurance. Notify the home insurance company of the passing and obtain details of their requirements to ensure the policy remains in place during the administration.
2. If there is a vehicle - Please notify the car insurer of the passing so that the policy details can be updated and insurance remains in place for any other named drivers. Please note the policy may terminate if the deceased was the sole policy holder so a new policy may be required for the other named drivers to continue driving the car. In some cases, providers may continue the insurance for up to 30 days from the date you notify them.
3. Make an appointment at the local Register Office to register the death. At the appointment, the Register Office will issue the Death Certificate and a Certificate for Burial or Cremation for the Funeral Director. The Register Office will tell you what you need to do when you contact them.

The Register Office may also request sight of the deceased's:

- birth certificate
- Council Tax bill
- Driving licence
- marriage or civil partnership certificate
- passport
- proof of address (e.g. utility bill)

You'll need to tell the registrar:

- the deceased's full name at the time of passing
- any names previously used, e.g. maiden name
- the deceased's date and place of birth
- their last address
- their occupation
- marital status and if married/in a civil partnership, partner's full name, date of birth and occupation

4. Arrange the funeral. It is advisable to review the documentation at the deceased's last residence to ascertain if a funeral plan is already in place. If there is a Will, you should also review it for funeral preferences or a Letter of Wishes. The Funeral Directors you choose will be able to guide you through the funeral process and help you with all the necessary arrangements.
5. Collate financial information to begin administering the estate. Please refer to our Document Checklist which refers to various documentation which are required to begin the administration.
6. Arrange a complimentary initial meeting with the probate solicitors at Laurus Law. Our Legacy team have expertise in advising and supporting executors with the role and the administration of estates. We offer a complimentary initial meeting with Executors to run through their duties, obligations and provide a general overview of the estate administration plus the initial steps they should consider. To book a complimentary meeting, please contact us at legacy@lauruslaw.co.uk or call us on **0203 146 6300**.

Documents Checklist

We recommend collating the following documents and forwarding this completed Documents Checklist together with the original documents to the Legacy department at Laurus Law (or the law firm you have instructed to advise you on the administration of the estate)

	Sending now	To follow	Doesn't Exist		Sending now	To follow	Doesn't Exist
Highest priority documents							
Wills / Codicils (top priority)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hire purchase/Loan Agreements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Death Certificate (top priority)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Trust / Settlement Documentation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bank Statements & Passbooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other documents needed			
Building Soc Statements & Passbooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Birth Certificate			
Premium Bonds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Marriage Certificate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
National Savings Certificates & Bonds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Decree Absolute	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Life Insurance Policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Passport	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investment Certificates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Vehicle Registration Document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Credit/Debit Cards & Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Car Insurance Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Store Cards & Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Proof of Property Ownership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mortgage Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	TV Licence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Income Tax Returns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Private Health Cover (e.g. BUPA)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PAYE Slips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Local Trade Bills (e.g. milk, papers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pension Slips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cheque Books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Letters from:				Driving Licence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accountant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	House Building Insurance Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inland Revenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	House Contents Insurance Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Independent Financial Adviser	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	If the deceased was widowed:			
Insurance Companies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Deceased spouse/civil partner's will	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Deceased spouse/civil partner's death certificate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utility Bills & Readings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Deceased spouse/civil partner's grant of probate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stockbroker Contracts & Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
PEP & ISA Statements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Checklist For Business Owners

If you own or run a business, we advise you complete a separate letter addressed to your Executors containing helpful information to assist with administering business interests.

The following non-exhaustive list provides some examples of what to include in your letter:

1. Wishes in relation to the ongoings of the business or alternatively winding up the business
2. Suppliers details, including their contact details and reference numbers
3. Contact details for third party professionals, including accountant and company solicitor (if different from professionals who assist you in your personal capacity)
4. Details of the business bank accounts, including business manager details
5. Sensitive information, such as passwords, PINs and memorable words (highly advisable to keep in a sealed envelope or password-protected file)
6. The location of HR information for employees
7. The location of company documents, such as Articles of Association, Shareholder's Agreements, Partnership Agreements
8. Information in relation to the business premises, for example, the lease if the business rents its premises
9. Information about benefits for the employees, including company cars or phones

Once the letter has been prepared, we advise the letter is stored with your original Will.

MISSLOLLY.COM

If you have any questions in relation
to your Finances, please contact:

LISA AT MISS LOLLY

0207 400 5860

lisa@misslolly.com

If you have any questions in relation to
your Estate Planning documents, including
your Will and Powers of Attorney,
please contact:

THE LEGACY TEAM AT LAURUS LAW

0203 146 6300

legacy@lauruslaw.co.uk

LAURUS