



Documentation and information required from next of kin to report and administer a deceased estate

The administration process of the deceased's estate can only commence once the Master of the High Court has issued the Letter of Executorship. In order to ensure that this is a speedy process one can start to assemble the below required documents and information.

Documentation required (where applicable):

- Original will
- Death certificate (original)
- Identity document of deceased (originally certified copy)
- Identity document of executor and FICA documentation (originally certified copy)
- Identity document of surviving spouse (originally certified copy)
- Identity document / birth certificates of children and grandchildren (originally certified copy)
- Identity document of heirs (originally certified copy)
- Marriage certificate of deceased
- Antenuptial contract of deceased
- Divorce order and settlement agreement
- Title deeds of immovable property
- Rates account
- Levies account
- Bond account statement
- Bank statements
- Investment statements
- Motor vehicle registration papers
- Insurance policies
- Store accounts

Information required (where applicable):

- Occupation of deceased at the time of death
- Residential address of deceased at the time of death
- Did the deceased leave a will: Yes / No
- Was the deceased married at the time of death: Yes / No
- If the deceased was married, was the marriage in or out of community of property

- If the deceased was married: Details of surviving spouse (contact details and assets if married in community of property or with the accrual)
- If the deceased was married before: Details of divorced spouse and date of divorce
- Details of predeceased spouse – date of death and which Master’s Office it was reported to
- Marital status of all heirs
- Income tax number of deceased
- List of assets of the deceased and approximate values
- Details of business of the deceased
- Funeral account
- Medical aid
- Pension fund
- Debit orders or subscriptions
- List of liabilities