

APPLETON

TIMES



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THE KEY TO PEACE OF MIND IS PROPER PREPARATION

As we approach the festive season, please take a few minutes to consider your loved ones, dependants and heirs and how you would like to take care of them. Key to protecting the future of your loved ones is the preparation of a correctly-drafted Will. In this edition of the *Appleton Times*, we will run through a simple check list with you and help you prepare your Estate file.



Before this, there are a number of important questions that we would urge you to consider:

- Ensure that your Will complies with the Wills Act (DIY Wills are potentially dangerous and best avoided).
- Ensure that your wishes and intentions are clear and unambiguous, otherwise your Will may lead to differences of interpretation, disputes among heirs and unintended consequences.
- Ensure that an Executor is nominated and the requirement for security is excluded (as is the case with Appleton).
- If you wish to cater for minor children, then you may wish to provide for a testamentary trust.
- Many of us belong to 'blended' families, so please ensure that your Will is clear about who is to inherit and who is to be cared for (such as deeds of usufruct).

WHAT YOUR WILL NEEDS TO CONTAIN

- ✓ Your wish to be buried or cremated
- ✓ The distribution of your significant assets, should you not be warding your entire estate to a sole beneficiary
- ✓ The full names and if possible, the identity number and or date of birth of your beneficiaries
- ✓ Substitution clauses to replace beneficiaries should they not survive you or die simultaneously with you
- ✓ The requirement for a Trust should beneficiaries be minors, specific details regarding the Trust (as the Will becomes the Trust Deed for a Testamentary Trust) and nomination of Trustees
- ✓ Nomination of an Executor
- ✓ The Will must be signed the Testator on each page
- ✓ The Will must be signed in the presence of two or more witnesses who are 14 years or older and competent to give evidence in court
- ✓ The Will must be dated



We are here to help, guide and inform. Please never hesitate to contact us on 0800 50 60 70 or by email on clientcare@appleton.com

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Managing Director

PREPARING YOUR ESTATE FILE

While the preparation of a professionally drafted Will is vitally important to the successful administration of your Estate, in practical terms, it is helpful to prepare an Estate File that contains in once place the vital information required to report and administer your Estate efficiently.

YOUR ESTATE FILE SHOULD CONTAIN THE FOLLOWING AND ITS LOCATION AND CONTENTS SHOULD BE KNOWN BY YOUR NEXT OF KIN:

All original documentation, specifically your Identity Document, Marriage Certificate, Antenuptial Contract, Divorce Order, Title Deed(s), Motor Vehicle Registration Certificate(s)

Details of assets, including investment statements, share portfolio details, unit trust details, life and insurance policy details and full banking details

Tax information, including your tax number and contact details of your consultant

Details of liabilities, such as mortgage bond statements, credit cards, hire purchase and lease agreements or any other loan agreements

A record and copy of your regular monthly expenses, such as utility bill, cell-phone contract, Telkom account, DSTV and any other monthly subscriptions such as newspapers and magazines, clubs and associations.



A MESSAGE FROM THE MD AND APPLETON HEAD OFFICE TEAM

Caring for you, our client, are the reason we work tirelessly every day. You are the core of our business and the reason we continue to grow from strength-to-strength as South Africa's premier independent, privately-owned fiduciary services company.

We wish to take this opportunity to thank you for your continued support throughout 2019 and commit to deliver to you the following in 2020:

1. The highest levels of personalised client care
2. Will drafting within 48 hours
3. Free safe custody
4. Integrity and professionalism in estate administration
5. Competitive executorship fees
6. Complete trust and peace of mind



All of us at Appleton Fiduciary Services wish you and your loved ones a happy festive season and wonderful New Year!

CONTACT US

We would like to hear from you and welcome feedback for future editions of the Appleton Times.

Please contact us at clientcare@appleton.com, or call us on 0800 50 60 70 should you have any questions or queries.

