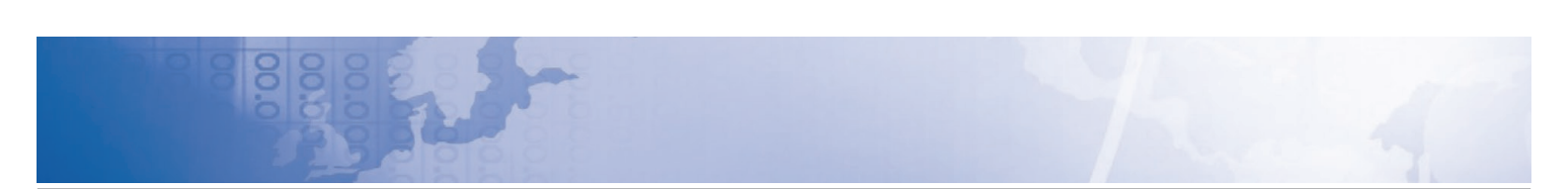


RICKARD KEEN LLP

CHARTERED ACCOUNTANTS

In the event of the death of

**This booklet contains essential information.
Please read immediately.**



Death and taxation, it is said, are the only two certainties in life. Not surprisingly, many people plan their exit from life with somewhat less care than they do their passage through it, with the result that those who survive them may be faced with having to sort out a financial mess at a time when that is the last thing with which they wish to be bothered.

The combination of the general increase in the value of property and other assets and the relatively static level at which Inheritance Tax now becomes payable, make it increasingly important for all individuals to consider planning for their departure from this life, before events overtake them.

Obviously everyone should have a will. This need not be an expensive exercise and can save a great deal of time, expense and inconvenience in the long run. Even if an individual has set his affairs in order, it can still be difficult for an executor to collect together full details of a deceased person's affairs. To make an unhappy task slightly easier, we have prepared a form setting out the essential information that would be needed rapidly in the event of the death of an individual. Whilst the initial completion of this form may seem a little daunting, we would suggest that the investment of a little time and effort now will save a lot of time, anguish and indeed expense in the future.

Whilst we cannot claim to be able to help to mitigate the burden of death, we can probably help to mitigate the burden of taxation, both during your lifetime and in planning to minimise taxation on your death.

If you would like further copies of this form or to discuss ways in which you can minimise your tax liabilities, please contact us.

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FINANCIAL AFFAIRS PROFORMA

(Please supply any additional information on the blank sheets provided).

Information re estate and assets of

Name (stating any alias or variation in which assets held):

.....

Address:

.....

.....

National Health No.:

1. IMMEDIATE, ESSENTIAL INFORMATION

1.1 Location of Will

1.2 Funeral wishes (cremation, burial, no flowers, donations to specified charity, etc.)

.....

.....

1.3 Other wishes eg, body for medical research or transplants

.....

2. RELEVANT PERSONAL INFORMATION

Name, address, telephone no. of:

2.1 Next of kin

.....

2.2 Executors

.....

2.3 Solicitor

.....

2.4 Accountant

.....

2.5 Stockbroker

.....

2.6 Bankers (see 3.6)

.....

2.7 H. M. Inspector of Taxes (include ref. no.)

.....

Location of copy tax returns



- 2.8 Doctor
-
- 2.9 Others
-
- 2.10 Location of personal documents, eg, birth/marriage certificates
-

3. ASSETS AND LIABILITIES

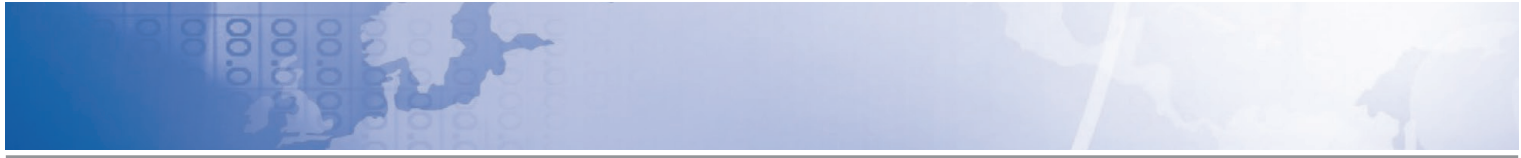
- 3.1 Main residence
- Address:
-
- Sole name (or jointly and with whom)
- Subject to/free of mortgage: £
- Mortgagee/lender:
- Address:
- Reference no: (see also 3.6)

- 3.2 Other properties
- Sole name (or jointly and with whom)
- Subject to/free of mortgage:
- Mortgagee/lender
- Address:
- Reference no: (see also 3.6)

- 3.3 Stock Exchange/government securities (whereabouts of certificates)
-

- 3.4 Family company/unquoted shares (whereabouts of certificates and name and address of auditors)
-

- 3.5 Other investments, eg, premium bonds, national savings certificates
-
-



5. CANCELLATION/NOTIFICATION/ALTERATION

5.1 Membership of/subscriptions to:

.....
.....
.....

Professional/trade associations:

.....
.....

Clubs:

.....
.....

Other organisations, eg, AA

.....
.....

5.2 Offices held (eg, company secretary, treasurer, chairman etc.):

.....

5.3 Credit cards/bank cards

Type	Number
------	--------

.....
.....
.....

5.4 Direct debits/standing orders (see also 3.6)

.....
.....

5.5 Registration documents for vehicles

.....



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