

### **Checklist of Information to Prepare A Will**

1. Full name:
2. Alias (include Chinese names/hanyu pinyin names, etc, if any):
3. NRIC/Passport No:
4. Present Address(es):
5. Occupation:
6. Nationality (if more than one, please state all):
7. Are you a permanent resident of any country? Please state:
8. Country or territory of domicile<sup>1</sup>:
9. Full name of spouse (and alias, if any):
10. Full names and dates of birth (or ages) of the children of present marriage:
11. Have you been married before?
12. If answer to 11 is yes, provide the name and ages of all children of your previous marriage(s).
13. Names and addresses of proposed executors <sup>2</sup> (minimum 1 person, and maximum 4 persons).  
Executors can be appointed as replacement executors, i.e. if the first appointed person dies or is unwilling or unable to accept the appointment at the date of death, the second / third or other replacement executors will step into their shoes:

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<sup>1</sup> Basically, domicile is the country or territory which you consider to be your permanent home.

<sup>2</sup> The executors who will administer the estate after your death.

First executor

Full name:

NRIC/Passport No.:

Address:

Second / Replacement executor

Full name:

NRIC/Passport No.:

Address:

Third / Replacement executor

Full name:

NRIC/Passport No.:

Address:

14. Name and address of proposed guardians for children below the age of 21:

First guardian

Full name:

NRIC/Passport No.:

Address:

Second guardian

Full name:

NRIC/Passport No.:

Address:

15. Pecuniary legacies (i.e. specific amounts of money to be given to specific person).

State the amount to be given, the legatee's full name, NRIC/Passport No. and address of each legatee, and how the legatee is related or known by you:

16. Specific legacies of property (ie specific property / assets to be given to specific persons), full name, NRIC/Passport No. and address of legatee:

(if the intention is to distribute in the same proportion as for pecuniary legacies in paragraph 9 above, you only need to state "As for paragraph 9 above")

17. Beneficiaries of the rest of the estate (residual estate):

18. Substitute beneficiaries of residual estate:

19. At what age do you wish your children to inherit the residual estate?

20. Who will receive residual estate should both your spouse and children pass away before you?

21. Have you made a will or codicil before? If so, please furnish details (and if available provide a copy).

22. Have you made a will pertaining to your overseas assets? If so, please provide details and annex a copy.

23. Do you have any other special wishes (eg, a gift to charity; preferences as to burial or cremation)

24. Kindly complete the following schedules, which will assist us in preparing your Will:

	Approximate value	
<b><u>ASSETS</u></b>		if asset is co-owned, indicate who co-owner is and how it is co-owned.
Residential Property		
Commercial or industrial properties		
Country club memberships		
Car(s)		
Jewellery		
Cash at bank		
Safe deposit box (which Bank / branch / Cisco) What is the box number?		
CPF accounts - Please provide the full name of the nominee(s)		
Life Insurance Policies  State: (1) Name of insurance company		

(2) Policy Number (3) Date of policy: (4) Sum Insured (5) Premium payable annually (till when)? (6) Purpose of Policy (7) Any nomination? (8) Whether or not it is a "trust" policy for benefit of spouse &/or children (9) Name and relationship of beneficiaries to testator		
Quoted stocks & shares (Indicate your CDP account number)		
Partnership share or value of a sole business		
Unquoted stocks and shares (e.g. in a private company)		
Other Assets, including assets not located in Singapore e.g. valuable paintings, stamps, coins, wine collections?		
<b>LIABILITIES</b>		
Debts		
Mortgages		
Guarantees		
Others		