



FINANCIAL DOCUMENT ORGANISER



HOW TO USE THIS ORGANIZER?



In our 20+ years of experience we can see that family members rely on one family member to manage all their finances. Life is uncertain and God forbid if there is any emergency then the other members of the family are not aware of important information or basic guidelines to take the lead and care of their family. This organizer is a must for all the families to preserve and pass on critical information for everyone's benefit in the family.

Please fill out all the details in the templates shared hereafter and explain it to your family members. Don't forget to share the location of this organizer with them.

Your first step to financial security starts here...

PERSONAL INFORMATION



Name: _____ Date of Birth: _____

Address: _____

Mobile: _____ Telephone (R): _____

I.T. PAN _____ Mobile: _____

Blood Group: _____ E-mail: _____

Driving Licence No: _____ Expires on: _____

Passport No: _____ Expires on: _____

Other Personal Information: _____

PF/GPF/EPF/NPS No.: _____

A REQUEST

This book contains a lot of important personal informaion.
I would be grateful to you for its return at the above address if misplaced

FAMILY INFORMATION

Name: _____ Date of Birth: _____

Address: _____

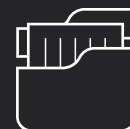
Mobile: _____ Telephone (R): _____

I.T. PAN/G.I.R. No.: _____ Mobile: _____

Blood Group: _____ E-mail: _____

Sr. No.	Name of Family Members	Date of Birth	Blood Group	Contact Address & Tel.nos (If different)	E-mail

PLACE OF IMPORTANTS DOCUMENTS



	Documents	
1	Birth Proof	
2	Pan Card, Aadhar Card, Election Card, Driving Licence, Passport	
3	Educational Certificate	
4	Marriage Certificate	
5	Property Documents	
6	Staff Information	
7	Income Tax File	
8	Bio-Data	
9	Credit Card / Debit Card	
10	Club Association, Business Membership Certificate	
11	Club Membership File	
12	Life Insurance File	
13	Other Insurance File	
14	Health & Medical Reports File	
15	Original Will	
16	Heir Ship Documents Copy	
17	Other Documents	
18	Passbook	
19	Loan Documents	
20	Power of Attorney	
21	Keys	
22	Medicines	

HEART ATTACK SURVIVAL PLAN



1. Call 102 Ambulance | 108 Emergency Response Number | 112 National Emergency



2. Sitting position



3. Nitroglycerin photo/Aspirin location at home (if not allergic)



4. Doctor _____

5. Society office No. / Neighbor No. _____ / _____

6. Eating or Drinking during a heart attack is discouraged

PAST MEDICAL HISTORY



A series of horizontal dashed lines for writing, spanning the width of the page below the header.

INDEX



	Documents	
1	Bank Account	4
2	Bank Locker	5
3	List of Things in Locker	5
4	Credit Card / Debit Card	6
5	Post Office Scheme Investement	7
6	P.P.F.	8
7	Life Insurance	9
8	Health / Medical Insurance	10
9	Vehicle Insurance	11
10	House Hold Insurance	11
11	Bank FD / Term Deposit	12
12	Company FD / Term Deposit	13
13	Equity Mutual Fund Investment	14
14	SIP Investment	15
15	Debt Mutual Fund Investment	16
16	Other Mutual Fund Investment	17
17	Bond Investment	18
18	Demat Accounts	19
19	Real Estate Summary	20
20	Monthly Reminder List	21
21	Goal Planning	23
22	List of Important People	24
23	Loan Record	25
24	Important Details	26

BANK ACCOUNTS



PASSBOOK & CHEQUE BOOK PLACE

Bank Name & Add.		(SB/CA/OD)	Account No.	Joint Holder Name	Bank A/C Users	Note Nominee Name	Email	Mobile No.
1	Self							
2								
3								
1	Spouse							
2								
1	Children							
2								
1	Guardian							
2								
1	Salary/Business A/c							
2								

Note:

- Keep your account in joint name with your life partner, parent or child
- Keep the type of account as Either or Survivor
- Do not sign blank cheques and keep them anywhere, including the cheque book
- Make sure you have a nominee in your bank account

BANK LOCKER



Sr. No.	Bank Nam & Add.	Name of Locker Holder	Type of Locker	Locker Number	Annual Rent	Type of User	key Number	Note / Nominee
					Due Date			
1								
2								
3								

LIST OF THINGS IN LOCKER



Sr. No.	Name of Things in Locker	Numbers	On the Basis of	Locker Number	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

CREDIT CARD / DEBIT CARD

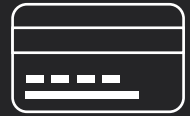


Sr. No.	Bank Name & Add.	Help line Number	Information About Card	Type of Card
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- Don't forget to deposit money in your bank account after using your card
- Inform your bank immediately when your card is lost
- Many banks offer free insurance to their card holders, please check with your bank

CREDIT CARD / DEBIT CARD



Sr. No.	Card Number	Card Limit	Benefit	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- Do not keep credit card loans. The rate of interest they charge is very high.
- Buying expensive items because of option to pay zero cost EMI is a bad habit

POST OFFICE SCHEME INVESTMENT



Sr. No.	Scheme Name	Name of Investor/s	Post Office Name	Account No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- Inform the post office of your due date in advance
- Make sure you have added nominee details

POST OFFICE SCHEME INVESTMENT



Sr. No.	Investment Date	Amount of Investment	Annual Interest	Maturity Date	Maturity Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note:

- Do not trust anyone blindly and make sure you verify the details yourself
- Instead of Post Office Schemes you can invest in Hybrid Mutual Funds.

Please consult your finance professional to know more.

PUBLIC PROVIDENT FUND (P.P.F.)



Name: _____

Nominee: _____

Document Place: _____

Bank / Post Office.: _____

Maturity Date: _____

Branch Name: _____

Sr. No.	Credit / Debit Date	Credit / Debit Amount Rs.	Interest Income Rs.	Total Amount Rs.
1				
2				
3				
4				
5				
6				
7				
8				
9				

PUBLIC PROVIDENT FUND (P.P.F.)



Sr. No.	Credit / Debit Date	Credit / Debit Amount Rs.	Interest Income Rs.	Total Amount Rs.
1				
2				
3				
4				
5				
6				
7				
8				
9				

Note:

- You can renew your PPF even after the expiry date
- ELSS and NPS offer better returns than PPF. Please consult your finance professional to know more.

LIFE INSURANCE



Sr. No.	Company & Branch Name	Policy No.	Name of Plan	Premium Amount Rs.
	Insurance Holder Name	Insurance Amount	Term	Type of Premium
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- Please make note of the accident cover
- Please assign nominee
- Closed policy can be resumed subject to rules

LIFE INSURANCE



Sr. No.	Policy Issue Date	Installment Date	Approx Amount Rs.	Loan Amount Rs.	Document Place
	Maturity Date	Contact Person			Note / Nominee
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note:

- Term Insurance is the best type of life insurance.
Think twice before buying an insurance policy with a pension plan as they offer less returns.
- If you get a call from a spam number and they ask you to transfer your money otherwise your policy will lapse, it could be a fraud call. Many scammers use this trick.
Please consult your finance professional to know more.

HEALTH / MEDICAL INSURANCE



Name & Address of Insurance Co.: _____

Document Place: _____

Contact Person: _____

Sr. No.	Policy Holder Name	Family Policy Holder Name	Policy No. & Insurance Amount	Commencement Date
1				
2				
3				
4				

HEALTH / MEDICAL INSURANCE



Sr. No.	Renewal Name	Premium Amount Rs.	Claim Amount		Note
	Receivable Amt. Rs.		Domicilliary Hospitalization Rs.	Hospital Admit Rs.	
1					
2					
3					
4					

Note:

- Renew your policy before the due date
- You can also take advantage of the medical schemes of the Government.
If you do not have health insurance take ESIC
- Declare everything in the proposal form, do not hide anything.

VEHICLE INSURANCE



Document Place: _____

Sr. No.	Name & Address Insurance Company	Policy No.	Type of Policy	Vehicle Number
		Policy Start Dt.	End Date	Mfg. Year
1				
2				
3				

HOUSE HOLD INSURANCE



Sr. No.	Name & Address Insurance Company	Policy No.	Renewal Year	Type of Policy
		Policy Start Dt.		
1				
2				

VEHICLE INSURANCE



Document Place: _____

Sr. No.	Premium Paid Amount	Insurance Amount	List of Assets Covered	Note / Nominee
1				
2				
3				

HOUSE HOLD INSURANCE



Sr. No.	Premium Paid Amount Rs.	Insurance Amount Rs.	If Any Claim Amount Rs.	Note / Nominee
1				
2				

BANK FIXED / TERM DEPOSIT



Document Place: _____

Sr. No.	Bank Name & Address	Holder Name	Investment Dt.	Receipt No.
			Amount Rs.	Folio No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- Please add nominee
- Please safely keep the receipt and keep account type as Either or Survivor

BANK FIXED / TERM DEPOSIT



Document Place: _____

Sr. No.	Deposit Term	Interest Rate	M/Q/H/Y/Cumulative Interest Payment Mode	Maturity Dt.	Note / Nominee
				Maturity Amt.	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note:

- There is a category called Liquid Mutual Fund which can be useful for you. Please consult your finance professional to know more.
- In Growth scheme in mutual fund you don't pay tax every year on the interest earned so it a better option

COMPANIES FIXED / TERM DEPOSIT



Document Place: _____

Sr. No.	Company Name & Address	Holder Name	Investment Dt.	Receipt No.
			Amount Rs.	Folio No.
1				
2				
3				
4				
5				
6				
7				
8				

Note:

- Do not invest by just looking at higher interest rates. Safety is more important.
- Also be careful if you can easily withdraw the money before maturity or not

COMPANIES FIXED / TERM DEPOSIT



Document Place: _____

Sr. No.	Deposit Term	Interest Rate	M/Q/H/Y/Cumulative Interest Payment Mode	Maturity Dt.	Note / Nominee
				Maturity Amt.	
1					
2					
3					
4					
5					
6					
7					
8					

Note:

- Whenever you choose any company check its Credit rating
- Some companies pay part of Principal along with interest payment, please read carefully before investing

EQUITY MUTUAL FUND INVESTMENT



Document Place: _____

Sr. No.	Scheme & Plan Name	Unit Holder Name (First & Second)	Goal Name	Investment Rs.
				Investment Dt.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- Do not invest by just looking at higher interest rates. Safety is more important.
- Also be careful if you can easily withdraw the money before maturity or not

Contact Person: _____

EQUITY MUTUAL FUND INVESTMENT



Document Place: _____

Sr. No.	No. of Units	Folio No.	Option / Plan	Dividend / Bonus Income	Note / Nominee
	N.A.V.	Advisor Name			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note:

- Do not invest in a scheme by only looking at its past performance
 - You can use mutual funds to save for your child's education/marriage and your retirement.
- Please consult your finance professional to know more.

OTHER MUTUAL FUND INVESTMENT



Document Place: _____

Sr. No.	Scheme & Plan Name	Unit Holder Name (First & Second)	Investor ID No.	Investment Rs.
				Investment Dt.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- Debt Mutual Funds do not offer guaranteed returns.
- Please check modified duration before selecting any Debt Mutual Fund

OTHER MUTUAL FUND INVESTMENT



Document Place: _____

Sr. No.	No. of Units	Folio No.	Option / Plan	Dividend / Bonus Income	Note / Nominee
	N.A.V.	Advisor Name			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Note:

- Indian Rupee has been depreciating against the Dollar. If you want to send your child abroad for education, please consider investing in Mutual Funds which invest outside India also.
- Please update nominee in all folios and make sure your email address and mobile number are validated in your KRA

DEMAT ACCOUNT



Document Place: _____

Demat Account Opening Date: _____

Sr. No.	Account Holder Name	Broker Name	Demat ID	Purchase Share Detail	Number of Shares
1					
2					
3					
4					
5					
6					
7					
8					

DEMAT ACCOUNT



Document Place: _____

Demat Account Opening Date: _____

Sr. No.	Price	Sell Share Deatail	Number of Shares	Price	Note / Nominee
1					
2					
3					
4					
5					
6					
7					
8					

REAL ESTATE SUMMARY



Sr. No.	Property Detail	Property Owner Name	Area	Property Add.	Type of Acquisition Inherited / Gifted / Purchaes Date
			Location		
			Construction		
			Carpet Area		
1					
2					
3					
4					

REAL ESTATE SUMMARY



Sr. No.	Purchaes Price	Sale Price	Place Of Document & Note
	Market Price	Recived Price	
	Date	ROI	
1			
2			
3			
4			

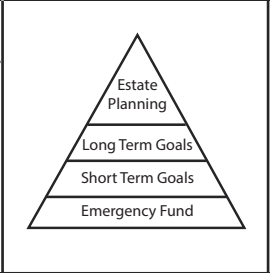
HOME SERVICE PROVIDERS & MOBILE APP

Sr. No.	Customer Number	Service Details	Meter Number
1	Gas Service	Service Provider: _____	
	Customer No.: _____	Helpline: _____	
2	Electricity Service	Service Provider: _____	
	Customer No.: _____	Helpline: _____	
3	Internet Service	Service Provider: _____	
	Customer No.: _____	Helpline: _____	

Sr. No.	Particulars	Mobile	Email
1	Digilocker		
2	Fastag		
3	Mobile Wallet		
4	Phoenix Mobile App		
5	Password Manager		

Don't mention password

GOAL PLANNING



Value: _____

LONG TERM GOAL

[illegible]

IMPORTANT PEOPLE



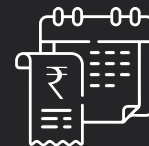
Sr. No.	Person	Name	Address
1	Mutual Fund Distrubutor		
2	Insurance Advisor		
3	Life		
4	General		
5	Chartered Accountant		
6	Advocate		
7	Share Broker		
8	Family Doctor		
9	Dentist Doctor		
10	Will Executor 1		
11	Will Executor 2		
12	Closest Hospital		
13	Closest Police Station		
14	Emergency Ambulance Helpline		
15	Vet		
16	Office HR		
17	Any Other Detail		

IMPORTANT PEOPLE



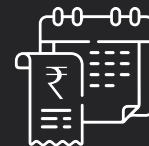
Sr. No.	Phone / Mobile	E-mail
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

MONTHLY BILLS



Month	Particular	Date	Amount Rs.	Total Rs.
January				
February				
March				
April				
May				
June				

MONTHLY BILLS



Month	Particular	Date	Amount Rs.	Total Rs.
July				
August				
September				
October				
November				
December				

LOAN RECORD



LOAN ACCOUNT NO.

Loan Amount	
Annual Interest Rate	
Loan Period in Years	
Number of Payments Per Year	
Start Date of Loan	
Optional Extra Payments	
EMI	
Lender Name:	

Sr. No.	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					

LOAN RECORD



LOAN SUMMARY

Scheduled Payment	
Scheduled Number of Payment	
Actual numbers of Payment	
Total Early Payment	
Total Interest	
Type of Loan	
Loan Advisor	
Loan Provider	

Sr. No.	Principal	Interest	Ending Balance	Cumulative Interest
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				

IMPORTANT DETAILS



EMAIL & MOBILE REGISTER DETAILS

Sr. No.	Particular	Website	Email
1			
2			
3			
4			
5			
6			
7			
8			
9			

IMPORTANT DETAILS



Sr. No.	Email	Mobile
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Email & Mobile Register Details

Sr. No.	Mobile	Remarks
1		
2		
3		
4		
5		
6		
7		
8		
9		



Myth #1

"I am still young. I don't need to start saving so soon."

Myth #2

In the long run we are all dead. "I want short-term returns."

Myth #3

"I can't give my hard-earned money to Fund Managers...
I can manage my own portfolio."

Myth #4

"ULIP is better than Mutual Fund, it gives insurance too."

Myth #5

"Mutual Fund does not protect from inflation."

Myth #6

Equity funds give great returns.

"Why shouldn't I put all my money in equity schemes?"

Myth #7

"Market is so volatile, I should sell."

Myth # 8

Mutual Fund's are too risky. They do not assure returns.

Myth #9

"Scheme with lower NAV is more attractive because I can get more units."

Myth #10

SIP is nothing but buying regularly every month.



NOTE



A series of horizontal dashed lines for writing notes, spanning the width of the page below the header.



This workbook is to be used by the dependents for example: parents, spouse and children in the absence of the head of the family. Sometimes physical documents are easily accessible in case of an emergency so please fill this diligently. It is equally important to have a family discussion on this topic after filling this workbook.