RMB
L A W Y E R S

Duties of the Executor

Locate and Peruse Will

Make Funeral Arrangements

Preliminary conference with family, legal & business associates

Protect Assets

| Insure all property | Protect Business Interests | Collect valuables & income | Keep Surplus Funds Invested |

Determine assets and Debts

| Cash | Business Interest | Personal Effects | Other investments | Real Estate | Super-annuation | Debts | Debts owing |

Obtain Grant of Probate and attend to Legal Formalities with Solicitor

Realise Assets to Pay Liabilities including Income Tax to date of death

Prepare Accounting and Tax Information for Beneficiaries

Distribution of Estate

| Pay Legacies and hand over specific requests | Establishment of Trusts | Transfer cash or assets to Beneficiaries |

Obtain receipts

Prepare final statements for beneficiaries

Continuing Administration & Asset Management