

# **My Important Information**



**CONSILIUM**  
**ASSET MANAGEMENT**



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This checklist is to help deal with your affairs should you lose mental capacity or die.

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Also see

[gov.uk/lasting-power-attorney-duties](http://gov.uk/lasting-power-attorney-duties)

[gov.uk/wills-probate-inheritance](http://gov.uk/wills-probate-inheritance)

[citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/](http://citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/)

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**Your name**

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Address

NI no.

Date of birth

Tax reference

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**Spouse/partner name**

Address

NI no.

Date of birth

Tax reference

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**Name of financial adviser/firm** Consilium Asset Management

Address Vayre House, Hatters Lane, Chipping Sodbury, Bristol, BS37 6AA

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Contact no.

01454 321511

Email address

info@consilium-ifa.co.uk

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**Name of solicitor firm/Address**

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Contact no.

Email address

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**Name of accountant firm/Address**

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Contact no.

Email address

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**Where my will is held****Dated**

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Executor 1

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Executor 2

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**Medical contact**

Other information such as medical research bequests, deeds, trusts, safe box access, computer codes.

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**Power of attorney**

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Made by

Name & address of attorneys

Registered Yes/No

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**Bank accounts (Single & Joint)**

Bank name/address	Sort code	Account no.	Single or Joint

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**Credit cards**

Name of credit card company	Account no.

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**Loans**

Company	Account no.

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**My assets**

Investment bond/UT (state name of platform if any)	Investment info	Plan no./Account no.	Single/Joint
ISA/LISA/etc. (state name of platform if any)	Investment info	Plan no./Account no.	Single/Joint
<b>Savings &amp; life assurance plans</b>	<b>Investment info</b>	<b>Plan no./Account no.</b>	<b>Single/Joint</b>
<b>Shares</b> (state if on a platform)	<b>Investment info</b>	<b>Plan no./Account no.</b>	<b>Single/Joint</b>

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**My assets (continued)**

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My physical assets e.g. art, jewellery, antiques

Other assets e.g. national savings	Investment info	Plan no./ Account no.	Single/Joint

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**My inheritance tax (IHT) exempt assets**

Name	Type of shares e.g. EIS/BR company shares	Date purchased or date business established	Date became IHT exempt	Date it might pay out (back in estate for inheritance tax purposes)

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**Trust that I am a beneficiary of & details of any inheritances received**

Name of donor & your relationship to donor	Title of trust if applicable	Date gift or trust established	Do you have a copy of the trust deed?	Extent of interest in gift or trust e.g. outright gift of cash, right to income etc.

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**My Pension**

Provider (plus name of any platform)	Latest plan value £	Plan no.	Is it paying you an income? Yes/No

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**Notes**

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**My main residence**Address

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Approximate value £

Ownership Single/Joint

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Outstanding loan information

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**Holiday home** Address

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Approximate value £

Ownership Single/Joint

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Outstanding loan information

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**Investment properties**

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Address

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Approximate value £

Ownership Single/Joint

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Outstanding loan information Tenanted

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Yes/No

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Rent information & name of any agent

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Notes: e.g. where are deeds, tenancy agreements

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**Gifts made in the last seven years**

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Date	Amount and/or asset	Recipient	Documentation e.g. trust deed, letter

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**Beneficiary contact information**

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Name

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Address

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Contact information

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Name

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Address

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Contact information

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Name

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Address

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Contact information

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Name

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Address

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Contact information

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Address

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Contact information

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Name

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Address

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Contact information

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**Miscellaneous information e.g. organisations/clubs/charities**

Name	Membership no.	Contact information

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**Other contacts e.g. utilities**

(attach a current list of standing orders and direct debits from each bank account)

Name	Account reference	Contact information

Additional information e.g. where items listed in this document are stored

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## Funeral arrangements

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What type of service would you like?

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Cremation Yes/No

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If you plan on cremation, would you like your ashes interred or scattered? Burial Yes/No

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Location of cemetery or crematorium

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Location for any church or funeral service

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Any other funeral arrangements or wishes?

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Other things to attach

- ✓ will
- ✓ power of attorney
- ✓ copy of any certificates
- ✓ latest valuations
- ✓ record of gifts

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**Signed**

**Dated**



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Independent Financial Advisers