

Keep this information confidential and store it in a secure location.

**INSTRUCTIONS**

Use the A-Z index to prompt your thinking and follow the instructions on the worksheet, which are written in italics. Record where your family/executor can locate various documents.

TO COMPLETE 5.2A

<b>MY INFORMATION</b> <i>(Record accurate details of this information.)</i>	<b>MY DETAILS / PREFERENCES</b> <i>(Record accurate information about each item to inform death certificate and death notices. If you are unsure leave it blank. If there are relevant documents such as certificates please indicate where these are kept.)</i>
<b>My full name</b> <i>(Write your full name as on your birth/marriage certificates.)</i>	
<b>My preferred name/nick name</b> <i>(If you prefer to use another name/nickname for eulogy.)</i>	
<b>My birth place &amp; date of birth</b> <i>(Place and date on birth certificate. Where is it kept?)</i>	
<b>Marriage date</b> <i>(Date on marriage certificate. Where is it kept?)</i>	
<b>My mother's name &amp; date of birth</b> <i>(Mother's full name and maiden name)</i>	
<b>My father's name &amp; date of birth</b> <i>(Father's full name)</i>	
<b>My spouse's date &amp; place of birth</b> <i>(Date and place on death certificate)</i>	
<b>My spouse's date &amp; place of death</b> <i>(Date and place on death certificate)</i>	

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<b>My previous marriage/s</b> <i>(Name former spouse/s, date and place of marriage/s)</i>	
<b>My children's names &amp; date of birth</b> <i>(Full children's names and their preferred names)</i>	
<b>My sibling/s names</b> <i>(Sibling's full name and their preferred names)</i>	
<b>My grand children's names</b> <i>(Grandchildren's full name and their preferred names)</i>	
<b>My great grand children's names</b> <i>(Great grandchildren's full name and their preferred names)</i>	
<b>My lawyer's name</b> <i>(Record the name and contact details of lawyer and/or legal firm dealing with your estate)</i>	
<b>My executor's name</b> <i>(Record the name and contact details of nominated executors of your estate)</i>	
<b>My Will is kept</b> <i>(Record the location of where your original and certified copies of your legal Will are kept)</i>	