PAARL AFRICAN TRUST

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Dear Sir/Madam/Miss

Let us ease your administrative frustrations

Documents for Planning and Safe Keeping

We at Paarl African Group strive to work accurately and as completely as possible. We believe that every client of ours is as important to us as we are to ourselves and believe that no one is satisfied with sloppy work. Unfortunately, we are so dependent on you to provide us with your accurate information, otherwise there is going to be sloppy work.

There are also R88 billion in unclaimed financial assets, which include retirement benefits, bank accounts, investments and insurance payouts in South Africa. It is every person's own decision if they want to become part of these statistics.

We know that it is an unpleasant task for most people to send us all their documents, but we assure you that financially successful people practice very accurate record keeping and by doing so we can save you a lot in costs, taxes and precious time. Can you imagine that you suddenly need a personal, trust or company document or information and know that we are there to send it to you, without you having to make any further effort.

Here is the list:

1. **Identity document –** Colour copy, if you have a card ID, the front and back on one page in colour, with three signatures of yours on it. Colour lasts longer, let's do it once. We will commissioner of oath it ourselves, so don't forward it as commissioned.
2. **Proof of home address -** it must never be older than 3 months
3. **Proof of your Bank Account –** a letter that you can request on your bank application, make sure it is stamped, it must also not be older than three months
4. **Tax number -** latest tax assessment (ITA34) and if not, any document from SARS on which it appears.
5. **Retirement Fund Benefits and Statements -** make sure it shows your fund value <u>**and**</u> insured benefits, sometimes it's two statements.
6. **Will –** copy of your current signed will.
7. **Assets and Liabilities –** we have an asseaid fund membership certificate.
9. **Gap Cover –** existing company, number and your plan you are on.
10. **Share portfolios –** any shares and the amount of shares you own
11. **Drivers' licences**
12. **Divorce Decree and Deed of Settlement,** if any
13. **Family's FICA / Children's birth certificates**
14. **Marriage certificate and contract**
15. **Copies of qualifications**
16. **Passports**
17. **Salary statement, the latest**
18. **Vehicle registration and vehicle licences**

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19. **Firearm licenses**
20. **Title deeds of property(s)**
21. **Short Term Insurance Schedule and Claim History**
22. **Policies and investments -** we can request these with the authorizations you give us but will notify you if we cannot get certain information.
23. **Power of Attorneys**
24. **Parents' full names and ID numbers -** even if they have already passed away
25. **Copies of wills and liquidation and distribution accounts of people from whom you have inherited.**

Many people do not even know where all these documents are of theirs, but with them in hand we can limit tax, estate, divorce, administration, and many other costs. We would like to exceed our clients' financial expectations.

Below is our QR Code with all our information on it, feel free to scan it to access it and you can even install it on your phone's home screen.

Kind regards

Hendrik Janse van Vuuren
Fiduciary Practitioner of South Africa® | Certified Financial Planner®
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