ICE FILE

"IN CASE OF EMERGENCY"

FULL NAMES & ID NUMBERS

CURRENT ADDRESS

INDEX

Include the following documents/sections in your ICE File

FUNERAL

- You can include instructions in this file to your family with regards your funeral arrangements
- Cemetery plot number and contact details- where applicable

IDENTITY DOCUMENTATION

- Clear copy of ID & Passport

ORIGINAL WILL – make sure it meets all the legal criteria

It must be dated, indicating the place where signed, signed on each page by the testator/testatrix and have 2 independent witnesses that signed to confirm your signature (you must sign the will in the presence of the 2 witnesses).

- If not the original will, where is the original held? Include contact person name, contact number and company where applicable. Make sure all previous wills are destroyed to prevent any complications and confusion.
- Contact details of Executor
- Please include a note with detail on the following:
    - Your biological parents' full names & dates of birth
    - Indicate whether they are alive or deceased
    - Place where you were borne
    - If married, your spouse's full names and place where married
    - If spouse is deceased – full names, date of birth and date of death

MARRIAGE CERTIFICATE & ANTE-NUPTIAL CONTRACT OR POST-NUPTIAL CONTRACT

DIVORCE AGREEMENT & MAINTENANCE AGREEMENT

LOAN AGREEMENTS

INTER VIVOS TRUST DOCUMENTS

- Copy of Trust deed and any authority letters

OTHER PERSONAL CONTRACTUAL AGREEMENTS

CHILD ADOPTION & FOSTER CARE DOCUMENTS

BANK ACCOUNTS

- Copies of all bank accounts

PROPERTY

- Rates & Taxes account
- Deed of Sale (if not original, where can this be found)
- Outstanding bond account if applicable
- Any other documents relating to the property i.e. rental agreements if flatlet etc.
- If you are renting a property, then copy rental agreement

FIREARMS & AMMUNITION

- List of all firearms and ammunition in your possession
- Copies of all firearm licenses (and where originals can be found)

FINANCIAL PORTFOLIO

- List names and policy numbers of all Investment Contracts and Insurance products. Make sure you include your short-term insurance details & Medical aid information (copy of medical aid card)
- Details on any personal loan accounts owed to you or that you are owing any family members/people – list current outstanding amounts
- Valuable Artwork & Jewellery etc – valuation certificates
- Contact details of Financial Advisor (the advisor could provide you with a summary of your portfolio).

ACCOUNTS

- List of accounts and reference numbers where possible. You could include a statement of each for easy reference – such as Edgars, Woolworths account, Telkom, TV License number etc.
- List of accounts where you have a signed contract such as MTN/ DSTV, Security company, Gym memberships etc.
- SARS document showing your TAX number (if you have a copy of your previous year's tax assessment, include a copy here)

VEHICLES (CARS, TRAILERS, BOATS & CARAVANS ETC)

- License and registration documents for vehicles (if not original, where can it be found)

- Lease agreements on the vehicles i.e. Wes bank etc.

BUSINESS ASSETS

- Copies of CIPC documents showing all detail on the business including directors/members
- Loan agreements pertaining to the business
- List of any business insurance contracts
- Contact details of Accountant

LEGAL ISSUES

- Include details of any possible legal issues currently involved in
- Contact details of Attorney handling the case

OPTIONAL

LIFESTYLE AND LOYALTY CARDS

- List the various loyalty cards and membership numbers should you wish to have the services providers informed of your passing.
- This could include associations that you have signed up with such as the Blood Donation Organization, Sunflower fund, Donations pledged to institutions such as SBCA etc. should you want them to be informed on your passing.

GUARANTEE DOCUMENTS

- List all possible guarantees/warrantees on any products that you are aware of i.e.TV, fridges etc. Include Guarantee documents or indicate where they can be found