

2020

# What my family should know?

E-book updated on 21st May 2020

This E-book contains a detailed checklist highlighting all the financial and non-financial information my family should know about along with a draft format of Will



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# WHAT MY FAMILY SHOULD KNOW?

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## Details of Key people

### 1. Personal Details / Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
a. Self					
b. Spouse					
c. First Child					
d. Second Child					
e. Father					
f. Mother					
g. Daughter-in-law					
h. Son-in-law					
i. Brother					
j. Brother's Wife					
k. Sister					
l. Sister's Husband					
m. Parental Uncle - 1					
n. Parental Aunt - 1					
o. Parental Uncle - 2					
p. Parental Aunt - 2					
q. Maternal Uncle - 1					
r. Maternal Aunt - 1					
s. Maternal Uncle - 2					
t. Maternal Aunt - 2					
u. Father-in-law					
v. Mother-in-law					
w. Brother-in-law					
x. Sister-in-law					

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## 2. Close Friends Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					
k.					
l.					
m.					
n.					
o.					
p.					
q.					
r.					
s.					
t.					
u.					
v.					
w.					
x.					
y.					
z.					

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## 3. Doctors and Hospitals Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
a. Family Doctor					
b. Alternate Family Doctor					
c. Consulting Physician					
d. Gynaecologist					
e. Heart Specialist					
f. Nephrologist					
g. Neurologist					
h. Physiotherapist					
i. Psychiatrist					
j. Orthopaedic Doctor					
k. Nearby Hospital - 1					
l. Nearby Hospital - 2					
m. Nearby Hospital - 3					
n. Nearby Hospital - 4					
o.					
p.					
q.					
r.					
s.					
t.					
u.					
v.					
w.					
x.					

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## 4. Professional Persons Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
a. Chartered Accountant - 1					
b. Chartered Accountant - 2					
c. Company Secretary = 1					
d. Company Secretary = 2					
e. Cost Accountant – 1					
f. Cost Accountant – 2					
g. Tax Consultant – 1					
h. Tax Consultant – 2					
i. Tax Counsel – 1					
j. Tax Counsel – 2					
k. Advocate -1					
l. Advocate – 2					
m. Solicitor – 1					
n. Solicitor -2					
o. Legal Counsel - 1					
p. Legal Counsel – 2					
q.					
r.					
s.					
t.					
u.					
v.					
w.					
x.					

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## 5. Life Insurance (LI) Agents Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
a. LI Agent – 1					
b. LI Agent – 2					
c. Life Insurance Corp.					
d. Life Insurance Co.					
e.					

## 6. General Insurance (GI) Agents Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
a. GI Agent – 1					
b. GI Agent – 2					
c. National Insurance Co.					
d. New India Assurance Co.					
e. Oriental Insurance Co.					
f. United India Insurance Co.					
Other Insurance Companies:					
a.					
b.					
c.					
d.					

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## 7. Financial, Investment, Mutual Fund, Shares & Securities Brokers & Consultants Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
<b>Financial Consultants:</b>					
a.					
b. .					
c.					
d.					
e.					
<b>Investment Consultants:</b>					
f.					
g. .					
h.					
i.					
j.					
<b>Mutual Consultants:</b>					
k.					
l. .					
m.					
n.					
o.					
<b>Shares Brokers::</b>					
p.					
q. .					
r.					
s.					
t.					

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## 8. WILLS & Codicils Details & Information:

Sr. No.	Name of Will Maker (Testator)	Will Executed On	Names & Addresses of Witnesses	Copy of the Will is kept with	Whether will is registered, if yes, Date & No. of Registration
1			1. 2.		
2			1. 2.		
3			1. 2.		
4			1. 2.		

## 9. Power of Attorney Details & Information:

Sr. No.	Power of Attorney Executed in Favour of	Nature / Type of Power of Attorney i.e. whether General or Specific	Power of Attorney Executed on	Location Where or the Name of the Person with whom it is Kept	Whether Notarized, if yes, Name % Address of Notary	Whether Registered, if yes, the Date of Registration and Registration No.
1						
2						
3						
4						

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## 10. Names & Addresses of Home Staff & Vendors:

Sr. No.	Name	Home / Office Address	Landline No.	Mobile No.	Email ID
1	Air-conditioner Mechanic				
2	Car Mechanic				
3	Car Washer				
4	Carpenter				
5	Chauffer / Driver				
6	Chemist Shop				
7	Computer Mechanic				
8	Cook				
9	Domestic Help				
10	Electric Appliances Repairer				
11	Electrician				
12	Fruit Vendor				
13	Grocer Merchant (Modi)				
14	Milkman				
15	Mobile Repairer Shop				
16	Nurse				
17	Optician Shopkeeper				
18	Personal Executive / Secretary				
19	Plumber				
20	Pressman (Ironman - Dhobi)				
21	Security / Watchman				
22	Supervisor				
23	TV Mechanic				
24	Vegetable Vendor				
25	Watch Repairer				
26					

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# WHAT MY FAMILY SHOULD KNOW?

## 11. Important / Leading / Prominent Clients & Customers Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					

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# WHAT MY FAMILY SHOULD KNOW?

## 12. Important / Leading / Prominent Sellers & Vendors Details & Information:

Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					

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## Details of Key documents

### 13. ATM Cards Details & Information:

Sr. No.	Name	SB A/C No. / Bank & Branch	ATM Card No.	Issue Date	Valid Through	CVV No.	Remarks
1							
2							
3							
4							

### 14. Debit Cards Details & Information:

Sr. No.	Name	SB A/C No. / Bank & Branch	Debit Card No.	Issue Date	Valid Through	CVV No.	Remarks
1							
2							
3							
4							

### 15. Credit Cards Details & Information:

Sr. No.	Name	SB A/C No. / Bank & Branch	Credit Card No.	Issue Date	Valid Through	CVV No.	Remarks / *T - PIN
1							
2							
3							
4							

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\*'T' means Transaction

## 16. Driving License Details & Information:

Sr. No.	Name	Driving License No. / Licensing Authority	Issue Date / CDOI	Valid From	Valid Till	Remarks / Blood Group
1						
2						
3						
4						

## 17. Ration Card Details & Information:

Sr. No.	Name	Ration Card No. Issuing Authority	Issue Date	Remarks
1				
2				
3				
4				

## 18. Aadhar Cards Details & Information:

Sr. No.	Name	Aadhar Card No. / Enrolment No.	Issue Date	Remarks
1				
2				
3				
4				

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## 19. Election Identity Card Details & Information:

Sr. No.	Name	Father's / Husband's Name	Identity Card No.	Issue Date

## 20. PAN Cards Details & Information:

Sr. No.	Name	Father's / Husband's Name	PAN Card No. / Issue Date	Contact Details
1				
2				
3				
4				

## 21. Income Tax Details & Information for last 8 years: \*One may use this Sheet on I. Tax Details separately for each Member of Family and each Business Unit.

Sr. No.	Assessment years	Permanent Account Number	Ward No. & Office Address	Return of Income filed on	Returned Income.	Taxes Paid	Whether Assessment Completed / Pending	Whether any Rectification pending	Whether any Appeal is pending
1									
2									
3									
4									
5									
6									
7									
8									

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# WHAT MY FAMILY SHOULD KNOW?

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## 22. TAN (Tax Deducted or Collected at Source) Cards Details & Information:

Sr. No.	Name	Father's / Husband's Name	TAN Card No. / Issue Date	Contact Details
1				
2				
3				
4				

## 23. Passport Details & Information:

Sr. No.	Name	Passport No.	Issue Date	Expiry Date	Issuing Authority	Previous Passport Details
1						
2						
3						
4						

## 24. Electricity Details & Information:

Sr. No.	Name	House / Office Details	Meter No.	Customer No.	Deposit Amount (In Rs.)	Remarks
1						
2						
3						
4						
5						
6						
7						

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## 25. Gas Pipe Line Details & Information:

Sr. No.	Name	House / Office Details	Meter / Route No.	Customer / Khata No.	Deposit Amount (In Rs.)	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## 26. Gas Cylinder Agency Service Details & Information:

Sr. No.	Name	House / Office Details	Consumer No.	IOC Sr. No.	Deposit Amount (In Rs.)	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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## 27. Telephone Landlines Details & Information:

Sr. No.	Name of Telephone Company	Name of Customer	House / Office Details	Phone No.	Customer ID /Account No.	Deposit Landline / Broadband WIFI Rs.	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

## 28. Mobile Phone Details & Information:

Sr. No.	Name of Telephone Company	Name of Customer	Phone No.	Customer ID / Account No.	Deposit Amount in Rs.	Tariff Plan	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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## 29. Passwords:

Sr. No.	Password For	Password		
1	ATM Card			
2	Cisco Webex Meeting			
3	Computer – Desk			
4	Computer - Laptop			
5	Credit Card			
6	Debit Card			
7	Duo Account			
8	Email			
9	Face Book Account			
10	Google Account			
11	Instagram			
12	Meet.Google Account			
13	Skype Account			
14	Twitter Account			
15	WhatsApp Account			
16	Zoom Account			
17	Ringo App			
18	Bank Mobile App			
19	Viber App			
20				

## 30. Documents Details & Information:

Sr. No.	Particulars	Document Number	Expiry Date	Location
1	Aadhar Cards: 1. 2. 3. 4.			

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Sr. No.	Particulars	Document Number	Expiry Date	Location
2	ATM Card: 1. 2. 3. 4.			
3	Club Membership: Professional Others			
4	Credit Card: 1. 2. 3. 4.			
5	Vehicle Documents: 1. 2. 3. 4.			
6	Driving License: 1. 2. 3. 4.			
7	Income Tax (Permanent Account Number – PAN) 1. 2. 3. 4.			

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Sr. No.	Particulars	Document Number	Expiry Date	Location
8	Passports: 1. 2. 3. 4.			
9	Ration Card: 1. 2. 3. 4.			
10	TAN (For Tax Deduction / Collection at Source) No. 1. 2. 3. 4.			
11				
12				
13				
14				
15				
16				
17				
18				

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## 31. Vehicle Insurance Policy Details & Information:

Sr. No.	Name of Vehicle	Model Name	Model No.	Engine No.	Chassis No.	Mfg. Year	CC	Nominee/s	Agent Name & Mobile No.
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

## 32. Location of Important Documents Details & Information:

Sr. No.	Description of Document	Location of Documents
1	<b>Wills &amp; Codicils:</b> 1. Self: 2. Spouse: 3. First Child: 4. 2 <sup>nd</sup> Child:	
2	<b>Insurance Policies:</b> 1. Factory Insurance: 2. Godown Insurance: 3. Home Insurance: 4. Life Insurance: 5. Mediclaim Insurance: 6. Office Insurance:	

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	7. Personal Accident: 8. Top Up Mediclaim Insurance: 9. Vehicle Insurance:	
3	<b>Property Agreements &amp; Records:</b> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	
4	<b>Birth Certificates:</b> 1. Self: 2. Spouse: 3. First Child: 4. Second Child:	
5	<b>Marriage Certificates:</b> 1. Self & Spouse: 2. First Child: 3. Second Child:	
6	<b>Domicile Certificates:</b> 1. Personal: 2. Spouse: 3. First Child: 4. Second Child:	
7	<b>Director's Identification No.:</b> 1. Personal:	

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# WHAT MY FAMILY SHOULD KNOW?

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	2. Spouse: 3. First Child: 4. Second Child:	
8	<b>Important Agreements:</b> 1. 2. 3. 4. 5.	
9	<b>Other Important Papers:</b> 1. 2. 3. 4. 5.	

### 33. Pension Accounts Details & Information:

Sr. No.	Bank Name, Address & Branch	Type of Account & Pension Account Number	Operating Instructions	Pension Payment Order No.	Nominee/s	Due Date for Live Certificate	Signature
1							
2							
3							
4							

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# WHAT MY FAMILY SHOULD KNOW?

## 34. Life Insurance Policies Details & Information:

Sr. No.	Name of Policy Holder	Name of Nominee/s	Policy No. / Issuing Office	Amount Insured	Issue / Date of Last Payment / Maturity Date	Table & Term	Premium	Remarks
<b>Self:</b>								
1								
2								
3								
4								
5								
<b>Spouse:</b>								
1								
2								
3								
4								
5								
<b>First Child:</b>								
1								
2								
3								
4								
5								
<b>Second Child:</b>								
1								
2								
3								
4								
5								

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# WHAT MY FAMILY SHOULD KNOW?

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## 35. Mediciam Insurance Policies Details & Information:

Sr. No.	Name of Insured	Name & Type of Policy	Policy No. / Previous Policy No.	Amount Insured	Issue / Maturity Date / Valid Till	Premium	Remarks
<b>Normal Mediciam Policy:</b>							
1	Self:						
2	Spouse:						
3	First Child						
4	Second Child						
<b>Top-up Mediciam Policy:</b>							
1	Self:						
2	Spouse:						
3	First Child						
4	Second Child						

## 36. Other Insurance Policies Details & Information:

Sr. No.	Name & Type of Policy	Name of Insured	Policy No. / Previous Policy No.	Amount Insured	Issue / Maturity Date / Valid Till	Premium	Remarks
1	Burglary Insurance						
2	Factory Insurance:						
3	Fire Insurance						
4	Godown Insurance:						
5	Home Insurance:						
6	Office Insurance:						
7	Personal Accident:						

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# WHAT MY FAMILY SHOULD KNOW?

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## 37. DIN (Director Identification Number) Details & Information:

Sr. No.	Name	Father's / Husband's Name	DIN Card No. / Issue Date	Contact Details
1				
2				
3				
4				

## 38. Directorship held in – Details & Information:

Sr. No.	Name of Company	Name of Shareholders of Company	Type of Shares	No. of Shares	Amount of Investment In RS.	% of Shareholding	Types of Directorship	Other Directorship	Director Identification No.	No. & Date of Certificate of Incorporation
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name of Company	Name of Shareholders of Company	Type of Shares	No. of Shares	Amount of Investment In RS.	% of Shareholding	Types of Directorship	Other Directorship	Director Identification No.	No. & Date of Certificate of Incorporation
17										
18										
19										
20										
21										

## 39. Business Entities / Organizations Details & Information:

Sr. No.	Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name	Home Address	Office Address	Landline No.	Mobile No.	Email ID
19						
20						
21						

## 40. Details & Information about Business Concerns / Entities / Enterprises / Organization / Venture (BE):

Sr. No.	Nature & Type of Documents	Proprietary	Partnership / LLP	Pvt. / Public Ltd. Co.	Private Family Discretionary Trust	Private Family Specific Trust	Hindu Undivided Family	Association of Persons
1	Business Entity Registration No.							
2	Company Identification No.							
3	Employee State Insurance Registration No.							
4	Goods & Service Tax Registration Number							
5	Import Export Code No.							
6	MSME Registration No.							
7	Permanent Account Number							
8	Provident Fund Registration							

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# WHAT MY FAMILY SHOULD KNOW?

Sr. No.	Nature & Type of Documents	Proprietary	Partnership / LLP	Pvt. / Public Ltd. Co.	Private Family Discretionary Trust	Private Family Specific Trust	Hindu Undivided Family	Association of Persons
9	Shop & Establishment License No. & Date							
10	TAN(Tax Deducted or Collected at Source) No.							

## 41. Trusteeship & other positions as office bearers of any social organizations (so) held

Sr. No.	Name & Address of SO	Post Held	Appointing Authority	Date of Appointment	Date of Cessation	Date of Filing of Appointment / Reappointment / Resignation / Retirement Form
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

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# WHAT MY FAMILY SHOULD KNOW?

Page 33 of 68

Sr. No.	Name & Address of SO	Post Held	Appointing Authority	Date of Appointment	Date of Cessation	Date of Filing of Appointment / Reappointment / Resignation / Retirement Form
15						
16						
17						
18						
19						
20						
21						

## Assets and Investment details

### 42. Bank Accounts Details & Information:

Sr. No.	Bank Name, Branch & Address	Name of the Account Holder	Type of Account	Operating Instructions	Nominee/s	Specimen Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Bank Name, Branch & Address	Name of the Account Holder	Type of Account	Operating Instructions	Nominee/s	Specimen Signature
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

## 43. Public Provident Fund (PPF) Details & Information:

Sr. No.	Bank Name, Address & Branch	Favouring	PPF Account No.	Maturity Date	Nominee/s
1					
2					
3					
4					

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# WHAT MY FAMILY SHOULD KNOW?

44. **\*Fixed Deposits with \_\_\_\_\_ (Name of Bank & Branch),**

**Address of the Bank:** \_\_\_\_\_

**Tele. No.: Landline:** +91 22 \_\_\_\_\_ **Mobile No.:** +91 \_\_\_\_\_ **Email ID:** \_\_\_\_\_

Sr. No.	Fixed Deposit Receipt No.	Date of Deposit	Favouring – In Whose Name	Amount In Rupees	Due / Maturity Date	Operating Instructions	Name of Nominee/s	Specimen Signature	Loan / Overdraft Availed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

**\*One may use this Sheet on Fixed Deposits with Banks separately for each Bank.**

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# WHAT MY FAMILY SHOULD KNOW?

45. \*Recurring Deposits with \_\_\_\_\_ (Name of Bank & Branch),

Address of the Bank: \_\_\_\_\_

Tele. No.: Landline: +91 22 \_\_\_\_\_ Mobile No.: +91 \_\_\_\_\_ Email ID: \_\_\_\_\_

Sr. No.	Fixed Deposit Receipt No.	Date of Deposit	Favouring – In Whose Name	Amount In Rupees	Due / Maturity Date	Operating Instructions	Name of Nominee/s	Specimen Signature	Loan / Overdraft Availed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

**\*One may use this Sheet on Recurring Deposits with Banks separately for each Bank.**

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# WHAT MY FAMILY SHOULD KNOW?

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## 46. Lockers Details & Information:

Sr. No.	Bank Name, Address & Branch	Locker No.	In the Name of	Code	Rent (In Rs.)	Rent Renewal Date	Nominee	Contents
1								
2								
3								
4								

## 47. Company / Corporate Deposits Details & Information:

Sr. No.	Name & Address of Company	Fixed Deposit Receipt No.	Date of Deposit	Favouring – In Whose Name	Amount In Rupees	Due / Maturity Date	Operating Instructions	Name of Nominee/s	Specimen Signature	Loan / Overdraft Availed
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name & Address of Company	Fixed Deposit Receipt No.	Date of Deposit	Favouring – In Whose Name	Amount In Rupees	Due / Maturity Date	Operating Instructions	Name of Nominee/s	Specimen Signature	Loan / Overdraft Availed
17										
18										
19										
20										
21										
22										
23										
24										

## 48. Shares of Private / Closely (Unlisted) Held Public Limited Companies Details & Information:

Sr. No.	Name & Address of Company	No. of Equity / Preference Shares	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name & Address of Company	No. of Equity / Preference Shares	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
15								
16								
17								
18								
19								
20								
21								

## 49. Shares of Public (Listed) Limited Companies Details & Information:

Sr. No.	Name & Address of Company	No. of Equity / Preference Shares	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name & Address of Company	No. of Equity / Preference Shares	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
16								
17								
18								
19								
20								
21								

## 50. Bonds & Debentures Private / Closely (Widely) Held Public Limited Companies Details & Information:

Sr. No.	Name & Address of Company	No. of Equity Bonds / Debentures	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name & Address of Company	No. of Equity Bonds / Debentures	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
17								
18								
19								
20								
21								

## 51. Bonds & Debentures Public Limited Companies Details & Information:

Sr. No.	Name & Address of Company	No. of Equity Bonds / Debentures	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

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# WHAT MY FAMILY SHOULD KNOW?

Page 42 of 68

Sr. No.	Name & Address of Company	No. of Equity Bonds / Debentures	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
18								
19								
20								
21								

## 52. Units of Mutual Fund Details & Information:

Sr. No.	Name & Address of Mutual Fund Company	No. of Units	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name & Address of Mutual Fund Company	No. of Units	Demat Account No.	Demat Bank Details	Demat Statement Location	Held Singly / Jointly	Date of Acquisition / Purchase	Book / Invoice Value
18								
19								
20								
21								

## Jewellery

### 53. Diamond Jewellery Details & Information:

Sr. No.	Description of Jewellery	Weight in Carat	Name & Address of the Vendor	Invoice No	Invoice Date	Invoice Valu3.	Contact No. of the Vendor	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

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# WHAT MY FAMILY SHOULD KNOW?

Page 44 of 68

Sr. No.	Description of Jewellery	Weight in Carat	Name & Address of the Vendor	Invoice No	Invoice Date	Invoice Valu3.	Contact No. of the Vendor	Remarks
16								
17								
18								
19								
20								
21								

## 54. Gold Jewellery Details & Information:

Sr. No.	Description of Jewellery	Weight in Grams	Name & Address of the Vendor	Invoice No	Invoice Date	Invoice Valu3.	Contact No. of the Vendor	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Description of Jewellery	Weight in Grams	Name & Address of the Vendor	Invoice No	Invoice Date	Invoice Valu3.	Contact No. of the Vendor	Remarks
16								
17								
18								
19								
20								
21								

## 55. Silver Jewellery Details & Information:

Sr. No.	Description of Jewellery	Weight in Grams	Name & Address of the Vendor	Invoice No	Invoice Date	Invoice Valu3.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Description of Jewellery	Weight in Grams	Name & Address of the Vendor	Invoice No	Invoice Date	Invoice Value
16						
17						
18						
19						
20						
21						

## Land and Property

56. **\*House Property Details & Information:** - **\*One may use this Sheet on House Property separately for each Property.**

Sr. No.	Description	Details
1	Property Details	
2	Property held in the Name of	
3	Mode of Acquisition (How Acquired) – whether inherited / purchased / received as Gifts	
4	If Loan taken: Loan Amount Rate of Interest Name & Address of the Bank / Finance Company Equated Monthly Instalment Outstanding Amount	
5	Property Registration No.	
6	Share Certificate No.	
7	Nominee/s, if any	
8	Property Card No.	
9	Property Card Valid upto	
10	Property Tax	

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Description	Details
11	Next Due Date of Property Tax	
12	Property Insurance Details: Name of Insurance Company: Insurance Policy No.: Amount of Insurance: Amount of Premium: Due Date for Premium Payment:	
13	Risks covered	
14	Mortgage with Bank (Name, Address & Branch) / Housing Finance Company (Name & Address)	
15	Location / Place of Documents	

57. **\*Commercial / Industrial / Office Property Details & Information:\*** **One may use this Sheet on Com / Ind / Resi Property separately for each Property.**

Sr. No.	Description	Details
1	Property Details	
2	Property held in the Name of	
3	Mode of Acquisition (How Acquired) – whether inherited / purchased / received as Gifts	
4	If Loan taken: Loan Amount Rate of Interest Name & Address of the Bank / Finance Company Equated Monthly Instalment Outstanding Amount	
5	Property Registration No.	
6	Share Certificate No.	
7	Nominee/s, if any	
8	Property Card No.	

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# WHAT MY FAMILY SHOULD KNOW?

Sr. No.	Description	Details
9	Property Card Valid upto	
10	Property Tax	
11	Next Due Date of Property Tax	
12	Property Insurance Details: Name of Insurance Company: Insurance Policy No.: Amount of Insurance: Amount of Premium: Due Date for Premium Payment:	
13	Risks covered	
14	Mortgage with Bank (Name, Address & Branch) / Housing Finance Company (Name & Address)	
15	Location / Place of Documents	

## 58. Plots of Land Details & Information:

Sr. No.	Type of Plot	Plot Area in Sq. Mts.	Location	Survey No.	Plot No.	Price / Value	Agreement Dated	Stamp Duty & Date of Franking	Date of Registration & Its Charges	Property Card Details
<b>Agricultural:</b>										
1										
2										
3										
4										
<b>Commercial:</b>										
1										
2										
3										
4										

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# WHAT MY FAMILY SHOULD KNOW?

Sr. No.	Type of Plot	Plot Area in Sq. Mts.	Location	Survey No.	Plot No.	Price / Value	Agreement Dated	Stamp Duty & Date of Franking	Date of Registration & Its Charges	Property Card Details
<b>Industrial:</b>										
1										
2										
3										
4										
<b>Residential:</b>										
1										
2										
3										
4										

## 59. Property Tax Details & Information:

Sr. No.	Name	Property Details	Census No.	Property Identification No. (PIN)	Constructed Area in Square Meters	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name	Property Details	Census No.	Property Identification No. (PIN)	Constructed Area in Square Meters	Remarks
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

## Other assets

### 60. Furniture & Fixtures and Electric Appliances Details and Information

Sr. No.	Description	Name & Address of Vendor	Invoice No.	Invoice Date	Invoice Value	Contact No. of Vendor

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# WHAT MY FAMILY SHOULD KNOW?

Sr. No.	Description	Name & Address of Vendor	Invoice No.	Invoice Date	Invoice Value	Contact No. of Vendor

## 61. Vehicle Details & Information:

Sr. No.	Car Model	Name of the Owner	Invoice No. & Date	Invoice Value	Location of Car Papers
1					
2					
3					
4					

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## WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Car Model	Name of the Owner	Invoice No. & Date	Invoice Value	Location of Car Papers
5					
6					
7					
8					
9					
10					

### Loans and advances

#### 62. Details & Information of Debt / Liabilities:

Sr. No.	Name & Address of Creditors	Nature of Liability	Due Date	Rate of Interest, if any	Whether Business Debt or Personal	Nature of Security, if any	Any Document like Agreement or Negotiable Instruments Executed / Signed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

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# WHAT MY FAMILY SHOULD KNOW?

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## 63. Details of Money Borrowed / Loan Taken:

Sr. No.	Name & Address of Person from whom borrowed	Loan Amount	Rate of Interest in %	Duration of Loan	Whether Secured / Unsecured	Details of Security given / offered
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

## 64. Other Liabilities Details & Information:

Sr. No.	Name & Address of Creditors	Nature of Liability	Due Date	Rate of Interest, if any
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

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# WHAT MY FAMILY SHOULD KNOW?

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## 65. Details of Guarantees given:

Sr. No.	Name & Address of the Person on whose behalf the Guarantee is Given	Name & Address of the Person in whose favour the Guarantee is Given	Amount of Guarantee	Duration of Guarantee	Terms & Conditions on the basis of which the Guarantee is given
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

## 66. Loans Given / Granted Details & Information:

Sr. No.	Name & Address of Borrower	Loan Amount	Rate of Interest in %	Duration of Loan	Whether Secured / Unsecured	Details of Security Taken
1						
2						
3						
4						
5						
6						
7						
8						
9						

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Name & Address of Borrower	Loan Amount	Rate of Interest in %	Duration of Loan	Whether Secured / Unsecured	Details of Security Taken
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

## 67. Details & Information of Debtors & Miscellaneous Dues:

Sr. No.	Name & Address of Debtors	Nature of Debt	Due Date	Rate of Interest, if any	Whether Business Debt or Personal	Nature of Security, if any	Any Document like Agreement or Negotiable Instruments Executed / Signed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

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# WHAT MY FAMILY SHOULD KNOW?

Sr. No.	Name & Address of Debtors	Nature of Debt	Due Date	Rate of Interest, if any	Whether Business Debt or Personal	Nature of Security, if any	Any Document like Agreement or Negotiable Instruments Executed / Signed
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

## Lawsuits

### 68. LAWSUIT / LITIGATION– Details & Information: **One may use this Sheet for Additional Matters**

Sr. No.	Nature of Lawsuit / Litigation	Filed / Pending Before and Suit No.						
		Civil	Criminal	Session	First Appeal	Tribunal	High Court	Supreme Court
<b>Property Matters:</b>								
1	Lessee							
2	Licensee							
3	Tenant							
4	Co-op Housing Society							
5	Vendor							
6	Buyer							
7	Testamentary / Probate							

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# WHAT MY FAMILY SHOULD KNOW?

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Sr. No.	Nature of Lawsuit / Litigation	Filed / Pending Before and Suit No.						
		Civil	Criminal	Session	First Appeal	Tribunal	High Court	Supreme Court
8	HUF Partition							
9	Property Tax							
<b>Revenue / Tax Matters:</b>								
1	Goods & Services Tax - GST							
2	Income Tax							
<b>Business Matters:</b>								
1	Customers - Debtors							
2	Suppliers - Creditors							
3	Service Providers							
4	Loan Debtors							
5	Loan Creditors							
<b>Family Matters:</b>								
1	Marriage							
2	Divorce							
3	Maintenance							
4	Domestic Violence							

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# WHAT MY FAMILY SHOULD KNOW?

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## Draft format of will

### 69. WILL OF SHRI \_\_\_\_\_

I, SHRI \_\_\_\_\_, w/o \_\_\_\_\_, presently residing at \_\_\_\_\_

hereby execute my LAST WILL on this \_\_\_\_ day of \_\_\_\_\_ 2020 which shall have effect of revoking all my earlier WILLS and CODICILS, if any executed by me.

Through this WILL I, (being in Sound Mental & Physical Health) do hereby, of my own Free Desire / Volition / Will / Wish and without any Compulsion, Coercion, Cruelty, Duress, Extortion, Fear, Force, Harassment, Intimidation, Oppression, Panic, Threat, Terror, Tyranny, Undue Influence or Pressure of whatsoever nature and in consideration of Natural Love and Affection, BEQUEATH, DEVISE, GIVE and LEAVE my all assets, chattels, estates, money, money's worth, possessions, and properties, wealth, whether corporeal or incorporeal, whether movable or immovable, whether tangible or intangible, including future assets, if any acquired hereafter by me and wherever situated (hereafter called / referred to as the ASSETS) upon my wife, Smt. \_\_\_\_\_ w/o Shri \_\_\_\_\_, presently residing with me at the address given hereinabove ABSOLUTELY and FOREVER and unto the use of my wife, her heirs, executors, administrators or assigns.

In case, I survive my wife, \_\_\_\_\_, i.e. my wife dies / expires before me, then I BEQUEATH, DEVISE, GIVE and LEAVE my all ASSETS of whatsoever nature and description and wherever situated to my First Son, \*Kumar / Shri \_\_\_\_\_ and my Second Son, \*Kumar / Shri \_\_\_\_\_ and / or to my First Daughter \*Kumari / Smt. \_\_\_\_\_ and my Second Daughter \*Kumari / Smt. \_\_\_\_\_ whose names are given / listed below EQUALLY: -

1. \*Kumar / Shri. \_\_\_\_\_, my Elder Son, aged \_\_ years; and / or
2. \*Kumar / Shri \_\_\_\_\_, my Younger Son, aged, \_\_ years; and / or
3. \*Kumari / Smt. \_\_\_\_\_, my Elder Daughter, aged \_\_ years; and / or
4. \*Kumari / Smt. \_\_\_\_\_, my Younger Daughter, aged \_\_ years; and / or

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# WHAT MY FAMILY SHOULD KNOW?

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I hereby appoint my husband, Shri \_\_\_\_\_, residing with me at the address given hereinabove and / or my elder son / daughter, \*Kumar / Shri / Kumari / Smt. \_\_\_\_\_, and / or my younger son / daughter Kumar / Shri / Kumari / Smt. \_\_\_\_\_, both residing at \_\_\_\_\_ as my executor/s and / or Executrix of my LAST WILL with power to appoint any other person/s as he / she / they may, in his / her / their absolute discretion determine by and among themselves with an authority to act / carry out / do / execute / perform the duties of the executor/s and / or Executrix jointly and / or severally.

IN WITNESS WHEREOF I have hereunto set and subscribed my hand and signature this \_\_\_\_ Day of \_\_\_\_\_, 2020.

SR. NO.	NAME OF SIGNATORY	SIGNATURE
1	SIGNED by the within-named TESTATOR, SHRI _____ of his LAST WILL and TESTAMENT in our presence all being present at the same time. Thereafter at the request of the TESTATOR and in his presence and in the presence of one another. We, Shri / Smt. _____; and Shri / Smt. _____ subscribed our respective names and signed this document as Attesting Witnesses.	_____ _____ _____
2	Signed, Sealed and Delivered by the Testator, SHRI _____.	_____ _____
3	Signed, Sealed and Delivered by Attesting Witnesses,  Shri _____ / _____ Smt. _____ and _____ Shri / Smt. _____ in the	_____ _____ _____

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# WHAT MY FAMILY SHOULD KNOW?

	presence of the Testator, Shri _____.	_____
4	Signed, Sealed and Delivered by Attesting Witnesses, Shri _____ / _____ Smt. _____	_____ _____ _____
	and Shri / Smt. _____ in the presence of the Testator, Shri _____.	_____ _____

\*Strike off whichever is Not Applicable.

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# WHAT MY FAMILY SHOULD KNOW?

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## 70. WILL OF SMT. \_\_\_\_\_

I, SMT. \_\_\_\_\_, w/o \_\_\_\_\_, presently residing at \_\_\_\_\_

hereby execute my LAST WILL on this \_\_\_\_ day of \_\_\_\_\_ 2020 which shall have effect of revoking all my earlier WILLS and CODICILS, if any executed by me.

Through this WILL I, (being in Sound Mental & Physical Health) do hereby, of my own Free Desire / Volition / Will / Wish and without any Compulsion, Coercion, Cruelty, Duress, Extortion, Fear, Force, Harassment, Intimidation, Oppression, Panic, Threat, Terror, Tyranny, Undue Influence or Pressure of whatsoever nature and in consideration of Natural Love and Affection, BEQUEATH, DEVISE, GIVE and LEAVE my all assets, chattels, estates, money, money's worth, possessions, and properties, wealth, whether corporeal or incorporeal, whether movable or immovable, whether tangible or intangible, including future assets, if any acquired hereafter by me and wherever situated (hereafter called / referred to as the ASSETS) upon my husband, SHRI \_\_\_\_\_ s/o \_\_\_\_\_, presently residing with me at the address given hereinabove ABSOLUTELY and FOREVER and unto the use of my husband, his heirs, executors, administrators or assigns.

In case, I survive my husband, \_\_\_\_\_, i.e. my husband dies / expires before me, then I BEQUEATH, DEVISE, GIVE and LEAVE my all ASSETS of whatsoever nature and description and wherever situated to my First Son, \*Kumar / Shri \_\_\_\_\_ and my Second Son, \*Kumar / Shri \_\_\_\_\_ and / or to my First Daughter \*Kumari / Smt. \_\_\_\_\_ and my Second Daughter \*Kumari / Smt. \_\_\_\_\_ whose names are given / listed below EQUALLY: -

1. \*Kumar / Shri. \_\_\_\_\_, my Elder Son, aged \_\_ years; and / or
2. \*Kumar / Shri \_\_\_\_\_, my Younger Son, aged, \_\_ years; and / or
3. \*Kumari / Smt. \_\_\_\_\_, my Elder Daughter, aged \_\_ years; and / or
4. \*Kumari / Smt. \_\_\_\_\_, my Younger Daughter, aged \_\_ years; and / or

I hereby appoint my husband, Shri \_\_\_\_\_, residing with me at the address given hereinabove and / or my elder son / daughter, \*Kumar / Shri / Kumari / Smt. \_\_\_\_\_, and / or my younger son / daughter Kumar / Shri / Kumari / Smt. \_\_\_\_\_, both residing at \_\_\_\_\_

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# WHAT MY FAMILY SHOULD KNOW?

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\_\_\_\_\_ as my EXECUTOR/S of my LAST WILL with power to appoint any other person/s as he / she / they may, in his / her / their absolute discretion determine by and among themselves with an authority to act / carry out / do / execute / perform the duties of the executor/s and / or Executrix jointly and / or severally.

IN WITNESS WHEREOF I have hereunto set and subscribed my hand and signature this \_\_\_\_ Day of \_\_\_\_\_, 2020.

SR. NO.	NAME OF SIGNATORY	SIGNATURE
1	SIGNED by the within-named TESTATOR, SMT. _____ of her LAST WILL and TESTAMENT in our presence all being present at the same time. Thereafter at the request of the TESTATOR and in her presence and in the presence of one another. We, Shri / Smt. _____; and Shri / Smt. _____ subscribed our respective names and signed this document as Attesting Witnesses.	_____ _____ _____
2	Signed, Sealed and Delivered by the Testator, SMT. _____.	_____ _____
3	Signed, Sealed and Delivered by Attesting Witnesses, Shri _____ / _____ Smt. _____ and SHRI / SMT. _____ in the presence of the Testator, Shri / Smt. _____.	_____ _____ _____
4	Signed, Sealed and Delivered by Attesting	_____

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# WHAT MY FAMILY SHOULD KNOW?

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Witnesses,	
Shri _____ / _____ Smt. _____	_____
and	_____
Shri / Smt. _____ in the	_____
presence of the Testator,	_____
Shri / Smt. _____	_____

\*Strike off whichever is Not Applicable

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## Key People



### **CA Mahendra Turakhia**

Partner – Corporate Advisory

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A Chartered Accountant practicing since 1975 i.e. experience of over FOUR DECADES. He has gained expertise in domestic and international tax planning, company law and FEMA. He is a Commerce and Law Graduate from University of Bombay and FCA of Institute of Chartered Accountants of India. He has secured 37th rank in Intermediate and 30th rank at Final CA examination.

He also has good working experience of over Four Decades in the field of Accounts, Audits, Foreign Collaboration, Management Consultancy, Tax Consultancy, Franchise Consultancy, Legal Drafting of Agreements of any nature and Stock Broking as NSE Member. He is running the week-end short course of 3 months duration on Entrepreneurship Development with a sole motive of creating and developing JOB CREATORS rather than JOB SEEKERS. Also, he is faculty member on various forms of business organization from the tax efficiency view. He has been speaker at seminar on

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the benefits available to minority communities under various Government Schemes, especially to Jain Community. He is actively connected with more than 20 Social Organisations (NGOs) in different capacities such as Trustee, Director, President, Vice President, Secretary, Treasure Convener and Managing Committee Member. He also provides free advice in the field of Business, Selection of Career, Finance, Legal, Management, Succession, Tax, Will, Trust, Marriage, Maintenance & divorce to the said organisations, its members and the Society at large.



## **Adv. Ameet Mehta**

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Advocate Ameet V Mehta is an Engineering Graduate (B.E) from Pune University. He completed his International Trade Management from NMIMS. He did his MBA Finance from Leeds University Business School, United Kingdom. Subsequently he completed his Law (LLB) from Mumbai University. He also completed a professional course in Mergers and Acquisitions from London Business School. He was one of the committee members during drafting of RERA bill practicing in Criminal, Property, Redevelopment, Conveyance, NCLT and Mergers and Acquisitions matters. He has co-authored many books such as 'Conveyance, Redevelopment, Criminal Law' and 'Ready Reckoner for Stamp Duty and Market Valuation 2013, 2014, 2015, 2016 and 2017. He is a member and or Committee of various forums and Associations namely Bar Council of Maharashtra and Goa, Indian Merchants Chamber, Co-operative Societies Residents, Users and Welfare Association, Association of MBA's, United Kingdom, Giants International, Hon Secretary of ALM, Malad Mindspace, Legal Advisor to Malad Property Owners Association, Mumbai and many others. He actively advocates and mobilizes support for Mumbai based Cancer Patients Aid Association and Indian Cancer Association. He is a prolific writer and his articles are covered in various, Media, Newspaper's,

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Magazines such as Times of India (Times Property), DNA, Mumbai Mirror, News Channel NDTV PROFIT, THE PROPERTY SHOW, Mid-Day, Gujarat Samachar, Bar Council Magazine, Maharashtra Co-op Housing Society Times, Accommodation Times, Spin TV and various other newspapers, news channels and magazines.

Ameet is recipient of various Awards namely 1. 'The Best Advocate and legal advisor' by Newspaper Tabloid Accommodation Times for year 2013. 2. 'Maharashtra Gaurav Award' for Property matters in year 2014. 3. 'USA Congressional Parliament award' 18th District in year 2015 at Houston, Texas, the only legal person to be accorded. 4. National Real Estate Award, 2016 by Accommodation Times. 5. Khoobsurat Jewels of India – 2017. 6. Asia One Nation of Pride Award for Best Brands and Leaders – 2018. 7. Best legal advisor – Bright Awards – 2018.



## **CA Yashika Jain**

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Yashika Jain is the founding partner of JBTM & Associates LLP. She is the core consultant of Accountingbuzz.ae and devoting her times to provide free consultation to tax payers in UAE and Bahrain. She has authored many articles on Bahrain and UAE VAT. She has written VAT manual on Bahrain VAT

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comprising of all the laws and regulations relating to VAT in Bahrain. She along with her team authors a monthly sector specific guidance notes on Bahrain VAT, UAE VAT and India GST.

Her other ventures include Jain Bhuta & Associates, a chartered accountant firm. Accountingbuzz, an online consultation firm devoted to Indirect taxation in India, UAE and Bahrain. Yashika is a qualified chartered accountant and holds bachelor's in commerce. She has worked with Ernst & Young as part of restructuring team. She was involved in handling Forecasting Cash flow, maintaining control on budgeted and actual cash flow.

Yashika has also been associated with Bharat Petroleum Corporation limited. She was handling VAT assessment cases of the company and representing the company in various hearing and other matters. During her practicing career, she has been involved actively with corporates in implementing GST and impact analysis studies. Yashika has also represented clients from various industries in matters related to GST. She heads Indirect tax department of JBTM which involves GST compliance services, GST audit and other GST matters.



**CA Dhairya Bhuta**

Partner – Direct Taxation

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Dhairya Bhuta is the founding partner of Jain Bhuta & Associates, Chartered Accountants started in 2016. Over his practicing tenure, he is an active representative of statutory audit team. He is a qualified chartered accountant and holds bachelor's in commerce. Dhairya has authored various articles on

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direct tax structure prevailing in the country. He is also an author and editor of a weekly newspaper, an initiative by Accountingbuzz which focuses on latest amendments and compliance requirements.

Prior to this he has worked Deloitte Haskins & Sells LLP as part of audit team. He was involved in handling audit of books and ensuring compliance with the Companies Act. Dhairya has also been associated with Shankarlal Jain & Associates as part of his internship. He was involved in analyzing the policies and procedures of the company and the internal control system forming part of internal audit. Compliance of Variance Statutory requirements. He specializes in IFC audit and formulating SoP for the organizations.

Over his professional tenure he has represented various HNIs and large corporates in income tax appeal matters. His keen interest in understanding of transactions helps client with implication of tax on transaction. Dhairya head the Direct tax and statutory audit division of JBTM. He has been involved in successful completion of tax and audit related matters of corporate clients.

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