

WHAT I OWN

and where it is kept

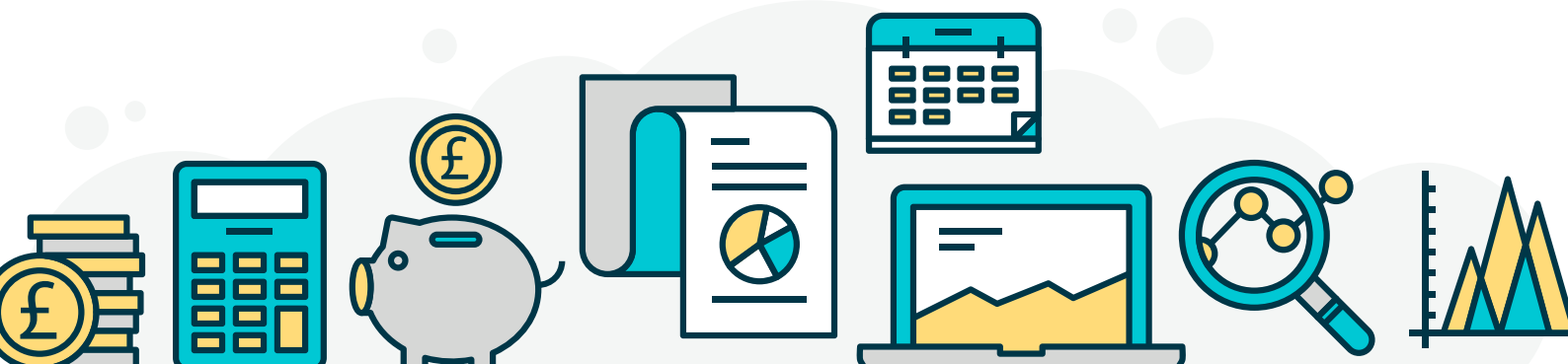
Asset locator for:

.....

Date completed:

Date updated:

Date updated:



Although during our adult lives we conduct many important financial transactions that will affect not only our future but those of our loved ones after we are gone, research has shown that a staggering 50% of over 65's have not even made a will let alone left details of where their important documents are kept! Millions of pounds worth of unclaimed insurance policies that have now matured, as well as funds in 'dormant' accounts, will never be claimed simply because surviving beneficiaries have not even been made aware of their existence.

FILL IN THIS BOOKLET WITHOUT DELAY

By taking the time now to fill in all of the sections which apply to you, it will save an immense amount of time, trouble and expense for the person who will be responsible for your affairs after your death or should you become incapacitated.

Please print all entries clearly in block capitals; taking care to cross check that you have entered all details correctly, especially policy numbers. It is quite possible that you, yourself will have to search for some of the documents that you may not have seen for years. Having to fill out the details in each section will give you a good opportunity to relocate these documents and record their location.

Most importantly.....

Once all of the information has been entered, this booklet becomes a very important document in itself. It should be kept in a safe place, but it would also be wise to make a copy to leave with a trusted friend or relative away from your own place of residence in case of fire or burglary. Above all, make sure that the persons or person who would need to have access to the information is made fully aware of its whereabouts.

Remember!

This booklet is NOT a WILL nor is it a substitute for a will. It is to assist the people left behind you tidy up your affairs.

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1 PERSONAL DETAILS

MY DETAILS	
Name	
Address	
Date of birth	

MY WILL	
Will ref number	
Last will is dated	
It is kept	
It was drawn up by	
The executors are	



2 FAMILY & FRIENDS

MY PARTNER	
Name	
Status	
Telephone	
Address	
MY CHILDREN	
Name	
Telephone	
Address	
Name	
Telephone	
Address	
Name	
Telephone	
Address	
Name	
Telephone	
Address	

CLOSE FAMILY & FRIENDS	
Name	
Relationship	
Telephone	
Address	
Name	
Relationship	
Telephone	
Address	
Name	
Relationship	
Telephone	
Address	
Name	
Relationship	
Telephone	
Address	



ICE

In Case of Emergency (ICE) is a programme that enables first responders, such as paramedics, firefighters, and police officers, as well as hospital personnel, to contact the next of kin of the owner of a mobile phone to obtain important medical or support information. The phone must be unlocked and working but many device manufacturers have provided a mechanism to specify some text to be displayed while the mobile is in the locked state.

My ICE telephone number:

3 OTHER CONTACTS

FINANCIAL ADVISOR	
Name	
Telephone	
INSURANCE BROKER	
Name	
Telephone	
SOLICITORS	
Name	
Person to contact	
Telephone	

ACCOUNTANT	
Name	
Person to contact	
Telephone	
DOCTOR	
Name	
Telephone	
TAX OFFICE	
Name	
Telephone	

4 DOCUMENT LOCATIONS

Birth certificate	
Marriage certificate	
Life assurance policies	
Critical illness policy	
Income protection policy	
Personal accident policy	
Private health policy	
Car insurance policy	
Home contents policy	
Building insurance policy	
Pension plan(s)	
Share certificates	
The deeds to property	
The deeds to 2nd property	
Enduring power of attorney: Advance medical directive	

(LIVING WILL)	
Lasting power of attorney 1) Financial	
Lasting power of attorney 2) Personal	

Have you had a
financial planning review

in the last 36 months?

Yes No

If you answered no, contact us:

01283 730080

enquiries@clearsolutionsifa.co.uk

5 EMPLOYMENT

National insurance no.	
Employers name	
Address	
Telephone number	
Payroll number	
Please contact	
I contribute to a pension plan	Yes / No



6 BANKS & BUILDING SOCIETIES

BANK ACCOUNT ONE	
Bank	
Branch & sort code	
Telephone	
Name of account holder	
Account number	
BANK ACCOUNT TWO	
Bank	
Branch & sort code	
Telephone	
Name of account holder	
Account number	
BANK ACCOUNT THREE	
Bank	
Branch & sort code	
Telephone	
Name of account holder	
Account number	

BUILDING SOCIETY ONE	
Building society	
Branch	
Telephone	
Name of account holder	
Account number	
BUILDING SOCIETY TWO	
Building society	
Branch	
Telephone	
Name of account holder	
Account number	
BUILDING SOCIETY THREE	
Building society	
Branch	
Telephone	
Name of account holder	
Account number	

7 PROPERTY DETAILS

PROPERTY ONE - MORTGAGE & INSURANCE(S)	
Mortgage company	
Telephone	
Mortgage amount	£
Mortgage ref. number	
Property insurance company	
Telephone	
Amount of cover	£
Policy number	
Contents insurance company	
Telephone	
Amount of cover	£
Policy number	

PROPERTY TWO - (IF APPLICABLE) MORTGAGE & INSURANCE(S)	
Mortgage company	
Telephone	
Mortgage amount	£
Mortgage ref. number	
Property insurance company	
Telephone	
Amount of cover	£
Policy number	
Contents insurance company	
Telephone	
Amount of cover	£
Policy number	

Clear Solutions

- Financial planning
- Wealth management
- Tax planning
- Retirement planning
- Business planning
- Protection

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enquiries@clearsolutionsifa.co.uk

8 INSURANCE POLICIES

CRITICAL ILLNESS POLICY	
Insurance company	
Telephone	
This policy protects	
Min amount covered	£
Policy number	
INCOME PROTECTION POLICY	
Insurance company	
Telephone	
This policy protects	
Min amount covered	£
Policy number	
PRIVATE HEALTH POLICY	
Insurance company	
Telephone	
This policy protects	
Min amount covered	£
Policy number	
DENTAL HEALTH POLICY	
Insurance company	
Telephone	
This policy protects	
Min amount covered	£
Policy Number	

PERSONAL ACCIDENT COVER	
Insurance company	
Telephone	
This policy protects	
Min amount covered	£
Policy number	
PET INSURANCE	
Insurance Company	
Telephone	
This policy protects	
Min amount Covered	£
Policy Number	
CAR INSURANCE	
Insurance company	
Telephone	
This policy protects	
Min amount covered	£
Policy number	

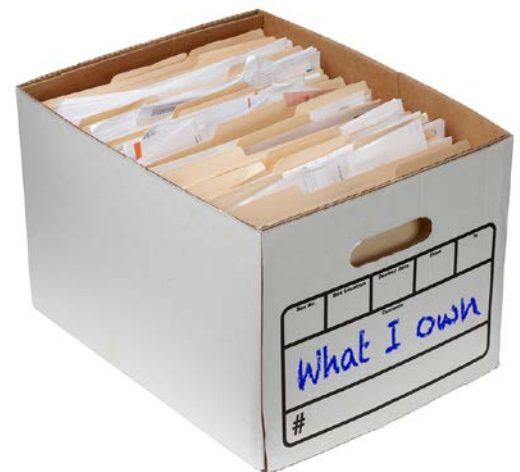
Protecting yourself and the people you love

Protection services from Clear Solutions

- Income protection
- Life insurance
- Life and critical illness
- Inheritance tax protection
- Personal sick pay
- Flexible protection
- Relevant life cover
- Key person cover

01283 730080

enquiries@clearsolutionsifa.co.uk



9 ASSURANCE POLICIES

FIRST POLICY	
Provided by	
Telephone	
Policy number	
Type of cover	
Amount of cover	£
Policy in trust	Yes / No
In trust to	
SECOND POLICY	
Provided by	
Telephone	
Policy number	
Type of cover	
Amount of cover	£
Policy in trust	Yes / No
In trust to	
THIRD POLICY	
Provided by	
Telephone	
Policy number	
Type of cover	
Amount of cover	£
Policy in trust	Yes / No
In trust to	

10 PENSION PLANS

FIRST POLICY	
Provided by	
Telephone	
Type of pension	
Pension plan number	
Death benefit	£
Policy in trust	Yes / No
In trust to	
SECOND POLICY	
Provided by	
Telephone	
Type of pension	
Pension plan number	
Death benefit	£
Policy in trust	Yes / No
In trust to	
THIRD POLICY	
Provided by	
Telephone	
Type of pension	
Pension plan number	
Death benefit	£
Policy in trust	Yes / No
In trust to	

11 INVESTMENTS

Use this section to record details of your investments such as shares, unit trusts, savings certificates and Premium Bonds.

Investment type	
Provider	
Telephone	
Relevant details	

Investment type	
Provider	
Telephone	
Relevant details	

Investment type	
Provider	
Telephone	
Relevant details	

Investment type	
Provider	
Telephone	
Relevant details	

Investment type	
Provider	
Telephone	
Relevant details	

Investment type	
Provider	
Telephone	
Relevant details	

USEFUL NUMBERS

The Public Guardian 0207 6647 313

The Court of Guardianship 08453 302900

MY PARTNER	
Name	
Telephone	
SOLICITOR	
Name	
Telephone	
FINANCIAL ADVISOR	
Name	
Telephone	
BANK	
Name	
Account number	
Sort code	
PENSION 1	
Provider	
Telephone	
PENSION 2	
Provider	
Telephone	
PENSION 3	
Provider	
Telephone	
MORTGAGE	
Provider	
Telephone	
NATIONAL INSURANCE NUMBER	

AND FINALLY...

Having now made a will and completed this asset locator to help your executors in their task of administering your estate, PLEASE make sure they know where this document can be found.

WHEN DETAILS CHANGE

You may request or download additional pages – but please always make sure someone, your executors or family know where to find it.

CLEAR SOLUTIONS
wealth & tax management

Website: clearsolutionsifa.co.uk

Email: enquiries@clearsolutionsifa.co.uk



Midlands Office

Chatsworth Court
Uttoxeter Road
Hilton
Derbyshire
DE65 5GE

Tel: 01283 730080

Birmingham Office

114 The Argent Centre
60 Frederick Street
Birmingham
B1 3HS

Tel: 0121 631 3519

Providing Financial Planning to Help Clients find Financial Freedom

Clear Solutions are certified financial planners, regulated by the Financial Conduct Authority (Ref: 429206). We charge for our services. Information in this publication is correct as at August 2017. It is offered for guidance only.