

## Personal Asset Register

### A note from Kings Court Trust Corporation to owners

Completing this document and keeping it up-to-date will help to ensure that in the event of your death, the people in your Will and assets can be easily located. It may also help to reduce the time it takes to administer your Will following your death.

Please store this document in a safe and secure place – you may also wish to keep a copy with your Will. Should you wish to appoint Kings Court as professional executors in your will, please contact **0845 126 0891**.

### A note from Kings Court Trust Corporation to Executors

This document should help with the administration of the owner's estate. However this document is not a Will and should be used for guidance purposes only. Please check when it was updated as it may not be up to date.

Kings Court can help with Probate. We provide straightforward advice, no obligation home visits, and a fixed fee.

To discuss your situation, please contact our free, confidential Helpline on **0845 126 0891**.

### Information about \_\_\_\_\_

(Write your name here)

Last updated \_\_\_\_\_

Last updated \_\_\_\_\_

Last updated \_\_\_\_\_

Last updated \_\_\_\_\_

Last updated \_\_\_\_\_

Last updated \_\_\_\_\_

Last updated \_\_\_\_\_

Last updated \_\_\_\_\_

*This document is not a Will. It is for recording information about my Estate that can be used to help my Executors with the administration of my Will following my death. It contains personal information and financial details so should be stored in a safe and secure place.*

## Contents

|     |   |    |
|-----|---|----|
| 1.  | Contact Details .....   | 3  |
| 1.1 | Personal contact details .....  | 3  |
| 1.2 | Where my Will is kept and contact details .....   | 3  |
| 1.3 | Executors of my Will and contact details .....  | 3  |
| 1.4 | Spouse/Civil Partner/Partner contact details .....  | 4  |
| 1.5 | Financial Adviser contact details .....   | 5  |
| 1.6 | Accountant contact details.....   | 5  |
| 1.7 | Employer contact details .....  | 6  |
| 1.8 | Other useful contacts.....  | 6  |
| 2.  | Location of my important documents (e.g Passport, Birth Certificate, Share Certificates)..... | 8  |
| 3.  | My assets .....   | 9  |
| 3.1 | Bank & Building Society Account details .....   | 9  |
| 3.2 | National Savings Certificates and Bonds .....   | 10 |
| 3.3 | Stocks, shares and other investments.....   | 11 |
| 3.4 | Insurance policies and pensions .....   | 12 |
| 3.5 | Cars/vehicles owned .....   | 13 |
| 3.6 | Personal Possessions .....  | 14 |
| 3.7 | Gifts .....   | 15 |
| 4.  | My liabilities .....  | 16 |
| 4.1 | Credit and store cards .....  | 16 |
| 4.2 | Loans.....  | 16 |
| 5.  | My Property .....   | 17 |
| 6.  | My Business .....   | 19 |
| 7.  | Comments/Notes.....   | 20 |

## 1. Contact Details

### 1.1 Personal contact details

|                                |           |
|--------------------------------|-----------|
| My Name:                       |           |
| My Address:                    | Postcode: |
| My Date of birth:              |           |
| My Place of birth:             |           |
| My Maiden name/previous names: |           |
| My National Insurance Number:  |           |

### 1.2 Where my Will is kept and contact details

|                          |           |
|--------------------------|-----------|
| Name of Will holder:     |           |
| Will Holder's Address:   | Postcode: |
| Will Holder's Telephone: |           |
| Will Holder's Email:     |           |
| Date of Will:            |           |
| Date of any codicil:     |           |

### 1.3 Executors of my Will and contact details

|            |           |
|------------|-----------|
| Name (1):  |           |
| Address:   | Postcode: |
| Telephone: |           |

|            |           |
|------------|-----------|
| Name (2):  |           |
| Address:   | Postcode: |
| Telephone: |           |

|            |           |
|------------|-----------|
| Name (3):  |           |
| Address:   | Postcode: |
| Telephone: |           |

**1.4 Spouse/Civil Partner/Partner contact details**

|                           |           |
|---------------------------|-----------|
| Title:                    |           |
| Name:                     |           |
| Relationship to deceased: |           |
| Address:                  | Postcode: |
| Telephone:                |           |
| Email:                    |           |
| Domicile if not UK        |           |

**1.5 Financial Adviser contact details**

|               |           |
|---------------|-----------|
| Name:         |           |
| Company name: |           |
| Address:      | Postcode: |
| Telephone:    |           |
| Email:        |           |

**1.6 Accountant contact details**

|               |           |
|---------------|-----------|
| Name:         |           |
| Company name: |           |
| Address:      | Postcode: |
| Telephone:    |           |
| Email:        |           |

**1.7 Employer contact details**

|               |           |
|---------------|-----------|
| Name:         |           |
| Company name: |           |
| Address:      | Postcode: |
| Telephone:    |           |
| Email:        |           |

**1.8 Other useful contacts**

|               |           |
|---------------|-----------|
| Name:         |           |
| Relationship: |           |
| Address:      | Postcode: |
| Telephone:    |           |
| Email:        |           |

|               |           |
|---------------|-----------|
| Name (2)      |           |
| Relationship: |           |
| Address:      | Postcode: |
| Telephone:    |           |
| Email:        |           |

|               |           |
|---------------|-----------|
| Name: (3)     |           |
| Relationship: |           |
| Address:      | Postcode: |
| Telephone:    |           |
| Email:        |           |

**2. Location of my important documents (e.g Passport, Birth Certificate, Share Certificates)**

Please list your important documents and where they are stored



### 3.2 National Savings Certificates and Bonds

| National Savings Certificates and Bonds |  |               |          |
|---|--|---------------|----------|
| Reference Number                        |  | Value:        | £        |
| Reference Number                        |  | Value:        | £        |
| Reference Number                        |  | Value:        | £        |
| Reference Number                        |  | Value:        | £        |
| Reference Number                        |  | Value:        | £        |
|   |  | <b>TOTAL:</b> | <b>£</b> |

| Premium Bonds  |  |        |   |
|----------------|--|--------|---|
| Holding Number |  | Value: | £ |
| Holding Number |  | Value: | £ |
| Holding Number |  | Value: | £ |
| Holding Number |  | Value: | £ |
| Holding Number |  | Value: | £ |

**3.3 Stocks, shares and other investments**

List any stocks, shares and investments

**3.4 Insurance policies and pensions**

List any Insurance policies and pensions in your name as well as any life interest or trusts if you are a beneficiary

**3.5 Cars/vehicles owned**

|                     |  |
|---------------------|--|
| Vehicle make/model  |  |
| Registration number |  |
| Vehicle make/model  |  |
| Registration number |  |

|                     |  |
|---------------------|--|
| Vehicle make/model  |  |
| Registration number |  |
| Vehicle make/model  |  |
| Registration number |  |

|                     |  |
|---------------------|--|
| Vehicle make/model  |  |
| Registration number |  |
| Vehicle make/model  |  |
| Registration number |  |

### 3.6 Personal Possessions

Examples include jewellery, antiques and items of personal value.

List any valuable items and where they are stored



## 4. My liabilities

### 4.1 Credit and store cards

| Credit card company | Account number | Contact |
|---------------------|----------------|---------|
|                     |                |         |
|                     |                |         |
|                     |                |         |
|                     |                |         |
|                     |                |         |
|                     |                |         |

### 4.2 Loans

| Company/financial institution | Account number | Contact |
|-------------------------------|----------------|---------|
|                               |                |         |
|                               |                |         |
|                               |                |         |
|                               |                |         |
|                               |                |         |
|                               |                |         |

## 5. My Property

Please include any overseas/foreign property.

|   |  |  |  |
|---|--|--|--|
| Principle Property Address  |  |  |  |
| Type of ownership (Sole name, joint tenants, tenants in common)         |  |  |  |
| Subject to a mortgage?  |  | If yes, list mortgage account number and bank or building society where held |  |
| If renting, please indicate here and provide Landlord's contact details |  |  |  |

|  |  |  |  |
|--|--|--|--|
| Additional property address                                      |  |  |  |
| Type of ownership (Sole name, joint tenants, tenants in common). |  | If renting to tenants please include details here                            |  |
| Subject to a mortgage?   |  | If yes, list mortgage account number and bank or building society where held |  |
| If renting to tenants please provide details here.               |  |  |  |

|   |  |  |  |
|---|--|--|--|
| Additional property address                                     |  |  |  |
| Type of ownership (Sole name, joint tenants, tenants in common) |  |  |  |
| Subject to a mortgage?  |  | If yes, list mortgage account number and bank or building society where held |  |
| If renting to tenants please provide details here.              |  |  |  |

|  |  |  |  |
|--|--|--|--|
| Additional property address                                      |  |  |  |
| Type of ownership (Sole name, joint tenants, tenants in common). |  | If renting to tenants please include details here                            |  |
| Subject to a mortgage?   |  | If yes, list mortgage account number and bank or building society where held |  |
| If renting to tenants please provide details here.               |  |  |  |

## 6. My Business

|  |           |
|--|-----------|
| Company Name   |           |
| Type of business:<br>(Sole Trader,<br>Partnership,<br>Limited Liability<br>Partnership (LLP),<br>Limited Company |           |
| Address:   | Postcode: |
| Email:   |           |
| Accountant:  |           |
| Accountant's<br>Address:   | Postcode: |

**7. Comments/Notes**