



## Be aware of the duties of an Executor

- ✓ An initial meeting with the next of kin of the deceased in order to obtain the necessary information
- ✓ The drafting of the necessary documentation in order to report the estate to the Master of the High Court
- ✓ A second meeting with the next of kin of the deceased in order to obtain further / outstanding information and to have the necessary documents signed
- ✓ Reporting the estate to the Master of the High Court by lodging, amongst others, the original Will, Death notice, Inventory and the Acceptance of trust as Executor
- ✓ Correspondence with debtors and creditors in order to establish claims in favour of and against the estate
- ✓ Obtaining valuations of moveable and immovable assets
- ✓ Placement of the notices for debtors and creditors in the Government Gazette and a local newspaper
- ✓ Opening an estate bank account
- ✓ Determining whether the estate is solvent and a suitable method of administration in consultation with beneficiaries
- ✓ The completion and submission of any outstanding income tax returns
- ✓ The preparation and submission of the liquidation and distribution account
- ✓ The preparation of the estate duty return
- ✓ The placement of the notices in the Government Gazette and a local newspaper to the effect that the liquidation and distribution account is lying open for inspection
- ✓ The payment of any outstanding debt
- ✓ The payment and/or transfer of the legacies and inheritances to heirs
- ✓ The payment of Master's fees
- ✓ The payments of estate duty if applicable
- ✓ Lodge proof of distribution with the Master of the High Court

Management services. Administration of deceased estates. Executorships. Deceased estate property transfers. Independent trustee  
Structuring. Tax and investment implications. Drafting of wills. Formation of trusts. Trust tax and fiduciary management  
Deceased estate property transfers. Independent trusteeships. Estates and estate planning and structuring.  
Drafting of wills. Formation of trusts. Trust tax and fiduciary management services. Executorships.

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