

# DETAILS MY FAMILY SHOULD KNOW

**Comprehensive Financial & Personal information to help individuals and families take charge of the legacy of an individual in the event of disability or death.**

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## 1.PERSONAL INFORMATION

1.Full (Legal) Name	
2.PAN Card Number	
3.Aadhar Number	
4.Passport Number & Expiration date	
5.Voter ID Number	
6.Driving License Number & Expiration date	
7.TAN Number	
8.DIN Number	
9.Ration card Number	
10.Gas Consumer Number & provider	
11.Electricity account Number	
12.Professional tax Number	
13.Club membership Number & Expiration date	
14.Details of preferred hospitals/doctors in case of emergency medication	
15.Any other personal details	

## **2. POWER OF ATTORNEY**

1.Details of Power of Attorney given (Name, contact number & address)	
2.Details of Power of Attorney received (Name, contact number & address)	1. 2. 3.

### **3. LEGAL DOCUMENTS LOCATION**

<b>DOCUMENT</b>	<b>LOCATION</b>
1.Statutory will	
2.PAN Card	
3.Aadhar Card	
4.Passport	
5.Voter ID Card	
6.Driving License	
7.Marriage Certificate	
8.Birth Certificate	
9.Power of Attorney received	
10.Power of Attorney given	
11.Vehicle title files	
12.Property title files	
13.Credit/Debit cards	
14.Loan documents	
15.Death certificates of deceased members	
16.Insurance documents	
17.Financial Investment documents	
18.Bank safe deposit locker keys	
19.Home safe keys	
20.Pending litigation documents	
21.Any other documents	

## **4. PERSONAL ADVISOR LIST**

<b>PERSON</b>	<b>NAME &amp; CONTACT NUMBER</b>
1.Investment Advisor	
2.Personal accountant	
3.Tax advisor/CA	
4.Life Insurance Agent	
5.Health Insurance Agent	
6.Vehicle Insurance agent	
7.Revenue Lawyer	
8.Civil Lawyer	
9.Real estate agent	
10.Close friends	
11.Any other important persons	

## 5. PASSWORD LIST

ACCOUNT	PASSWORD
1.Email Address 1) 2)	
2.Desktop	
3.Laptop	
4.Mobile	
5.Mobile wallets/applications	
6.Credit/Debit cards 1) 2) 3)	
7.Social Media 1) Facebook 2) LinkedIn 3) Instagram 4) Twitter	
8.Bank safe deposit vault	
9.Home safe deposit vault	
10.Any other login credentials	

## **6. BANK ACCOUNTS**

### **X BANK ACCOUNT**

<b>DETAIL</b>	<b>PARTICULARS</b>
1.Name of Account holder	
2.Account Number	
3.Type of account	
4.Authorized Signatories	
5.Branch Address	
6.Branch IFSC code	
7.Branch MICR code	
8.Relationship Manager (Name & Contact Number)	
9.Registered Mobile Number	
10.Registered Email Address	
11.Location of cheque book & passbook	
12.Standing instructions in bank	
13.Account login credentials	
14.Account nominees	
15.Any other relevant details	



## Y BANK ACCOUNT

DETAIL	PARTICULARS
1.Name of Account holder	
2.Account Number	
3.Type of account	
4.Authorized Signatories	
5.Branch Address	
6.Branch IFSC code	
7.Branch MICR code	
8.Relationship Manager (Name & Contact Number)	
9.Registered Mobile Number	
10.Registered Email Address	
11.Location of cheque book & passbook	
12.Standing instructions in bank	
13.Account login credentials	
14.Account nominees	
15.Any other relevant details	

## **7. INSURANCE POLICIES**

### **a) X LIFE INSURANCE POLICY**

<b>DETAIL</b>	<b>PARTICULARS</b>
1. Insurance Company	
2. Type of insurance plan	
3. Policy Number	
4. Name on Policy	
5. Location of policy	
6. Premium amount	
7. Premium payment details (when & how)	
8. Insurance Agent (Name & Contact Number)	
9. Relationship Manager (Name & Contact Number)	
10. Registered Mobile Number	
11. Registered Email Address	
12. Location of policy details	
13. Beneficiaries/Nominees	
14. Sum Assured	
15. E-Insurance repository name	
16. Any other relevant details	

## b) X GENERAL INSURANCE POLICY

DETAIL	PARTICULARS
1. Insurance Company	
2. Type of insurance plan	
3. Asset/Benefit covered	
4. Policy Number	
5. Name on Policy	
6. Location of policy	
7. Premium amount	
8. Premium payment details (when & how)	
9. Policy renewal date	
10. Insurance Agent (Name & Contact Number)	
11. Relationship Manager (Name & Contact Number)	
12. Registered Mobile Number	
13. Registered Email Address	
14. Location of policy details	
15. Beneficiaries/Nominees	
16. Any other relevant details	

### c) X HEALTH INSURANCE POLICY

DETAIL	PARTICULARS
1. Insurance Company	
2. Type of insurance plan	
3. Policy Number	
4. Name on Policy	
5. Location of policy documents	
6. Policy renewal date	
7. Premium amount	
8. Premium payment details (when & how)	
9. TPA details (Name & Contact Number)	
10. TPA email address	
11. Insurance Agent (Name & Contact Number)	
12. Relationship Manager (Name & Contact Number)	
13. Registered Mobile Number	
14. Registered Email Address	
15. Location of policy details	
16. Beneficiaries/Nominees	
17. Any other relevant details	

## 8. INVESTMENT DETAILS

### a) BANK FIXED DEPOSIT

DETAIL	PARTICULARS
1. Deposit holder name	
2. Bank name	
3. Bank address	
4. FD receipt number	
5. Amount invested	
6. Investment date	
7. Investment duration	
8. Maturity date	
9. Maturity amount	
10. Relationship Manager (Name & Contact Number)	
11. Registered Mobile Number	
12. Registered Email Address	
13. Location of FDR details	
14. Nominees	
15. Any other relevant details	

### b) POST OFFICE SAVINGS SCHEMES(NSC)

DETAIL	PARTICULARS
1. Deposit holderName	
2. Nominee Name	
3. Bank Name	
4. NSC Certificate Number	
5. Date of investment	
6. Maturity Date	
7. Maturity Amount	
8. Any other relevant details	

### c) PUBLIC PROVIDENT FUND(PPF)

DETAIL	PARTICULARS
1. Deposit holder name	
2. Bank/Post office name	
3. PPF Account Number	
4. Amount invested	
5. Start date	
6. Withdrawal date	
7. Maturity date	
8. Maturity amount	
9. Nominees	
10. Extended date (if any)	
11. Any other relevant details	

### d) NATIONAL PENSION SCHEME(NPS)

DETAIL	PARTICULARS
1. Deposit holder Name	
2. Nominee Name	
3. Bank Name	
4. NPS Account Number	
5. Start date	
6. PRAN Number	
7. Any other relevant details	

### e) EMPLOYEE PROVIDENT FUND(EPFO)

DETAIL	PARTICULARS
1. Employee Name	
2. Company Name	
3. Nominee Name	
4. State/District	
5. EPF Account Number	
6. Start date	
7. Web login ID	
8. Password	
9. Any other relevant details	

## f) DEMAT ACCOUNT

DETAIL	PARTICULARS
1.Account Holder Name	
2.Demat Account Number	
3.Depository Name	
4.Depository customer care Number	
5.Bank Name	
6.Bank Branch Address	
7.Customer portal login id	
8.Password	
9.Nominee Name	
10.Broker Name	
11.Broker Contact Details (Name & Number)	
12.Any other relevant details	

## g) MUTUAL FUND INVESTMENTS

### X FUND

DETAIL	PARTICULARS
1.Holder Name	
2.Scheme Name	
3.Scheme Type	
4.Folio Number	
5.Financial Advisor Details (Name & Number)	
6.Payout Option	
7.Date of investment	
8.Amount of investment	
9.Amount of SIP ongoing	
10.Bank Name for ECS	
11.Bank Branch Address	
12.Customer portal login id	
13.Password	
14.Nominee Name	
15.Any other relevant details	

## Y FUND

DETAIL	PARTICULARS
1.Holder Name	
2.Scheme Name	
3.Scheme Type	
4.Folio Number	
5.Financial Advisor Details (Name & Number)	
6.Payout Option	
7.Date of investment	
8.Amount of investment	
9.Amount of SIP ongoing	
10.Bank Name for ECS	
11.Bank Branch Address	
12.Customer portal login id	
13.Password	
14.Nominee Name	
15.Any other relevant details	

## h) PORTFOLIO MANAGEMENT SERVICES

### X PMS

DETAIL	PARTICULARS
1.Holder Name	
2.Company Name	
3.Financial Advisor Details (Name & Number)	
4.Date of investment	
5.Amount of investment	
6.Customer Portfolio Number	
7.Demat Account Number linked	
8.Nominee Name	
9.Any other relevant details	



## **9. PROPERTY DETAILS**

### **X PROPERTY**

<b>DETAIL</b>	<b>PARTICULARS</b>
1.Name of owner	
2.Address of property (With city & pin code)	
3.Type of property	
4.Date of purchase	
5.Purchase Value	
6.Property Reg. Number (As per govt. records)	
7.Mortgage details (if any)	
8.Property card Number	
9.Location of original documents	
10.Any other relevant details	

### **Y PROPERTY**

<b>DETAIL</b>	<b>PARTICULARS</b>
1.Name of owner	
2.Address of property (With city & pin code)	
3.Type of property	
4.Date of purchase	
5.Purchase Value	
6.Property Reg. Number (As per govt. records)	
7.Mortgage details (if any)	
8.Property card Number	
9.Location of original documents	
10.Any other relevant details	

## **10. JEWELLERY & PRECIOUS ITEMS**

### **a) DIAMONDS**

DETAIL	PARTICULARS
1.Name of owner	
2.Type of diamond	
3.Place of purchase	
4.Contact details (Address & Number)	
5.Name of relationship manager	
6.Date of purchase	
7.Purchase Value	
8. Weight of product	
9.Other product specifications	
10.Product certification authority (if any)	
11.Product certification details (if any)	
12.Any other relevant details	

### **b) GOLD & GOLD JEWELLERY**

DETAIL	PARTICULARS
1.Name of owner	
2.Type of gold/jewellery	
3.Place of purchase	
4.Contact details (Address & Number)	
5.Name of relationship manager	
6.Date of purchase	
7.Purchase Value	
8. Weight of product	
9.Other product specifications	
10.Product certification authority (if any)	
11.Product certification details (if any)	
12.Any other relevant details	

### c) SILVER & SILVER ITEMS

DETAIL	PARTICULARS
1.Name of owner	
2.Type of silver	
3.Place of purchase	
4.Contact details (Address & Number)	
5.Name of relationship manager	
6.Date of purchase	
7.Purchase Value	
8.Weight of product	
9.Other product specifications	
10.Product certification authority (if any)	
11.Product certification details (if any)	
12.Any other relevant details	

## **11. LOANS & LIABILITIES**

### **a) PROPERTY LOAN**

<b>DETAIL</b>	<b>PARTICULARS</b>
1.Name of Borrower	
2.Property Address	
3.Name of financier	
4.Loan Advisor Details (Name & Number)	
5.Loan account Number	
6.Amount of loan	
7.Tenure of loan	
8.Date of sanction	
9.EMI amount	
10.EMI start date	
11.EMI end date	
12.Bank account for EMI (Account name & number)	
13.Mortgage details	
14.Linked contact details (Email and phone number)	
15.Web login ID	
16.Password	
17.Any other relevant details	

## b) AUTO LOAN

DETAIL	PARTICULARS
1.Name of Borrower	
2.Vehicle Name	
3.Vehicle Reg. Number	
4.Name of financier	
5.Loan Advisor Details (Name & Number)	
6.Loan account Number	
7.Amount of loan	
8.Tenure of loan	
9.Date of sanction	
10.EMI amount	
11.EMI start date	
12.EMI end date	
13.Bank account for EMI (Account name & number)	
14.Mortgage details	
15.Linked contact details (Email and phone number)	
16.Web login ID	
17.Password	
18.Any other relevant details	

### c) PERSONAL LOAN/CONSUMER DURABLE LOAN

DETAIL	PARTICULARS
1.Name of Borrower	
2.Name of financier	
3.Product details	
4.Loan Advisor Details (Name & Number)	
5.Loan account Number	
6.Amount of loan	
7.Tenure of loan	
8.Date of sanction	
9.EMI amount	
10.EMI start date	
11.EMI end date	
12.Bank account for EMI (Account name & number)	
13.Mortgage details	
14.Web login ID	
15.Password	
16.Linked contact details (Email and phone number)	
17.Any other relevant details	

#### d) PERSONAL LOANS (CASH)

LOANS RECEIVED	PARTICULARS
1.Name of lender	
2.Amount of loan	
3.Tenure of loan (if communicated)	
4.Date of receiving	
5.Amount repaid partially (Amt. and date of repayment)	
LOANS GIVEN	PARTICULARS
1.Name of borrower	
2.Amount of loan	
3.Tenure of loan (if communicated)	
4.Date of giving	
5.Amount repaid partially (Amt. and date of repayment)	

### e) PERSONAL LOANS (BANKING CHANNEL)

LOANS RECEIVED	PARTICULARS
1.Name of lender	
2.Amount of loan	
3.Tenure of loan (if communicated)	
4.Date of receiving	
5.Amount repaid partially (Amt. and date of repayment)	
LOANS GIVEN	PARTICULARS
1.Name of borrower	
2.Amount of loan	
3.Tenure of loan (if communicated)	
4.Date of giving	
5.Amount repaid partially (Amt. and date of repayment)	

### f) ONLY BOOK ENTRIES

LOANS RECEIVED	PARTICULARS
1.Name of lender	
2.Amount of loan	
3.Date of receiving	
4.Entry cleared partially (Amt. and date of repayment)	
LOANS GIVEN	PARTICULARS
1.Name of borrower	
2.Amount of loan	
3.Date of giving	
4.Entry cleared partially (Amt. and date of repayment)	



## 12. PENDING LITIGATIONS

DETAIL	PARTICULARS
1.Name of opposite party	
2.Date of filing litigation	
3.Legal counsel	
4.Amount paid along with dates of payment to legal counsel	
5.Location of legal documents	
6.Brief description of the matter	
7.Brief status of the developments	
8.Brief plans of future course of action	
9.Any other relevant details	

### **13. BUSINESS DETAILS**

DETAIL	PARTICULARS
1.Name of firm/company	
2.Address	
3.Date of establishment	
4.Shareholding of partners/major shareholders (%)	1. 2. 3. 4.
5.PAN Number	
6.TAN Number	
7.Property Deed location	
8.Partnership Deed location	
9.Details of licenses for the business	1. 2. 3. 4.
10.Details of amount of investment along with any special terms	
11.Details of amount of loans extended in business along with any special terms	
12.Pending loans from banks/institutions	1. 2. 3. 4.
13.Special agreements/undertakings agreed among the partners	
14.Any other relevant details regarding the business	

## 14. LAST WISHES

DETAIL	PARTICULARS
1.Details of life support instructions during terminal medication	
2.City & Place for funeral/burial in order of priority	1. 2. 3. 4.
3.Prayer meetings to be performed along with place & other details	1.  2.  3.
4.Details of any other religious ceremonies to be performed later	1.  2.  3.
5.Contact details of religious affiliations to be a part of the above. (Names, addresses & contact numbers)	
6.Other wishes	1.  2.  3.

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