



**GMLegacy**

# Schedule of Assets

My Full Name

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Date of Completion

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**Purpose**

1. **Organise:** Documenting the location of your assets and documents ensures your family can easily find them.
2. **Clarity:** Regularly reviewing and updating this record, ideally on an annual basis, is highly recommended.
3. **Prevent delays:** Neglecting to maintain an accurate inventory may result in delays in managing your estate.

**Action Needed**

1. **Complete the form:** Fill out this form as a current snapshot of your assets and liabilities.
2. **Secure storage:** Keep this information securely, ensuring it remains accessible when needed.
3. **Additional pages:** Feel free to attach extra pages if necessary.

**Checklist**

<b>1. CPF Nomination</b>	_____ (Date) Done after Marriage
<b>2. Lasting Power of Attorney</b>	Form 1: _____ (Date)    Form 2: _____ (Date) Donee 1: _____ Donee 2: _____ Donee 3: _____ Donee 4: _____
<b>3. Standby Trust</b>	_____ (Date) <b>Protector:</b> _____
<b>4. Advanced Medical Directive</b>	_____ (Date)
<b>5. Advance Care Plan</b>	_____ (Date) Nominated Healthcare Spokesperson: _____

**Note:**

This booklet does not override the distribution instructions in your Will; it simply provides additional information regarding your assets.

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By using this document, you acknowledge that any reliance on the information provided is at your own risk. GM Legacy will not be held liable for any errors, omissions, or any outcomes resulting from the use of this information. We recommend consulting with a qualified professional for advice tailored to your specific circumstances.

Full Name

NRIC / Passport No. / Identification No.

Current Employment with HR Contact

Location of Items of Importance:

(Passport, Marriage Certificate, Birth Certificate)

My Will is located at

I have inputted the information about my Will at

Wills Registry

The date of my latest Will is

My Financial Consultant is:

Contact &amp; Email

This is a group of Trusted Persons that your Executor can contact.

#	Type	Name	Contact Details Mobile Phone, Email Address, Address
1	For my property		
2	For my insurance		
3	For my investment		
4	For my stocks		
5	For my funeral arrangements		
6	Others		
7			
8			
9			

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## EXECUTOR / TRUSTEE INFORMATION

#	Name of Executor / Trustee	Contact Details Mobile Phone, Email Address, Address
1		
2		

5

## GUARDIAN INFORMATION

#	Name of Guardian	Contact Details Mobile Phone, Email Address, Address
1		
2		

6

## BENEFICIARY INFORMATION

#	Name of Beneficiary	Contact Details Mobile Phone, Email Address, Address
1		
2		
3		
4		
5		
6		

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## BANK ACCOUNTS

#	Bank	Savings Type (Savings/Fixed)	Account Type (Sole/Joint)	Account Number
1				
2				
3				
4				
5				

#	Location Bank Branch / Home	Details
1		
2		
3		
4		

#	Bank	Card Details
1		
2		
3		
4		
5		
6		
7		
8		

#	Country / Address	Ownership Type Sole/JT/TIC	Type Residential/Commercial	Loan Details	Mortgage Insurance Details
1					
2					
3					
4					
5					
6					

For Life, Disability, Critical Illness, Personal Accident, Long-Term Care, Health Insurance, Mortgage, Retirement, Annuity plans.

#### PERSONAL INSURANCE

#	Insurance Company	Policy Type	Policy No.	Policy Owner	Life Assured	Nomination Done	Yes/No
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

#### GROUP/COMPANY INSURANCE

#	Insurance Company	Policy No.
1		
2		
3		
4		
5		

## 1) UNIT TRUSTS

#	Investment Firm / Platform	Account No.
1		
2		
3		
4		
5		
6		

## 2) STOCK HOLDINGS

#	Brokerage Firm / Exchange	Account No.
1		
2		
3		
4		
5		

## 1) LISTED COMPANIES

#	Company Name	Details	Key Contact Details
1			
2			

## 2) NON-LISTED COMPANIES / PARTNERSHIP / SOLE-PROPRIETORSHIP

#	Company Name	Details	Key Contact Details
1			
2			

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## PRECIOUS METALS / JEWELLERY / WATCHES

#	Assets Details	Location Details
1		
2		

15

## VEHICLE / VESSEL

#	Make & Model	Identification Plate	Insurance Coverage	Loan Details
1				
2				

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## OTHER ASSETS

List down any other assets. For Digital Assets, please refer to the last 3 pages of this booklet.

#	Assets Details	Details
1		
2		
3		
4		
5		

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## GUARANTEES

An agreement with an undertaking to meet conditions by a date.

#	Bank / Company / Self	Person / Company	Period Due	Amount
1				
2				



18	LIABILITIES		
#	Creditor	Amount	Details
1			
2			

19

RECURRING PAYMENTS TO TERMINATE

Utilities, Internet, Mobile, Cable TV, Newspaper, Memberships, Storage, Music, Entertainment sites etc.

#	Company Name	Details
1		
2		
3		
4		
5		





## IMPORTANT NOTES

Congratulations on reaching this page.

Keeping your Schedule of Assets in Safe Custody together with your Will enables your Executor/Trustee to gather your assets with ease which saves time and confusion.

**This booklet is a depository of relevant information you would like to inform your Executor/Family Members.**

**Note: GM Legacy holds no responsibility or liability for the items listed in this booklet.**

## IMPORTANCE OF KEEPING YOUR WILL SAFELY

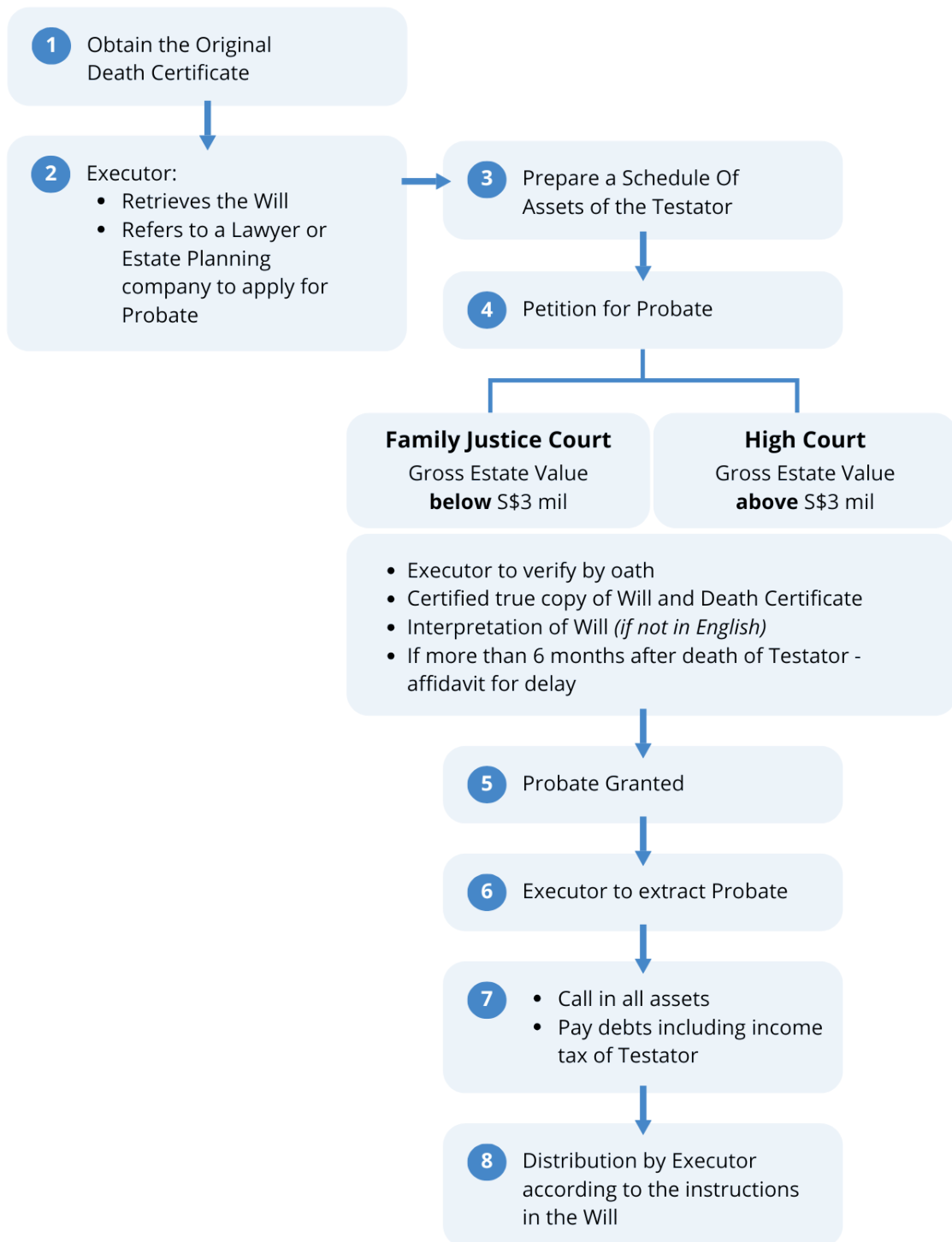
Having a well-written Will ensures that your last wishes will be fulfilled. In addition, you should also ensure that your Will is tamper-free and accessible when the need arises.

## WHEN DO I NEED TO REWRITE MY WILL?

If you wish to update your Schedule of Assets or review your Will, please do not hesitate to contact your Financial Consultant should any of the following events occur:

- The death of an intended Executor with no substitute or change of Executor
- There is a substantial change in your financial situation
- The death of an intended beneficiary with no substitute beneficiary
- A new arrival in the family
- You separate from or divorce your spouse
- You remarry
- You enter into a de facto relationship
- There is a change in legislation such as estate duties
- The death of both witnesses of the Will or difficulty to locate both witnesses or if they migrate to another country
- You intend to reallocate your assets to your beneficiaries
- The death of an intended Executor with no substitute or change of Executor
- You intend to set up a Trust fund for your beneficiaries

## STEPS IN APPLYING FOR PROBATE



Please note that the contents represent only a brief outline of the steps to be taken to obtain Grant of Probate.

## What is the purpose of this Digital Assets Memorandum?

Many of us transact across various platforms regularly and may own digital assets beyond the usual financial institutions. The Digital Assets Memorandum serves as a centralised record to list all your digital assets.

## What do I need to consider?

Decide what should happen to your digital assets and leave clear instructions for your Trusted Person to access your digital accounts, records, and devices.

## What if I own digital assets of significant monetary value?

Ensure your Will includes a section detailing your appointed Digital Assets Facilitator and instructions on managing these assets.

**Your Action Needed:** Provide a copy to your appointed Digital Assets Facilitator.

**My Full Name:** \_\_\_\_\_

**My Identification No.** \_\_\_\_\_

**Name of your Appointed Digital Assets Facilitator:** \_\_\_\_\_

**Contact Details of my Digital Assets Facilitator:** \_\_\_\_\_

## PART 1

### Physical Devices

Desktop, Laptop, Handphone, Tablet, Hard Drive, Thumb Drive etc.

#	Username	Details
1		
2		
3		
4		
5		

### Email Addresses / Storage Sites

Google, Hotmail, Microsoft, Yahoo, Dropbox etc.

#	Username	Details
1		
2		
3		
4		
5		

## PART 1 - CONTINUED

## Social Media / Domains

Facebook, Instagram, Tik Tok, LinkedIn, YouTube, GoDaddy, WordPress, Wix etc. Google, Hotmail, Microsoft, Yahoo, Dropbox etc.

#	Username	Details
1		
2		
3		
4		
5		
6		
7		
8		

## PART 2

## Online Accounts

Gaming, PayPal, Loyalty programmes etc.

#	Site	Username / Account Number	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## PART 2 - CONTINUED

**Digital Wallet**

Grab Wallet, Revolut, Wise, YouTrip etc.

#	Site	Username / Account Number	Notes
1			
2			
3			

**Cryptocurrencies**

Bitcoin, Ethereum, Binance, Tether, Ripple, Solana, Litecoin etc.

#	Site	Username / Account Number	Notes
1			
2			
3			

**Non-Fungible Tokens (NFTs)**

#	Site	Username / Account Number	Notes
1			
2			

**Others**

#	Site	Username / Account Number	Notes
1			
2			

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