

Your Map When I'm Gone

For the day I can't answer your questions—this is everything you need

*This is not just a file of documents.
It's a quiet act of love.
A map to help ease the way forward,
when I can no longer walk beside you.*

1. Personal Information

Full Name: _____

ID / Passport Number: _____

Date of Birth: _____

Marital Status: _____

Marriage Certificate: Yes / No

Antenuptial Contract: Yes / No – Location: _____

Children's Full Names & ID Numbers:

2. Key People to Contact

Executor of Will: _____ Phone: _____

Financial Adviser: _____ Phone: _____

Accountant: _____ Phone: _____

Attorney: _____ Phone: _____

Doctor / Specialist: _____ Phone: _____

3. Estate Planning Documents

Location of Will: _____

Testamentary Trust in Place: Yes / No

Power of Attorney (if any): _____

Marriage or Divorce Certificate: _____

Accrual or Antenuptial Agreement: _____

4. Assets and Financial Information

Bank Accounts (Bank, Account Type, Account Number, Branch):

Retirement Funds (Type, Provider, Policy/Member Number):

Investments (UTs, TFSAs, Offshore, Share Portfolios):

Life or Funeral Policies (Provider, Policy Number, Beneficiaries):

Property (Address, Title Deed Location, Bond Info):

Vehicles (Description, VIN, Registration Details):

5. Liabilities

Home Loans / Bonds:

Personal Loans / Credit Cards:

Other Debts or Obligations:

6. Digital Life and Social Media

Email Accounts (Provider, Recovery Info):

Social Media Accounts (Platforms, Instructions):

Password Manager / Vault (Location or Contact):

Device PIN Codes (Optional):

7. Medical Details and Other Important Documents

Medical Aid or Hospital Plan: _____

Organ Donor Registration: Yes / No

Gun Licenses (if applicable): _____

Safe or Storage Unit Details: _____

Pet Care Notes or Vet Contact: _____

8. Final Wishes (Optional)

Funeral or Memorial Preferences: _____

Obituary / Announcement Requests: _____

Letters to Loved Ones (Stored at): _____

9. Checklist of Attached or Referenced Documents

- ☐ Certified Copy of ID
- ☐ Will
- ☐ Marriage or Divorce Certificate
- ☐ Antenuptial Contract or Accrual Statement
- ☐ Latest Investment & Policy Statements
- ☐ Property Title Deeds
- ☐ Vehicle Registration Documents
- ☐ Tax Number & Last Tax Return
- ☐ Gun License (if applicable)
- ☐ Organ Donor Card (if applicable)

Creating this Life File is an act of love. It's a way to make things a little easier for your family during a very difficult time.

10. Personal Letters & Messages

You may want to leave behind letters for your spouse, children, or other loved ones. These could be sealed and labeled, and kept in a place only your executor or a trusted person knows about.

Letters stored at: _____

Trusted person to release these: _____

11. Family Stories & Memories to Keep Alive

When we pass on, it's often the stories, sayings, and lessons that mean the most to those we leave behind. This space is for the memories and messages you want your loved ones to know—and pass on.

Some prompts you might consider:

- One of my favourite memories with you is...
- If I could give you one piece of advice, it would be...
- What I loved about my parents / grandparents was...
- Things I want you to remember about our family...

(Feel free to write in your own voice, your own words. You might also want to write separate letters, or print and attach stories you've written elsewhere.)

Thank you for downloading Your Map When I'm Gone.

I created this as a practical way to bring some order during a time that can feel very overwhelming. It's not easy to think about these things—but getting them down in one place really can make a big difference for the people we care about.

If you'd prefer a Word version so you can type directly into it or personalise it for your own situation, please feel free to email us at connect@penshare.co.za and we'll send it to you.

Take care,

Cindy