

Information

in the event of my death



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Information in the event of death

The *Australian Handbook of Practice and Procedure* counsels us to give due consideration to the right ordering of our private affairs, particularly in regard to arrangements that prevent an undue burden falling on others in the event of our death. There is also advice that may assist us at the time of the death of someone close to us:

10.1 The Right Ordering of Friends' Private Affairs

... In order to prevent the inconvenience, loss and/or trouble that dying intestate may cause their friends and relatives, it is recommended that Friends make and revise their wills in times of good health and sound judgement.

In addition to making their wills, Friends are urged to think of making available further information which may be helpful to others in the event of their deaths. Such information may include personal particulars needed for the registration of a death; names of persons who should be informed, any wishes as to burial or cremation, (subject to any legal requirements); arrangements for the donation of organs, or the whole body, for medical purposes; where the will may be found; the names and addresses of the executors; any information which could be of help to the executors; biographical information for a possible obituary notice.

Regional Meetings may like to designate a place where such information can be held in safe keeping for Friends.

The attached form is designed to collect much of the information that is required in the event of death. If you wish to lodge this information, fill out the form, photocopy it and post or give the original in a sealed envelope to your Regional Meeting clerk. The clerk will arrange with the overseers for the information to be made available and acted upon without delay in the event of your death.

If you need to update the information, ask the clerk for your envelope, amend or replace the form, and return it for safe keeping.

Regional Meeting clerks have further information about arrangements that need to be made in the event of death, the duties of funeral directors, and other matters that may need to be decided at the time. Information about funerals and memorial services is available in the pamphlet titled *Procedure for Quaker funerals*.

Please fill in both pages of this form, photocopy and give/post original to your Regional Meeting clerk.

INFORMATION REQUIRED FOR REGISTRATION OF DEATH

Full name

Place of residence

Occupation

Date & place of birth

Length of residence in Australia – if appropriate

Father’s full name – including any change of name

Mother’s full name – including any change of name

IF YOU HAVE BEEN LEGALLY MARRIED

Date	Place
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Date	Place
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Date	Place
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Current spouse’s name – including name prior to marriage if different

IF YOU HAVE HAD CHILDREN (INCLUDING ADOPTED CHILDREN) – FOR ALL LIVING CHILDREN

Name	DOB	Ph
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Name	DOB	Ph
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Name	DOB	Ph
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Name	DOB	Ph
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Name	DOB	Ph
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Name	DOB	Ph
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FOR CHILDREN WHO HAVE DIED

Number of males	Number of females
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FUNERAL ARRANGEMENTS

Please indicate your wishes regarding burial – details of burial plot – or cremation – where are ashes to be placed?

Have you given instructions to a funeral director or other person or organisation – please give contact information

Do you have any special wishes – e.g. funeral service, donation of organs or of your body for research?

OTHER RELATIVES / CLOSE FRIENDS TO BE CONTACTED		
Name	Address/ph	
Name	Address/ph	
Name	Address/ph	
Name	Address/ph	
OTHER CONTACTS		
Executor(s)		
Doctor		
Solicitor		
Accountant		
Other		
LOCATION OF ESSENTIAL DOCUMENTS		
Will		
BANK ACCOUNTS		
Bank	Account name	Account no.
Bank	Account name	Account no.
Bank	Account name	Account no.
OTHER DOCUMENTS		
Birth/marriage certificates		
Insurance details		
Pension details		
BIOGRAPHICAL INFORMATION – ATTACH SHEET IF NECESSARY – POSSIBLE TOPICS		
Siblings		
Early life, schooling, training		
Work experience, community or other service interests		
Special interests, hobbies		
Work done and offices held for Friends		
Marriage or other significant relationships, children, grandchildren		
Religious affiliations and changes		