

FIJI PUBLIC TRUSTEE CORPORATION LIMITED

LIST OF ADMINISTRATION REQUIREMENTS



Name of Deceased: _____ Date of Death: _____
 Last Place of Residence: _____
 Name of Beneficiary: _____
 Contact Details: _____
 Occupation: _____ FNPF No. _____
 Residential Address: _____

REQUIREMENTS	REMARKS/Comments
Original Documents to be attached: <ul style="list-style-type: none"> • Death Certificate • Marriage Certificate • Birth Certificate (Children) 	
Last Will of the the Deceased (if any)	
Certified copy of title, or lease relative to all land or houses owned by the deceased	
Policies covering Fire Insurance, Houses, Furniture and Other assets	
Life Insurance policies in the name of the deceased	
Share Certificates of investments (if any)	
Passbooks or statements for five years before death covering other bank accounts	
Contracts of Sale, Mortgages and Leases (if any)	
Treasury Bonds (if any)	
Cheque Butts for five years before death (if any)	
Safe custody receipts for development loan etc	
Income Tax certificate of deductions held by deceased	
Share Certificates for all shares in Companies held by Deceased	
Cane Contract (if applicable)	
Current Hire Purchase Agreement, receipts, mortgages, crop lien or bill of sale	
Copies of previous income tax returns furnished to Taxation Department	
A deposit of \$500 for Administration purposes to cover advertising, valuation, probate filing fees etc. and other costs to be paid when applicable.	