

# **Deceased Estate Administration**

# **PROCESS**

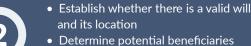
### **Date of Death**

#### The Family

- · Obtains the death certificate
- Ascertains if there is a will
- · Locate deceased's paperwork and documentation.

# **Preliminary Interview**

#### The Nominated Executor



- Get an indication of the assets and liabilities in the estate
- Assist the family to complete the estate documentation.

# **Appointment of Executor**

#### **The Court**

- The Master of the High Court must formally appoint the executor via Letters of Executorship to attend to the administration of the estate
- The time this takes depends on the Master of the High Court - every effort is made to ensure there are no

## **Advertise for Creditors**

#### **Estate is Advertised**



- In the Government Gazette

#### Note:

Creditors have 30 days to lodge their claims

## **Liquidation and Distribution Account** (Estate account)

### The Account

Record the deceased's personal details

- The financial position at the date of death
- Anticipated inheritances
- Beneficiaries
- Income and expenditure after date of

# Advertise the Estate Account

### **Estate Account is Advertised**

In the Government Gazette and local newspaper

Lie for inspection for 21 days

- Anyone can inspect the account during this period
- Possible objections must be lodged with the Master of the High Court.

### Distribute the Estate



# Sign-off the Estate



- Provide the Master of the High Court with proof that all creditors have been paid and all assets have been distributed, awarded or transferred
- Cancel band of security

Note: The Master of the High Court provides the executor with authority to close the

All things being equal, the process may take 9 to 12 months, however, in some instances it may take longer.





