

# Deceased Estate Administration PROCESS

## Date of Death

### The Family

1

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

## Preliminary Interview

### The Nominated Executor

2

- Establish whether there is a valid will and its location
- Determine potential beneficiaries
- Get an indication of the assets and liabilities in the estate
- Assist the family to complete the estate documentation.

## Appointment of Executor

### The Court

3

- 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 unnecessary delays.

## Advertise for Creditors

### Estate is Advertised

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- In the Government Gazette
- Local newspaper where the deceased lived

**Note:**  
Creditors have 30 days to lodge their claims against the estate.

## Liquidation and Distribution Account (Estate account)

### The Account

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Record the deceased's personal details

#### Note:

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

## Advertise the Estate Account

### Estate Account is Advertised

In the Government Gazette and local newspaper

Lie for inspection for 21 days

#### Note:

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

## Distribute the Estate

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- Obtain release from SARS
- Pay creditors
- Distribute the assets in the estate to beneficiaries
- Transfer fixed property.

## Sign-off the Estate

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- 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 bond of security

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

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