

Basic Information Checklist

PERSONAL INFORMATION

Your Full Name: _____

The name you commonly use, if different: _____

Home Address: _____

Telephone: (H) _____ (B) _____ (cell) _____

Email: _____

Occupation: _____

Employer Information:

Date of Birth: _____

Place of Birth: _____

Citizenship: _____

Marital Status: _____

Full name of Spouse: _____

Date and Place of Marriage: _____

Do you have a domestic contract? _____

Any Previous Marriages? _____

Full name(s) of ex-spouse(s): _____

Full names of all children from previous marriages:

Name

Age

_____	_____
_____	_____
_____	_____
_____	_____

Full names of children from current marriage:

Name

Age

_____	_____
_____	_____
_____	_____
_____	_____

Are any of your children residents or citizens of other countries?

Are any of your children married?

If so, please provide details of spouse and grandchildren, if any.

Child's Name	Spouse's Name	Grandchildren's Names and Ages
1.		1. 2. 3.
2.		1. 2. 3.
3.		1. 2. 3.

(attach additional sheets as necessary)

Details of any relevant personal situations:

e.g. disabled or spendthrift spouse and/or children:

Your Parents and Siblings (attach additional sheets as necessary)

Parents' Names	Siblings' Names	Nieces and Nephews Names and Ages
1. Deceased?	1.	1. 2. 3.
2. Deceased?	2.	1. 2. 3.
	3.	1. 2. 3.
	4.	1. 2. 3.

Name and Phone Number of Accountant: _____

ASSET INFORMATION

REAL ESTATE

Your Home:

Names on title:

Joint Tenants Tenants in Common Percentage ownership _____

Current Approximate Value: _____

Value of Mortgages or other Encumbrances: _____

Acquisition Cost and Date: _____

Other Real Estate:

Property 1

Street address or location:

Names on title:

Joint Tenants Tenants in Common Percentage ownership _____

Current Approximate Value: _____

Value of Mortgages or Other Encumbrances: _____

Acquisition Cost and Date: _____

Property 2

Street address or location:

Names on title:

Joint Tenants Tenants in Common Percentage ownership _____

Current Approximate Value: _____

Value of Mortgages or Other Encumbrances: _____

Acquisition Cost and Date: _____

Property 3

Street address or location:

Names on title:

Joint Tenants Tenants in Common Percentage ownership _____

Current Approximate Value: _____

Value of Mortgages or Other Encumbrances: _____

Acquisition Cost and Date: _____

REGISTERED INVESTMENTS

RRSPs or RRIFs:

<u>Plan Holder</u>	<u>Issued by</u>	<u>Beneficiary</u>	<u>Approximate Value</u>

Tax Free Savings Accounts:

<u>Owner</u>	<u>Financial Institution</u>	<u>Beneficiary</u>	<u>Approximate Value</u>

DPSP's and pensions:

<u>Name</u>	<u>Issued by</u>	<u>Beneficiary</u>	<u>Estimated Value on Death</u>

Other Registered Investments:

<u>Name</u>	<u>Issued by</u>	<u>Beneficiary</u>	<u>Estimated Value on Death</u>

LIFE INSURANCE

Name and phone number of Insurance Advisor: _____

es:

Insurance Company	Policy No.	Owner	Life Insured	Beneficiary	Amount Payable on Death

Loyalty Reward Programs

Are you a member of a loyalty rewards program, such as aeroplan, air miles, etc? If yes, please indicate member number and approximate number of points.

NON REGISTERED INVESTMENTS

Bank Accounts:

<u>Name and Address of Bank or Depository</u>	<u>Type of Account and No.</u>	<u>Ownership</u>	<u>Approximate Amount</u>
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Investment Accounts:

Name of Investment Advisor: _____

(Approximate value of Portfolio) \$ _____

Attach copy of most recent portfolio statement(s).

Non-Registered Assets

Do you own any stocks, bonds, debentures, GICs etc. separately from your investment account?

If yes, please attach a list including current value, acquisition cost and date and location of instrument.

Do you own any US stocks or bonds (including those held in any Registered or Non-Registered Account)?

PRIVATE CORPORATIONS

1. Do you have any shares or other interest in a private corporation?

Full Legal Name of Corporation	Are you the sole shareholder?	Approximate value of Shares/ Shareholder Loans?

Is there a Shareholder's Agreement? _____. If yes, please provide a copy.

2. Do you have any interests in a partnership or an unincorporated business?

If yes, please describe and supply copies of all shareholder or partnership agreements.

3. Do you have an interest in an existing trust?

If yes, please describe and supply copies of all Trust agreements.

4. Are you currently acting as an executor or trustee of an estate or trust?

If yes, please describe and supply copies of all Trust agreements or Wills

Debts owing by you including promissory notes:

<u>Name of Creditor</u>	<u>Amount</u>	<u>Maturity</u>	<u>Other terms</u>

Debts owing to you including promissory notes:

<u>Name of Debtor</u>	<u>Amount</u>	<u>Maturity</u>	<u>Other terms</u>

Automobiles, Boats and Recreation Vehicles:

<u>Description</u>	<u>Ownership</u>	<u>Value</u>

ANY heirlooms, artwork, jewellery and any collections, etc. OF SPECIAL NOTE?:

Total approximate value of assets \$ _____

Total value of debts \$ _____

Approximate net value of estate \$ _____

WILL INSTRUCTIONS

(to be used with Will Information Sheet)

Date : _____

EXECUTORS AND TRUSTEES :

Who will administer your estate and distribute your assets or manage trusts established for your beneficiaries in your Will when you pass away? You may wish to consider appointing your spouse either alone or in conjunction with one or more other people.

List the Full Name or Names of the Individual(s) you wish to appoint as your Executors and Trustees and their relationship to you, (ie. wife, friend, brother sister, son, daughter, cousin, accountant etc.) :

In the event that your appointed Executor and Trustee or Executors and Trustees can not act for any reason, it is recommended that you appoint at least one alternate. This is especially important if you have only chosen ONE Executor and Trustee.

Name or Names of Alternate(s) and their relationship to you:

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Unless you indicate otherwise, where there are two or more Executors and Trustees appointed all decisions must be unanimous. Please indicate if you would prefer that decisions be made in a manner other than unanimously:

Majority decision binding?

Yes _____

No _____

Should any beneficiary be a part of majority or have a veto right?
?

Yes _____

No _____

Other decision-making provisions, (for example the appointment of an arbitrator or umpire in the case of a deadlock):

DISPOSITIONS:

PERSONAL EFFECTS:

You should consider whether there are any personal effects that should be dealt with specifically in your Will. You may list specific assets in your Will that your Trustees will be legally bound to distribute. However, should you change your mind or acquire new personal assets which you would like to dispose of, you will have to amend your Will. It may be preferable to deal with your personal effects in a memorandum of wishes. This is a memo that you would prepare at any point in time. It does not have to be in any specific legal language because it will not form part of your public Will. You will be free to amend this memo whenever you wish without amending your Will. Note this is not legally binding on your Trustees. You may also choose to leave all of your personal effects to a group of individuals, such as your children or grandchildren and let them decide how the assets are to be divided.

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Questions to consider:

1. If spouse survives, do you want all personal items to go to your spouse?

Yes _____ No _____

2. If no spouse surviving, and children survive, all to children or issue equally?

Yes _____ No _____

If yes, how is the distribution to be effected?

• in Trustees' sole discretion Yes _____ No _____

OR

• as children agree Yes _____ No _____

OR

• by way of a binding memorandum Yes _____ No _____

OR

• by way of a non-binding memorandum Yes _____ No _____

Do you wish to make gifts of personal property to persons other than your spouse and children, even if you have a spouse and/or children who survive you?:

Beneficiary and relationship to you	Gift

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If you do not have a spouse or children, would you like your personal effects to be left to a specific person or group of people? Please list the individuals and their relationship to you:

Beneficiary	Gift

REAL ESTATE:

Do you wish to leave your home or any other real estate that you own to a particular person or people? You may wish to give someone the right to use the property during their lifetime with the provision that when they pass away the property is to go to someone else. This type of arrangement is a trust and requires you to consider matters such as who will pay ongoing expenses, such as insurance and regular maintenance costs, who will be responsible for capital repairs outside of the course of everyday living expenses, etc. If you wish to leave property, for example a cottage, for the use and enjoyment of more than one person, how is the property to be shared? Do you wish to give someone the option of acquiring real estate as part of his or her share of your entire estate?

Please describe the property you wish to deal with and set out how the property is to be distributed:

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INSURANCE PROCEEDS:

Who should receive the proceeds of any insurance policies on your life that you own?

If that person has predeceased you, who should then receive the proceeds of any insurance policies on your life that you own?

RRSP/RRIF OR PENSION PROCEEDS:

Who should receive the proceeds of any RRSP, RRIF or pensions that you own?

If that person has predeceased you, who should then receive the proceeds of any RRSP, RRIF or pensions that you own?

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SHARES OF FAMILY BUSINESS:

If you own shares of a family business or private corporation, these shares may require special consideration. For example, should the shares be given to a particular family member or is it more appropriate for the shares to be given or sold to a business associate? Should the shares that have special voting rights be dealt with differently than the shares that participate in the growth of the business? Are there agreements or contracts that obligate you in some manner, such as a Shareholders' Agreement or a buy/sell agreement? Are there tax issues that will dictate what should be done with the shares? Please advise of any special dispositions?

LEGACIES:

Do you want to make a cash gift to anyone, for example to relatives, friends, employees, charities, etc. Are there any conditions to be placed on the gift, for example the person must be in your employ at the time of your death? If the person is not alive when you die should the money go to someone else, such as the person's children?

<u>Name</u>	<u>Relationship</u>	<u>Amount</u>	<u>Name of Alternate if the Person has predeceased</u>

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You may also want to make cash gifts to someone or a group of people, such as grandchildren or nieces and nephews, that will be held in trust for them until they reach a certain age or which can be paid out over a period of several years, for e.g. 50% at one age and the remaining 50% when the person attains another age. Please provide details.

RESIDUE:

Once all of the gifts of specific assets or cash amounts have been distributed and all taxes and debts have been paid, the remaining assets and/or money left in your estate is called the "residue". Before deciding how you wish to deal with the residue it is important to understand the value of the residue. Your decisions about whether to leave the residue outright to a particular person or in trust for a period of time may differ depending on the value of the residue.

There are two main options when deciding how distributions of the residue are to take place. First, you may give the residue outright to one or more beneficiaries. This means that if the beneficiaries survive you the assets are given to the beneficiaries to deal with as they like. They will have complete control over the assets.

Alternatively, you may establish a trust whereby the Trustees of your estate hold the assets for the benefit of the named beneficiaries for a stipulated period of time. The Trustees will manage the property in accordance with the terms and conditions that you establish in your Will. You may set out how earned income is to be paid and when the capital is to be distributed and to whom. This type of arrangement is particularly appropriate in the following situations:

- a) where the intended beneficiary is handicapped;
- b) where the intended beneficiary is subject to substantial creditor claims, such as potential divorce or separation proceedings;
- c) where the intended beneficiaries are under the age of majority or are financially irresponsible or immature;

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- d) where the assets are substantial and there is a tax advantage to be gained;
- e) where a second marriage is involved and the spouse is to have the benefit of the assets during his/her lifetime but the assets are to be preserved for the children who are to have the interest in the assets at the end of the day.

Bearing the matters discussed above in mind, please answer the following questions:

1.

If your spouse is living at your death will he/she receive the residue? Yes _____ No _____

If yes, is it to be an outright distribution: Yes _____ No _____

Or a trust for life? Yes _____ No _____

If the latter, is all income to be paid to spouse? Yes _____ No _____

Is there to be a power to encroach on capital? Yes _____ No _____

2

If spouse is not living at your death or if the assets have been held in a life trust then on the death of your spouse do you want the residue to go to all of your children?

Yes _____ No _____

Is there to be a giftover to your grandchildren if a child of yours is not then alive

Yes _____ No _____

3

If the residue is to be held in trust for your children, at what age or ages do you want the the capital to be distributed and in what percentages or amounts:

Age	%	Age	%	Age	%

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Should all of the income earned on the assets in the trust be paid to the beneficiary in the meantime? Yes _____ No _____

Or is the payment of income to be in the Trustees' discretion? Yes _____ No _____

Should the Trustees have the power to accumulate income? Yes _____ No _____

Should the Trustees have the power to encroach on capital? Yes _____ No _____

Do you wish to include any special terms/trust provisions/instructions?

4

If you have no spouse and/or no children either currently or in the event that you have left your estate to your spouse and/or children and you are involved in a common accident such that you have no spouse or children living at your death, then how would you like the residue to be distributed:

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GUARDIANS OF MINOR CHILDREN:

You may appoint one or more persons to be the Guardians of your minor children upon your death. If the other parent to your children is alive at your death, he or she will be the Guardian. It is the Will of the second parent to die that will name the proposed Guardians. The Wills of both parents should therefore be consistent. The Guardian named in the Will has the authority to act for a period of 90 days from the date of the last parent's death. On or before the expiration of the 90-day period, an application must be made to the Court for an order formally appointing the named individual(s) as the Guardians of the minor children.

Name or Names of Guardians (Note that if you are naming a married couple please advise which of the two, if any, is to have custody in the event that they are no longer married on your death)

You should consider naming an alternate Guardian in the event that the first named Guardian is unable to act

Any special instructions for the Guardians?

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POWER OF ATTORNEY for PROPERTY?:

You may name a person to act on your behalf with respect to your financial matters in the event that you are incapacitated or in the event that you are unavailable for any reason. This person is your "Attorney" for property. Your Attorney will be able to do anything that you can do with respect to financial matters except they cannot rewrite your Will.

Name of Attorney(s) and their relationship to you: _____

Alternate(s): _____

How should your Attorneys act?

By majority _____

Jointly _____

and / or Severally?: _____

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POWER OF ATTORNEY for PERSONAL CARE?:

You may also authorize a person to make decisions for you in connection with medical treatment, admission to care facilities and personal care decisions. This Personal Care Attorney will only make these decisions for you when it is determined that you are incapable of making these decisions for yourself. The Attorney must make the decision that you would have made if capable. As a result, it is important that your Attorney know what your decision would have been. Any instructions that you feel particularly strongly about should be relayed to your Attorney or included in your Personal Care Power of Attorney.

Name of Attorney(s) and their relationship to you: _____

Alternate(s): _____

How should your Attorneys act?

By majority _____

Jointly _____

and / or Severally?: _____

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