

Record of Personal & Financial Affairs

Client Name

Co-client Name

Date



Personal Information

If you require additional space, please use the notes section at the back.

	Client	Co-client
Location of passport		
Citizenship		
Marital status		
Date & place of marriage		
Location of marriage or cohabitation contract(s)		
Previous marital history (widow, divorce, etc.)		
Employer & position held		
Are you a director or officer of a company?		
Original Will is held with?		
Original Personal Health Directive is held with?		
Original Power of Attorney is held with?		
Who is your Executor?		
Who is your Trustee? ¹		
Are you currently acting as an Executor? If yes, for who?		
Are you currently acting as Trustee? If yes, for who?		
Location of Memorandum for Personal Effects ²		

1. In Canada, a trustee manages trust assets and must act in the beneficiaries' best interests, following the trust's terms and legal duties.

2. Instead of listing every small item in your Will, you can use a separate, easily updated memorandum to handle personal and household effects.

Location of locked safe/storage & who has access	Client _____	Co-client _____
Insurance agent(s)	_____	_____
Banker(s)	_____	_____
Lawyer(s)	_____	_____
Accountant(s)	_____	_____

Personal Assets

If there are multiple items, please aggregate the total and use the notes section to list any additional details.

Item	Value	Owner(s)
Vehicle(s)	\$ _____	_____
Jewelry	\$ _____	_____
Art collection	\$ _____	_____
Other collections	\$ _____	_____
Other household effects	\$ _____	_____
Total personal assets	\$ 0 _____	

Details of Assets

Bank Accounts

Bank name & location	Type (chequing/savings)	Account owner	Account number & currency

Real Estate

Location	Owner(s)	Cost	Market value
Primary residence		\$ 	\$
Vacation property		\$ 	\$
Rental property		\$ 	\$

Taxable Investments (Including Corporate/Trust Accounts)

Type of account	Owner	Company held with	Account #

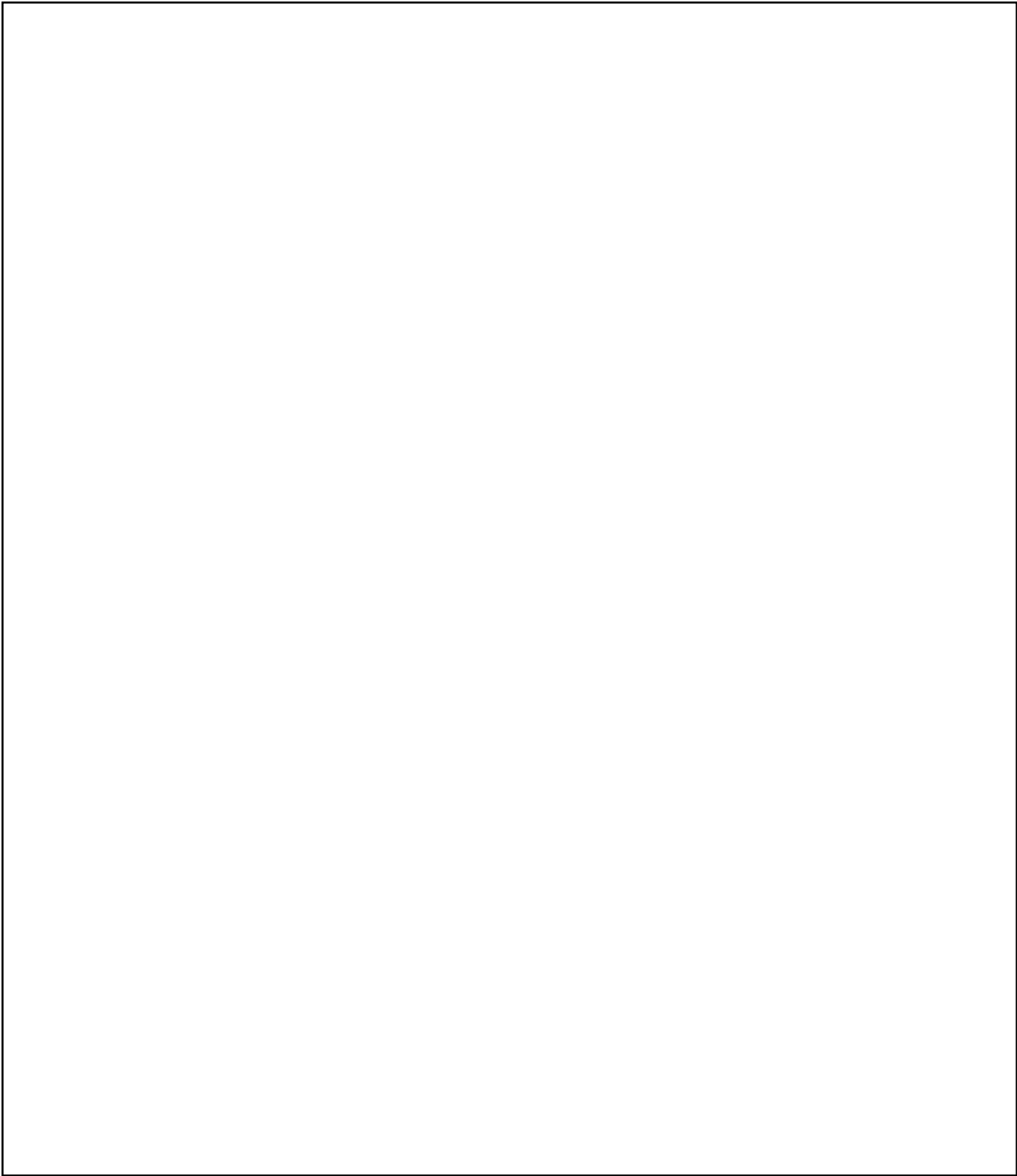
Private Securities & Digital Assets

Name of security	Owner	# of units	Book cost	Location of documents

Registered Investments (RRSP/RRIF, Spousal RRSP/Spousal RRIF, LIRA/LIF, TFSA, RPP, FHSA, etc.)

Type of account	Company held with	Account #	Owner	Beneficiary

Additional Notes



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