

“no waffle... no excuses...
just efficient, plain speaking legal advice...”

The speed with which the law changes today can be overwhelming. That's why it is so important to take good legal advice.

Whether you are involved in property development, want to sell your business (or buy one), have a business dispute, buy a home or write a will, working with lawyers who understand the intricacies of modern law is crucial. Herrington & Carmichael offers high quality, jargon-free legal advice and representation.

We believe in the traditional values of excellent service and value for money, and our clients appreciate our innovative, proactive and friendly approach to all their legal concerns.

Our areas of expertise cover;

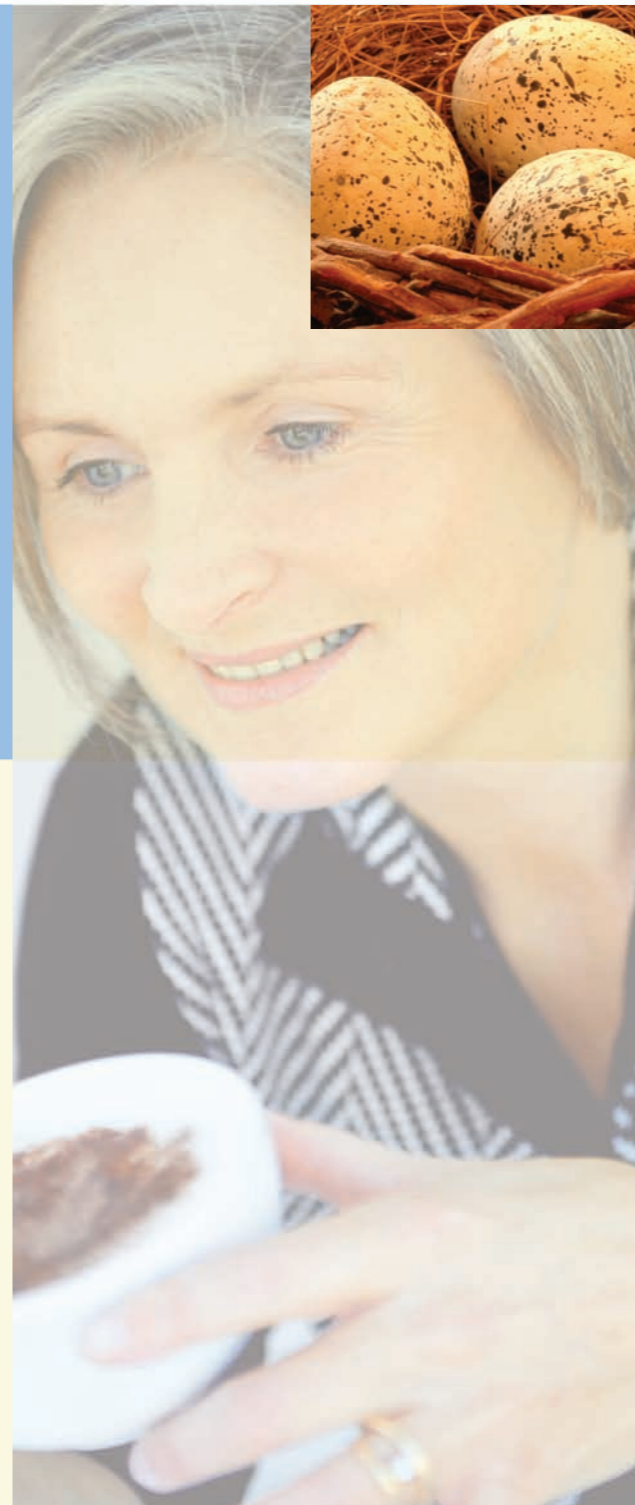
- › Corporate
- › Property Development
- › Commercial Property
- › Employment
- › Family
- › Residential Property
- › Dispute Resolution
- › Wills & Inheritance

e-mail: plainspeaking@herrington-carmichael.com

Herrington & Carmichael have offices across Surrey, Berkshire and Hampshire, please visit our website for more information.

www.herrington-carmichael.com

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Personal Asset Log

Just a Reminder

This Personal Assets Log is an essential source of information for your family and executors in the event of your death or accident. It is important you fill this in as a reminder of where your Will and other important papers are kept.

It is not in itself a legal document, but will be of immense use to your legal advisors & loved ones after your death.

We therefore recommend that you keep one copy with your Will (held by your solicitor) and one with your papers at home.

This information should be filled in as soon as possible after making your Will. If there is not enough room, please continue on a separate sheet of paper.

Name _____

Address _____

Town _____

County _____

Postcode _____

Date log completed / / _____

Herrington & Carmichael details:

Office _____

Contact name _____

Telephone _____

Continued overleaf...

1. Date and place of your birth:

____ / ____ / ____

2. National insurance number:

3. Name of your tax office:

4. DSS pension number (state pension):

5. Name of bank/building society and account numbers:

6. If you have a mortgage, the name of the lender and your account number:

7. Details of life assurances, annuity policies and pension policies (name of insurance company and policy number):

8. Pension schemes of which you are or have been a member (scheme name and your reference number):

9. Particulars of investments; stocks and shares, Unit Trusts, National Savings etc.:

10. If you are entitled to receive income from any trusts or settlements; the name of the trusts and the names and addresses of the trustees:

11. Details of house, fire, accident, motor and similar policies (name of companies and policy numbers):

12. Address and reference number of the tax office which deals with your income tax affairs:

13. Name and address of your accountant (if applicable):

14. Name and address of your stockbroker (if applicable):

15. Where do you keep:

your birth & marriage certificates:

Income tax records:

Bank statements:

Insurance policies:

Stock & share certificates:

Building society passbooks:

The title deeds of your house:

Pension documentation:

Your Will:

Any other documents relating to your other financial affairs:

16. Details of any other assets (house, bank account etc) which are owned by you jointly with any other person, and the name of the joint owner:

17. People to be notified in the event of your death including contact details:

18. Any wishes for your funeral arrangements:

19. Additional information:
