

Checklist of documents needed for the application of Letter of Administration

Required (Y/N)	Description	Received
<input type="checkbox"/>	Copy of Death Certificate of the Deceased 死亡证书	<input type="checkbox"/>
<input type="checkbox"/>	Copy of surviving Deceased's Spouse's Identity Card , if any 死者妻子身份证 (若有)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of All Children's Identify Card & Birth Certificate, if any 死者孩子身份证 (若有)	<input type="checkbox"/>
<input type="checkbox"/>	Copy of Deceased's Parent's Identify Card, if any 死者父母身份证 (若有)	<input type="checkbox"/>
<input type="checkbox"/>	Initial Disbursement of RM 2,000-00 by way of cash/ cheque in the name of "LOW & PARTNERS"  订金 RM2000	<input type="checkbox"/>

**Checklist of documents – Asset/ Liability**

Required (Y/N)	Description	Received
<input type="checkbox"/>	<b><u>Immovable Properties:</u></b> <ul style="list-style-type: none"> <li>• Land Titles/ Grant (if title has been issued)</li> <li>• Sale &amp; Purchase Agreement</li> <li>• Latest Quit Rent ("Cukai Tanah")</li> <li>• Latest Assessment ( "Cukai Pintu")</li> </ul> <p>If the Property is still charged to the Bank:</p> <ul style="list-style-type: none"> <li>▪ Latest Loan Statement ,or</li> <li>▪ Loan Agreement</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b><u>Bank Account/ FD</u></b> Savings Account Passbook/ Current Account Statement/ Fixed Deposit Slip	<input type="checkbox"/>
<input type="checkbox"/>	<b><u>Motor Vehicle</u></b> Vehicle Registration Card from JPJ	<input type="checkbox"/>
<input type="checkbox"/>	<b><u>Public Listed Company's shares</u></b> CDS Account Statement / Shares certificate	<input type="checkbox"/>
<input type="checkbox"/>	<b><u>Sdn. Bhd.</u></b> Company name or company secretary contact number	<input type="checkbox"/>
<input type="checkbox"/>	Unit Trust, Bond's statement	<input type="checkbox"/>

<input type="checkbox"/>	EPF's Statement	<input type="checkbox"/>
<input type="checkbox"/>	Insurance Policy	<input type="checkbox"/>
<input type="checkbox"/>	<b><u>Liabilities</u></b> Any document pertaining to the Deceased's Debts, eg: housing loans/ car loan/ Credit Cards/ Personal Loan	<input type="checkbox"/>