

SCHEDULE OF PERSONAL PARTICULARS

This document contains confidential information. It should be reviewed regularly and carefully preserved in a safe place known to your next of kin.

NAME _____

ADDRESS _____

NATIONAL INSURANCE NUMBER _____

BARCLAYS STAFF NUMBER: _____

Date and Place of Birth _____

Father's full name and place of birth _____

Mother's full name and place of birth _____

Name(s) and Address of next of kin, and their relationship to you _____

Where is your Will kept, and who are the executors? _____

WHERE ARE:

Your Birth certificate(s) _____

Your Marriage Certificate _____

Your Life Assurance Policies _____

Your Household Insurance Policies _____

Your Stock & Share Certificates _____

Your National Savings Certificates and Premium Bonds _____

Your Bank Statements _____

Your Building Society Passbooks _____

Your Tax records _____

Your Receipts _____

The Title Deeds of your House _____

NAME AND ADDRESS OF:

Bankers _____

Building Society/ies _____

Solicitors _____

Accountants _____

Stockbroker _____

Building Society or other Lender with whom you have a Mortgage
(Roll Number)

Medical Doctor _____

SAFE DEPOSIT BOX

Where is it held? _____

What is the number? _____

Where are the keys? _____

Names of Pension Schemes to which you or your spouse belong _____

In the event of my death, please notify the following _____

LIST OF ALL INSURANCE POLICIES

<u>Name of Company Issuing</u>	<u>Type of Policy</u>	<u>Number of Policy</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST OF ALL STOCKS, SHARES AND NATIONAL SAVINGS CERTIFICATES

LIST OF MEMBERSHIP OF ORGANISATIONS, CLUBS & CHURCHES ETC

LIST OF CREDIT, DEBIT & CHARGE CARDS

<u>Name of Card</u>	<u>Number</u>
_____	_____
_____	_____
_____	_____
_____	_____

OTHER INFORMATION

DATED UPDATED