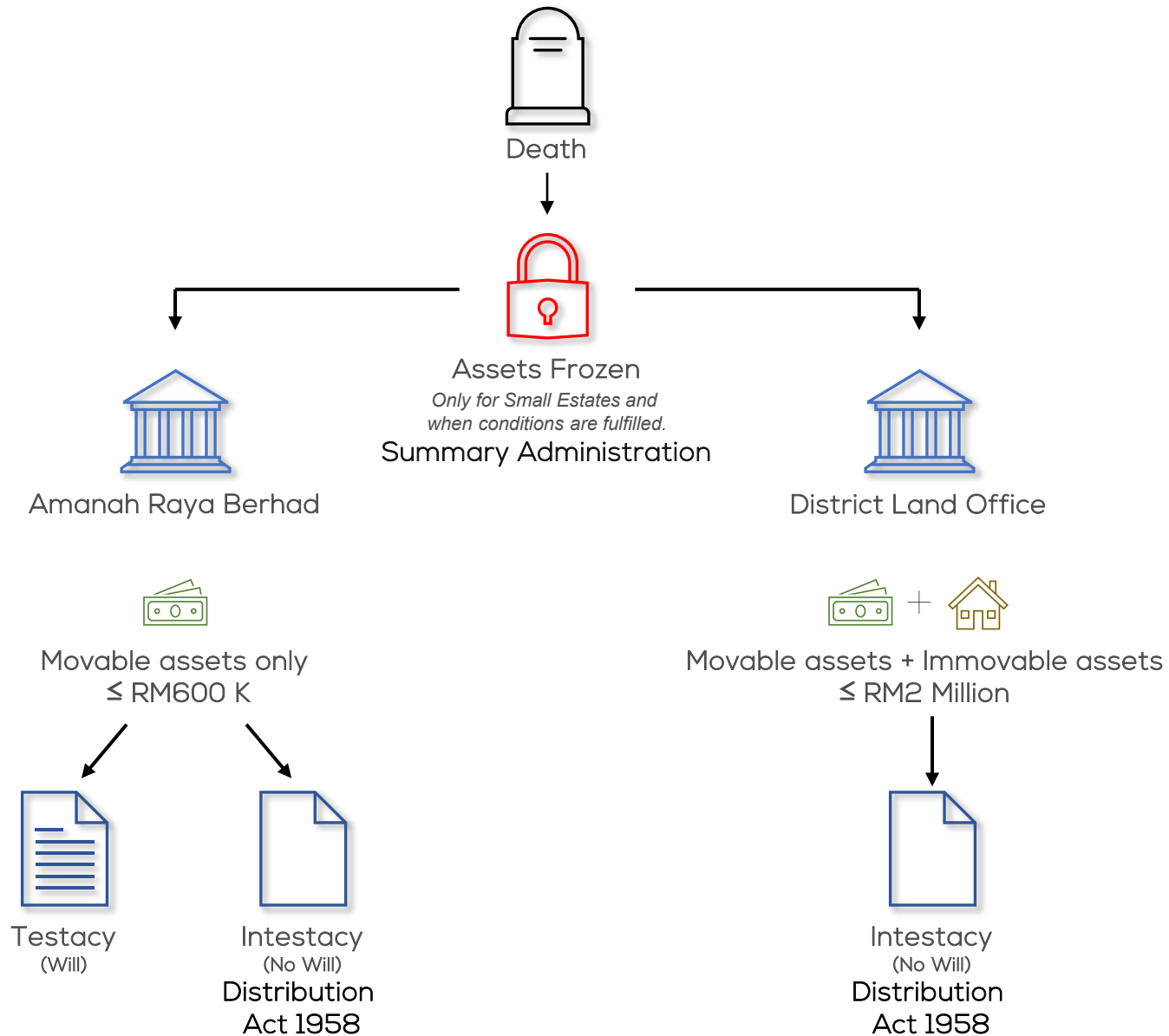
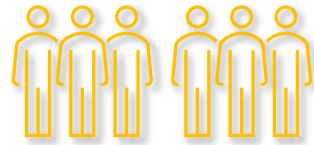


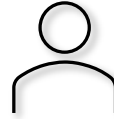
Summary Administration



The process of claiming an estate without a will



Legal Beneficiary



Administrator



2 Sureties
x
RM5 Million



Total value of estate
RM5 Million



High Court



Letter of Administration



Testate Estate Administration Process

有遗嘱遗产管理过程

1.

Executor to instructs **lawyer** to inform financial institutions that may have a charge or lien over the assets of the death

如死者的产业有任何负债,执行人必须指引律师通知此金融公司

2.

Liaise with family to **provide all documents** necessary for Probate application

联络死者家属,以获取有关文件来申请遗嘱认证文件

3.

Attend Probate hearing in the High Court

出席高等法院听审

4.

Probate **granted** and later **extracted** by the lawyer

律师获取遗嘱认证文件

5.

Assemble, protect and insure all assets. **Review** securities and **provide** management for investments and business (if any)

检阅有价证券,提供商业投资及管理
收集,保护及替遗产投保

6.

Collect income from stocks, bonds, dividends, rental and other investments

收集股票,证卷,红利, ,租金和其他投资



Testate Estate Administration Process 有遗嘱遗产管理过程

7.

File personal income tax returns & secure personal income tax clearance for the Testator
提出立遗嘱者个人所得税的回报单与清税单

8.

Advertise notice to Creditors in newspaper, determine all other debts and liabilities of the Estate
登报通知立遗嘱者的债主以清除债务

9.

Pay taxes, debts and liabilities in accordance to the priority of the debts / liabilities
根据法定次序偿还所欠税务及债务

10.

Distribute remaining assets of the estate as per the Will
根据遗嘱分配财产

11.

Setup and administer trusts **if** directed by Will
根据遗嘱设立并执行信托

12.

Duties end **if** no new asset is discovered. Liability as Executor is still ongoing while acting as Executor
在完成分配遗产后，执行人的任务就完成。但执行人对遗产债务的责任还会继续



Duties throughout the entire administration 首要遗产管理责任

- Maintain separate trust account
- 设立个别的户口以存放遗产
- Provide written status to Beneficiary
- 向受益人报告遗产管理程序状态
- Prepare & maintain full set of accounts
- 保持与更新遗产管理的记述
- Prepare & file Estate Income Tax Return
- 提交立遗嘱者个人所得税的回报单
- Prepare financial statements for the estate
- 提呈遗产管理的账目

