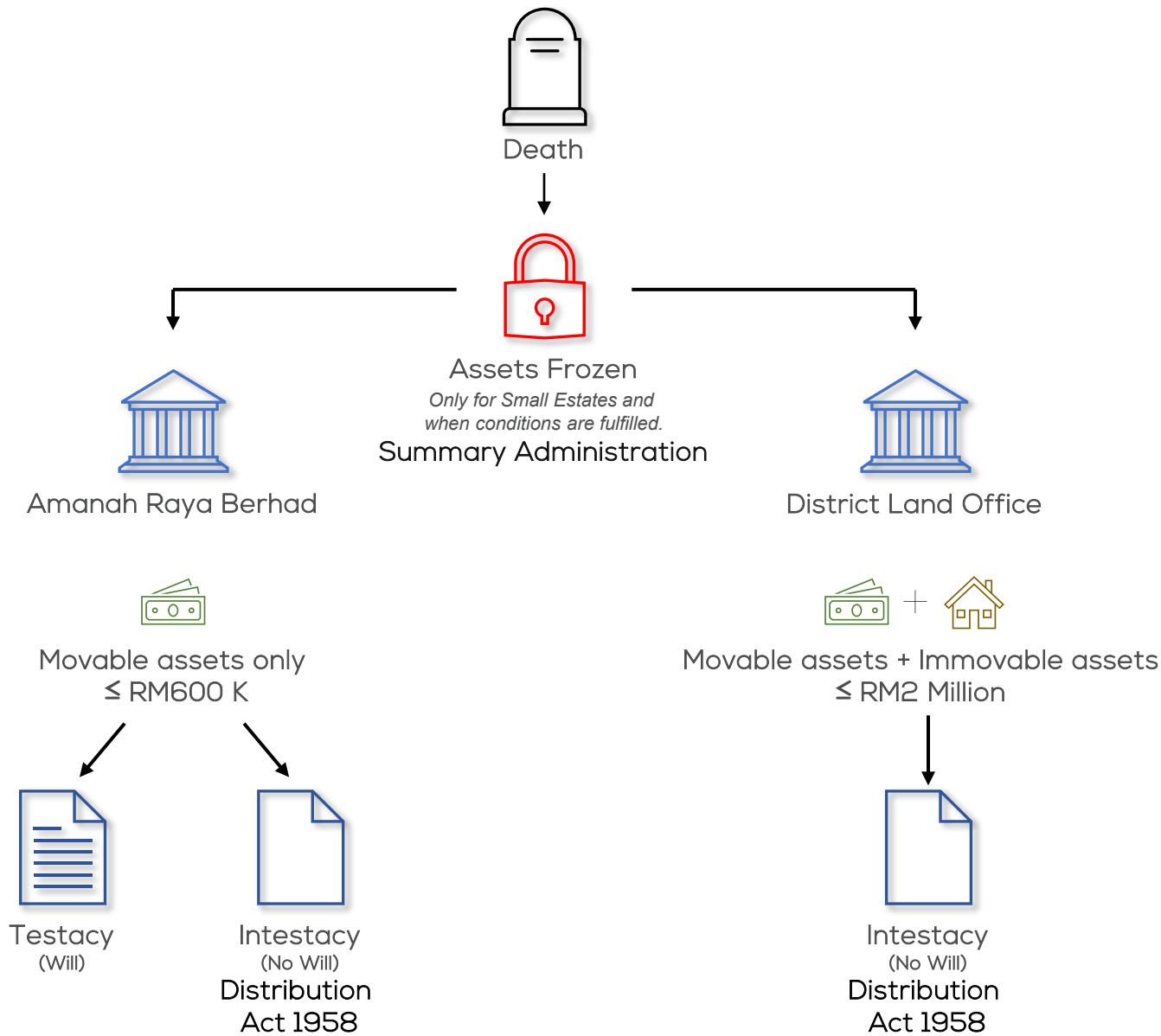
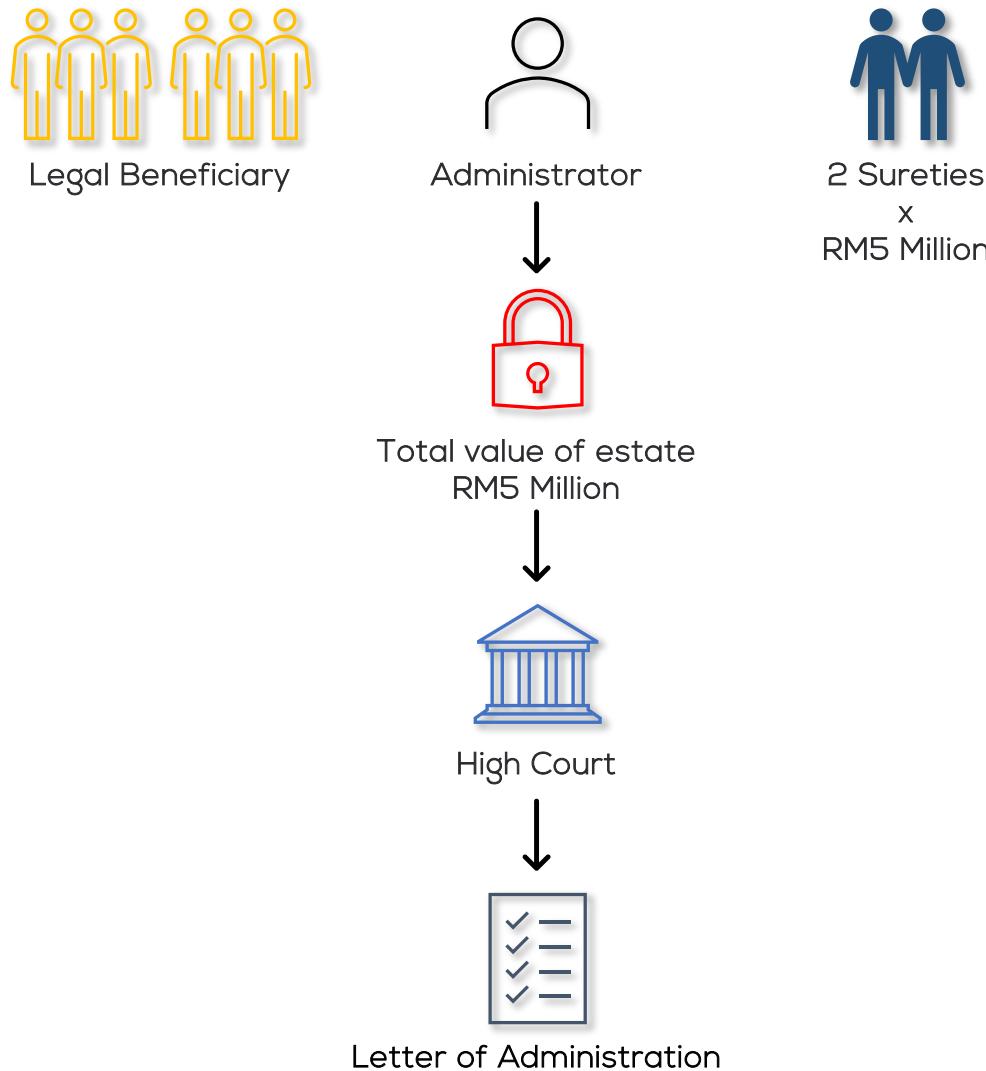


Summary Administration



The process of claiming an estate without a will



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

