



ADMIN & CORPORATE TRAINING

DECEASED ESTATES

DURATION

3 Days

PURPOSE OF THIS COURSE

To educate all interested parties in the skill of administering deceased estates as well as what precisely is meant with deceased estates. The purpose of the course content is to process the attendee's thought-process practically, yet systematically, in developing an administrative and procedurally correct journey, by achieving the ability to fully understand and to effectively be able to administer a deceased estate. The course also has the purpose of educating the attendee in the understanding, as well as drafting of basic wills.

CERTIFICATION

On completion of the programme, the participant will receive the Law Society of SA/L.E.A.D's Certificate in Deceased Estates.

WHO SHOULD ATTEND

- ❖ Legal Support Staff
- ❖ Candidate practitioners
- ❖ Paralegals
- ❖ Executors and administrators
- ❖ Investment advisors
- ❖ Professional estate planners
- ❖ Insurance advisors





- ❖ Accountants
- ❖ Individuals who want to educate themselves further with the intention of seeking employment in the legal field.

WHAT PREVIOUS STUDENTS SAID

- ❖ "I will improve in drafting the liquidation and distribution account "
- ❖ "I now have a better idea of what Estates are about"
- ❖ "I am now able to understand the process much better"
- ❖ "I will now draft wills more effectively"
- ❖ "I will assist the clients better and will keep it simple, get a solution"
- ❖ "I will be able to draft proper & well detailed L & D Accounts and testamentary wills."
- ❖ "I now will have a better understanding of what I am doing."

LEARNING OUTCOMES

After completion of this training program the participant should be able to:

- ❖ Understand the difference between testate and intestate law of succession
- ❖ Know the contents of a basic will
- ❖ Know the format of a will and the requirements
- ❖ Mention the steps in the administration of an estate and what the administration entails
- ❖ Know which parties are involved in the administration process, as well as the parties' function
- ❖ Draft a letter to the Master to report an estate
- ❖ Know the steps while waiting upon letters of executorship to be issued
- ❖ Know the steps after receiving letters of executorship, but before lodgement
- ❖ Draft a letter to institution(s) where the deceased had accounts





- ❖ Draft a letter to the Receiver of Revenue requesting IB12-forms as well as a cancellation certificate
- ❖ Draft letters to possible creditors of the deceased
- ❖ Draft letters to valuers of the movable and/or immovable property
- ❖ Assist with drafting a very basic liquidation and distribution account
- ❖ Complete a Death Notice
- ❖ Complete a basic Inventory
- ❖ Complete an Acceptance of Trust as Executor
- ❖ Explain what estate duty means, when it is payable as well as the general formula to calculate the master's fee as well as estate duty
- ❖ Understand the purpose of the Master's query sheet
- ❖ Understand what a Section 18(3) estate is
- ❖ List the steps in the administration of a Section 18(3) estate

LEARNING THAT IS ASSUMED TO BE IN PLACE

Participants need to have a basic knowledge of English as a written language and to a certain extent a basic knowledge of mathematics (numeracy).

COURSE OUTLINE

- ❖ Explaining the content of a basic will
- ❖ The drafting of a basic will by attendees on an individual basis
- ❖ Processing the official documents involved in the administration of a deceased estate





- ❖ Discussing all the parties that are involved in the administration of a deceased estate
- ❖ Discussing the instructions, consultations and the reporting of the deceased estate
- ❖ Dealing with the Master of the High Court during the duration of administering the deceased estate
- ❖ Explaining the drafting of the Liquidation and Distribution account of a deceased estate according to its physical flow of the structured document from the beginning to end
- ❖ Discussing estate duty
- ❖ Participating in various calculations of all sorts in group exercises
- ❖ Discussing various definitions within the fields of wills and deceased estates
- ❖ Ending the seminar with a non-official test in the drafting of a L & D Account

METHODOLOGY

This course is designed as far as possible to educate on a practical level and to assist the attendee to utilize the skills acquired in practice. It requires a large degree of learner participation both orally and textually. Skills are practiced on a continual basis throughout the 3 days of training.

DETAILS OF MATERIAL TO BE SUBMITTED DURING AND AT THE FINALISATION OF THIS COURSE

- ❖ Each attendee will be required to hand in a drafted will for assessment which will be handed back after being graded which grading will be non-official
- ❖ Each attendee will be tested at the end of the course on the drafting of an L & D Account





- ❖ If any of the course days **are not attended** the certificate **will not be issued.**
- ❖ The Law Society of SA/L.E.A.D initiative is an esteemed and recognised educator in the legal field and will not issue certificates to attendees who do not comply with the requirements.

