



YOUR GUIDE
TO BEREAVEMENT

mackinnons
solicitors



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On the loss of a family member or friend, there are a number of matters which must be taken care of which most of us are not particularly familiar with, and which must be dealt with at a very difficult time. Mackinnons aim with this guide is to give you the essential information to allow you to deal with these as quickly and easily as possible.

REGISTRATION OF DEATH

A death must be registered within eight days at the Registrar of Births, Deaths and Marriages. Registration may be made at the Registrar's Office either of the District where the deceased lived or where the death took place. A list of the addresses and telephone numbers of the Registrars Offices in each District can be found within the local telephone directory.

In order to register a death you will need the Medical Certificate showing cause of death [available from the Doctor or Hospital certifying the death] and as much of the following information about the deceased as possible:

Full name [if married, a note of the maiden name will also be required]

Date of death

Usual place of residence

Date of birth

Country of birth

Occupation

Whether single, married, widowed or divorced

[if married, widowed or divorced the spouse's full name and occupation will be required].

Full name and occupation of deceased's father

Full name, including maiden name and occupation of deceased's mother

Name and address of family Doctor

Whether deceased was in receipt of any Pensions



AFTER REGISTRATION, THE REGISTRAR WILL GIVE THE PERSON REGISTERING THE DEATH THE FOLLOWING:

A Green Form which will require to be exhibited to the Benefits Agency if any Pension or Benefit was paid to deceased

A White Form which should be passed immediately to the Undertaker as this is required to finalise funeral arrangements.

If requested at least one Extract Death Certificate, which we recommend, be obtained for use in the Executry administration.

If requested we can register the death on behalf of the family.



FUNERAL ARRANGEMENTS

The first person to call when you require to make funeral arrangements is the Undertaker. If you do not know of an Undertaker or are unsure which one to use, we can recommend a reputable firm.

The Undertaker will assist in the organisation of every aspect of the funeral including, should you wish, the arrangements with a Minister or Priest, the Crematorium or Cemetery, cars, flowers, intimation in the newspapers and the organisation of a reception. Please note that you should check with the Solicitor at the earliest opportunity whether the Will contained any specific provision about funeral arrangements or whether the body is bequeathed to medical science.

If a cremation is to be arranged, a second Death Certificate will be required from a Doctor. Normally the Undertaker will arrange this.

If the deceased's body is to be left to medical science, it will be necessary to contact the Department of Anatomy at the appropriate University or Hospital as quickly as possible to establish whether or not the bequest will be accepted. [This is not automatically the case]. Again we can deal with this on behalf of the family, if requested.





MEETING WITH THE SOLICITOR

The first meeting with the Solicitor normally takes place shortly after the funeral. However if there are matters of pressing importance then an earlier meeting may be necessary. In particular, the Solicitor should be contacted if there is no indication of the deceased's funeral wishes, as these may be contained in the Will.

The Executors or next of kin should bring to the first meeting as much of the deceased's paper work as can be located. In particular, the following information and/or documents will be useful:

The Extract Death Certificate from the Registrar of the Births, Deaths and Marriages

Birth Certificate and Marriage/Civil Partnership Certificate if applicable

Details of State Pension and other benefits received

Pension books and details of any other Pensions/ Benefits received

Private pension details

Bank statements

Cheque books and cheque cards

Building Society passbooks

Life Insurance Policies

Premium Savings Bonds

National Savings Certificates and Bonds

Insurance Certificates including house/contents insurance papers

Title deeds and any other property related papers

Income Tax papers

Any outstanding accounts or debts due by the deceased

Credit cards

Vehicle registration documents and car insurance papers

Passport

Stocks, Shares and Unit Trust Certificates


Dividend Counterfoils

ISA, PEPS, Certificates and papers

TESSA books/statements

Details of the deceased person's immediate family

Any other papers which appear important



If the Executors approved under the Will are not existing clients then Mackinnons will be able to assist you in the investigation of any missing items.

The Executors should bring with them to the first meeting therefore their own Passport for proof of identity. This is a requirement of the Law Society of Scotland for the purposes of Money Laundering Regulations. You should bring with you to the first meeting therefore your own Passport [or other form of proof of identity bearing your photograph] and a recent utility bill or other evidence of home address.



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