



Rockwills®

*Personal Asset
Inventory*
Booklet 个人资产汇总册子

A member of Rockwills International Group

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WHY YOU MUST KEEP YOUR WILL SAFELY 为甚么您要确保安全的遗嘱保管

Making your Will ensures that your last wishes will be fulfilled. However, you should also ensure that your Will can be found when it is needed most by using our professional Will Custody Service.

With your Will in Rockwills safe custody, there is :

- Peace of mind
- Confidentiality
- No hassles and inconvenience
- Protection from tampering
- Protection from theft
- Protection from natural disasters
- Annual reminder services
- Comprehensive assets inventory system
- Certainty of location
- Future Will Rewriting Discount*
- Free P.A.*

立下遗嘱确保您最后的心愿能实现。除此之外，通过我们的专业遗嘱保管服务，您就能在最需要的时候找到您的遗嘱。

您的遗嘱在安全保管下，将会：

- 高枕无忧
- 机密
- 免去麻烦和不便
- 保障不会遭人窜改
- 保障不会遭人偷窃
- 保障免受天灾破坏
- 常年通知服务
- 完整的资料存档系统
- 肯定被寻获
- 重写遗嘱折扣*
- 免费个人意外保险*

**Subject to terms & conditions*

**须符合条件*

GENERAL KEY POINTS :

Knowing at all times what personal papers and property(ies) you have – and where they are – is basic to sound personal management. Such a record will help you and your family to realistically plan for the future and to face emergencies with minimum difficulties. If you have yet to catalogue your important papers, now may be the best time to do it.

Furthermore, failure to keep a proper record of all that you possess will lead to delay in the administration of your estate.

The following pages may be of assistance. Fill in the spaces provided where applicable and keep this record of your personal details in a safe but readily accessible place. Once it is completed, you will appreciate the value of keeping such a record.

It is recommended that this record be revised and updated at least once a year.

If you wish to keep this Personal Asset Inventory Booklet (PAIB) in Safe Custody together with your Will, please send it to us following the steps below :-

- 1) Put the PAIB in an envelope and seal it.
- 2) Address to :-

Kuala Lumpur (Head Office) :

Attn: Will Custody Department
Rockwills Corporation Sdn Bhd
Wisma Rockwills,
No.62, Jalan 2/131A,
Off Jalan Klang Lama,
58200 Kuala Lumpur

Singapore Office :

Attn : Legal Department (PAIB)
Rockwills Corporation Pte Ltd
10 Anson Road,
#28-16, International Plaza,
Singapore 079903

主要重点:

清楚的知道和记录私人的文件和资产及其所在地是有效资产管理的必要。此记录可以帮助您策划将来以便减轻面对问题出现时所造成的困扰。如果您还没有整理您的文件, 现在就是一个良好的时机。

此外, 如果没有妥善的记录您所有的产业, 在遗嘱管理过程中, 将会造成延误。

以下几页将会协助您把私人产业资料一一地列出来。把这本册子保管在安全的地方以便日后可以容易地找到。当您填妥之后, 您将会发现此记录的重要性。

我们建议您至少每年检讨及更换这本个人资产汇总册子。

如果您想把这本个人资产汇总册子和您的遗嘱放在一起被保管, 请根据下列步骤寄给我们: -

- 1) 把这本个人资产汇总册子放进信封, 然后封口。
- 2) 寄至: -

Kuala Lumpur (Head Office) :

Attn: Will Custody Department
Rockwills Corporation Sdn Bhd
Wisma Rockwills,
No.62, Jalan 2/131A,
Off Jalan Klang Lama,
58200 Kuala Lumpur

Singapore Office :

Attn : Legal Department (PAIB)
Rockwills Corporation Pte Ltd
10 Anson Road,
#28-16, International Plaza,
Singapore 079903

- 3) Please write your name and Will Registration Code (which is printed on your Rockwills Will Custody Identification Card) on the top left hand side of the envelope. Send to us using Registered mail.
 - 4) It is of utmost importance that you keep a copy of the PAIB yourself for reference. If there is insufficient space for any of the items, please attach a separate page.
 - 5) If you wish to update your PAIB or review your Will, please do not hesitate to contact your Professional Will-writer, Professional Estate Planner, Franchisee or our office.
- 3) 请写上您的姓名和遗嘱号码（遗嘱保管个人身份证明卡上的编号）在信封的左上角。用挂号邮件寄给我们。
 - 4) 请您保存一份副本以便作为日后参考。如果填写的空位不足够，您可以附加另一页。
 - 5) 如果您想要更新您的个人资产汇总册子或检查您的遗嘱，请联系您的缮写遗嘱专员，遗产规划专员或本公司。

1. PERSONAL INFORMATION 个人资料

Full Name 姓名 : _____

NRIC / Passport No. 身份证 / 护照号码 : _____

Signature used in my Will 遗嘱中使用的签名
(to verify my signature 以鉴定我的签名) : _____

Date of completing this PAIB
此个人资产汇总册子的完成日期 : _____

Location of Birth Cert. 出生纸存放处 : _____

Other items of importance (e.g. Passport, Marriage Certificate) :
其它重要文件 (例如护照, 结婚证书)

EPF / CPF Membership No. 公积金会员编号 :

EPF / CPF Nominee(s) 公积金被提名者 :

Income Tax No. 所得税编号 :

2. TESTAMENTARY MATTERS 有关遗嘱的资料

My Will is located at 我的遗嘱存放于 :

The date of the latest Will is 最新遗嘱的日期 :

My Professional Will-writer is 我的缮写遗嘱专员是 :

Contact No. 联络号码 :

Others 其它 :

Executor(s) / Trustee(s) Information 执行人 / 信托人的资料

No. 编号	Name of Executor / Trustee 执行人 / 信托人	Address 住址	Contact Number 联络号码
1			
2			
3			
4			

Personal Asset Inventory Booklet 个人资产汇总册子

1. SAFE DEPOSIT BOX 银行保险箱

No. 编号	Bank / Branch 银行 / 分行	Box Number 保险箱号码	Key Located At 钥匙存放处
1			
2			

2. BANK ACCOUNTS 银行户口

No. 编号	Bank / Branch 银行 / 分行	Account Type 户口分类	Account Number 户口号码	Deposit Period (If Applicable) 存款期间 (如果拥有)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

LOCATION OF RECORDS 文件存放处 : _____

3. IMMOVABLE PROPERTIES 不动产

No. 编号	Location / Address 地点 / 地址	Title No. 地契编号	Location of Title Deed 地契存放处
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

4. INSURANCE 保险

(For Life Insurance, Group Life Insurance by Employer, Automobile Insurance, Personal Accident Insurance [including those from credit cards], Property Insurance and Health Insurance)

(包括人寿保险, 雇主团体人寿保险, 汽车保险, 个人意外保险 [包括信用卡], 产业保险和健康保险)

No. 编号	Insurance Company 保险公司	Policy No. 保单编号	Sum Insured 投保数额	Nominee(s) 被提名者	Life Assured 投保人
1					
2					
3					
4					
5					
6					
7					
8					
9					

LOCATION OF POLICIES 保单存放处 : _____

NAME OF AGENT 保险代理员姓名 : _____

5. INVESTMENT / BUSINESS 投资 / 生意

1) LISTED COMPANIES 上市公司

No. 编号	Brokerage Company 经纪公司	CDS /CDP A/C No. CDS /CDP 户口号码	Broker / Contact Number 经纪人 / 联络号码
1			
2			
3			

2) NON LISTED COMPANIES / PARTNERSHIP / SOLE-PROPRIETORSHIPS 非上市公司 / 合夥公司 / 个人公司

No. 编号	Company Name 公司名称	Location 股票证书 / 文件存放处
1		
2		
3		
4		
5		

3) UNIT TRUSTS 单位信托

No. 编号	Name of Fund 基金名称	Company Name 公司名称	A/C No. 户口号码	Agent 代理
1				
2				
3				
4				

6. ASSET MANAGEMENT 资产管理

Date 日期 : _____

No. 编号	Name of Asset Manager 资产管理经理姓名	Account No. 户口号码	Contact Person 联络人
1			
2			
3			
4			

7. CAR 汽车

No. 编号	Model 款式	Reg. No 登记号码	Year 年度	Registered Name 登记人姓名	Location of Registration Card 登记卡存放处
1					
2					
3					
4					

8. OTHER ASSETS 其它资产

No. 编号	Assets Details 资产资料	Location Details 存放处
1		
2		
3		
4		

9. LIABILITIES 负债

No. 编号	Creditor 债权人	In Respect of 关于	Amount 数目
1			
2			
3			
4			

10. GUARANTEES 担保人

No. 编号	Holder 持有人	On Behalf of 代表	In Respect of 关于	Amount 数目
1				
2				
3				
4				

NET ESTATE VALUATION 资产净值评估

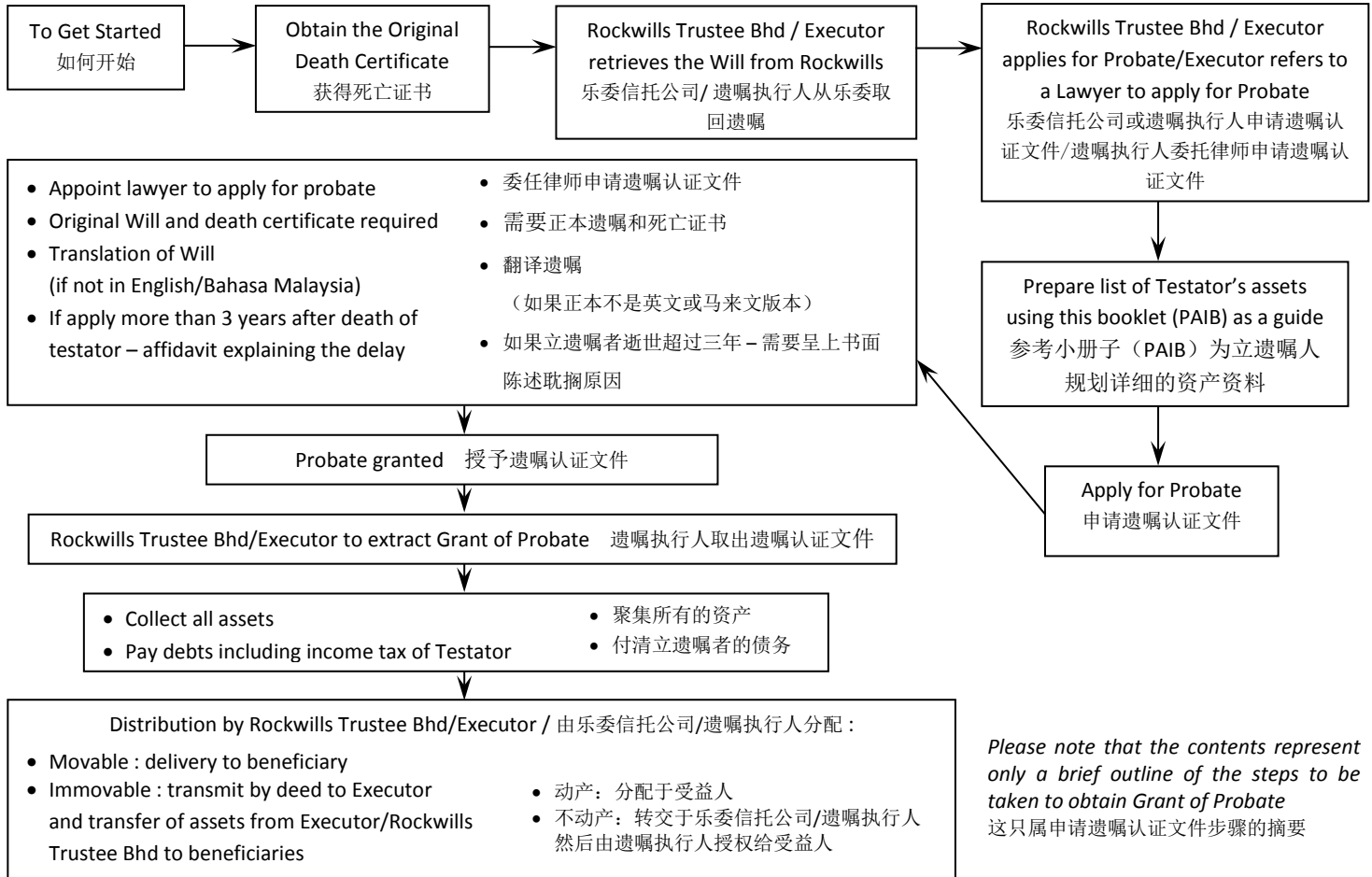
This page is specially designed to help you assess your net estate value. Use the columns provided to list your assets and liabilities.

此页是特别为您而设计的资产评估表。您可在所提供空格内列出您的资产和债务。

No. 编号	Assets Type 资产的种类	Gross Value 总额	No. 编号	Liability Type 负债的种类	Liability Amount 总额
1	Landed Property 不动产		1	Housing Loan 房屋贷款	
2	EPF / CPF 公积金		2	Overdraft 透支额	
3	Insurance 保险		3	Car Loan 汽车贷款	
4	Listed Shares 上市股票		4	Charge / Credit Card 费用 / 信用卡	
5	Unit Trust 单位信托		5	Personal Loan 个人贷款	
6	Cars 汽车		6	Income Tax 所得税	
	Total Gross Value 资产总额			Total Liabilities 负债总额	

(Total Gross Value) 资产总额	Less (-) 减	(Total Liabilities) 负债总额	=	(Net Estate Value) 净值
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STEPS IN APPLYING FOR PROBATE 申请遗嘱认证文件的步骤



Please note that the contents represent only a brief outline of the steps to be taken to obtain Grant of Probate 这只属申请遗嘱认证文件步骤的摘要

WHEN DO I NEED TO REWRITE MY WILL 在甚么情况下需要重写遗嘱？

Consult your Professional Will Writer/Estate Planner should any of the following events occur :

- the death of an intended executor or change of executor;
- there is substantial change in your financial situation;
- the death of an intended beneficiary;
- a new arrival in the family;
- you separate from or divorce your spouse;
- you remarry;
- you enter into a de facto relationship;
- there is a change in legislation such as death duties;
- the death of both witnesses of the Will or difficult to locate both witnesses or if they migrate to another country;
- you intend to reallocate your assets to your beneficiaries;
- you intend to set up a Trust fund for your beneficiaries

如果发生以下的事件，请联络您的缮写遗嘱专员 / 资产规划专员：

- 预定的遗嘱执行人逝世或更改遗嘱执行人；
- 您的财产状况发生重大的改变；
- 预定的遗嘱受益人逝世；
- 新家庭成员的诞生；
- 和您的配偶分居或离婚；
- 重婚；
- 同居；
- 立法的改变比如死亡所须负的责任；
- 两位遗嘱见证人已逝世或无法联络或他们已移民至另一个国家；
- 您计划重新分配您的资产于受益人。
- 您计划设立信托基金于受益人。

ADDITIONAL NOTES :

ADDITIONAL NOTES :

ADDITIONAL NOTES :

ROCKWILLS INTERNATIONAL GROUP OF COMPANIES

MALAYSIA

Rockwills Corporation Sdn. Bhd.
(274516-K)

HEAD OFFICE :

Wisma Rockwills, No.62, Jalan 2/131A,
Off Jalan Klang Lama, 58200 Kuala Lumpur
Tel : 03-7781 1993 Fax : 03-7781 2993
E-mail : general@rockwills.com
Website : www.rockwills.com

Rockwills Business Solutions Sdn. Bhd.
(626253-U)

Wisma Rockwills, No.62, Jalan 2/131A,
Off Jalan Klang Lama, 58200 Kuala Lumpur
Tel : 03-7781 1993 Fax : 03-7781 9119
E-mail : rbs@rockwills.com
Website : www.rockwills.com

Rockwills Trustee Berhad
(708932-T)

Wisma Rockwills, No.62, Jalan 2/131A,
Off Jalan Klang Lama, 58200 Kuala Lumpur
Tel : 03-7781 1993 Fax : 03-7783 1993
E-mail : trustee@rockwills.com
Website : www.rockwills.com

Rockwills Wealth Planner Sdn. Bhd.
(556666-T)

Wisma Rockwills, No.62, Jalan 2/131A,
Off Jalan Klang Lama, 58200 Kuala Lumpur
Tel : 03-7781 1993 Fax : 03-7781 2993
E-mail : general@rockwills.com

Rockwills Properties Sdn. Bhd.
(717456-K)

Wisma Rockwills, No.62, Jalan 2/131A,
Off Jalan Klang Lama, 58200 Kuala Lumpur
Tel : 03-7781 1993 Fax : 03-7781 2993
E-mail : general@rockwills.com

Rockwills Custody Services Sdn . Bhd.
(627621-P)

Wisma Rockwills, No.62, Jalan 2/131A,
Off Jalan Klang Lama, 58200 Kuala Lumpur
Tel : 03-7781 1993 Fax : 03-7781 2993
E-mail : custody@rockwills.com

Rockwills Advisory Services Sdn. Bhd.
(851892-P)

Wisma Rockwills, No.62, Jalan 2/131A,
Off Jalan Klang Lama, 58200 Kuala Lumpur
Tel : 03-7781 1993 Fax : 03-7781 2993
E-mail : general@rockwills.com

MALAYSIA

REGIONAL OFFICES :

Rockwills Penang

A-2-1, Lorong Bayan Indah 4,
Bay Avenue, Bayan Lepas,
11900 Penang
Tel : 04-643 7993 Fax : 04-642 0993

Rockwills Johor Bahru

No.93-3, Jalan Molek 3/10, Taman Molek,
81100 Johor Bahru, Johor
Tel : 07-355 3033 Fax : 07-355 2033

Rockwills Kota Kinabalu

No. 12-1, 1st Floor, block b, Heritage Plaza,
Jalan Lintas, 88300, Kota Kinabalu, Sabah.
Tel : 088-722 192 Fax : 088-721 192

Rockwills Kuching

P23B-4-3, 2nd Floor, Trinity Hub,
Jalan Datuk Tawi Sli,
93250 Kuching, Sarawak
Tel/Fax : 082-256 993
Website : www.as-salihin.com

SINGAPORE

Rockwills International Pte Ltd
(200803829R)

10 Anson Road, #06-17,
International Plaza, Singapore 079903
Tel : (65) 6221 8633 Fax : (65) 6538 1362
Website : www.rockwills.com

Rockwills Corporation Pte Ltd
(199704239Z)

10 Anson Road, #06-17,
International Plaza, Singapore 079903
Tel : (65) 6221 8633 Fax : (65) 6538 1362
Website : www.rockwills.com

Rockwills Trustee Ltd
(200806001K)

10 Anson Road, #06-17,
International Plaza, Singapore 079903
Tel : (65) 6221 8633 Fax : (65) 6538 1362
E-mail : email@rockwills.com
Website : www.rockwills.com

Rockwills Corporate Services Pte Ltd
(200803839H)

10 Anson Road, #06-17,
International Plaza, Singapore 079903
Tel : (65) 6221 8633 Fax : (65) 6538 1362
Website : www.rockwills.com

Rockwills Institute Pte Ltd

10 Anson Road, #06-17,
International Plaza, Singapore 079903
Tel : (65) 6221 8633 Fax : (65) 6538 1362
Website : www.rockwills.com

AFFILIATED COMPANY

as-Salihin Trustee Berhad
(670367-D)

101 & 201, Block A, Glomac Business Centre,
No.10, Jalan SS 6/1, Kelana Jaya,
47301 Petaling Jaya, Selangor,
Tel : 03-7880 9595 Fax : 03-7880 8190
E-mail : general@as-salihin.com
Website : www.as-salihin.com

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