



*My*  
PERSONAL ASSETS  
**INVENTORY  
BOOKLET**

My Full Name:

---

Date of Completion:



PRECEPTSGROUP  
INTERNATIONAL

启盛集团

**Purpose**

1. **Organise:** Documenting the location of your assets and documents ensures your family can easily find them.
2. **Clarity:** Regularly reviewing and updating this record, ideally on an annual basis, is highly recommended.
3. **Prevent delays:** Neglecting to maintain an accurate inventory may result to delays in managing your estate.

**Action Needed**

1. **Complete the Form:** Fill out this form as a current snapshot of your assets and liabilities.
2. **Secure Storage:** Store this information securely, ensuring it remains accessible when needed.
3. **Additional Pages:** Feel free to attach extra pages if necessary.

**Checklist**

1. CPF Nomination	<input type="checkbox"/> _____ (Date) Done after Marriage
2. Lasting Power of Attorney	<input type="checkbox"/> Form 1: _____ (Date) <input type="checkbox"/> Form 2: _____ (Date) Donee 1: _____ Donee 2: _____ Donee 3: _____ Donee 4: _____
3. Standby Trust	<input type="checkbox"/> _____ (Date) <input type="checkbox"/> Protector: _____
4. Advanced Medical Directive	<input type="checkbox"/> _____ (Date)
5. Advance Care Plan	<input type="checkbox"/> _____ (Date) Nominated Healthcare Spokesperson: _____

**Note:**

This booklet does not override the distribution instructions in your Will; it simply provides additional information regarding your assets.

PreceptsGroup assumes no responsibility for the accuracy or completeness of the information provided in this document. While we strive to ensure that all information is correct and up to date, we cannot guarantee its accuracy. The contents of this document are for informational purposes only and should not be relied upon as legal or financial advice.

By using this document, you acknowledge that any reliance on the information provided is at your own risk. PreceptsGroup will not be held liable for any errors, omissions, or any outcomes resulting from the use of this information. We recommend consulting with a qualified professional for advice tailored to your specific circumstances.

## 1

## PERSONAL INFORMATION

Full Name

---

NRIC / Passport No. / Identification No.

---

Current Employment with HR Contact

---

Location of Items of Importance:

---

(Passport, Marriage Certificate, Birth Certificate)

---

## 2

## TESTAMENTARY MATTERS

My Will is located at

 Will Custody by PreceptsGroup  \_\_\_\_\_

I have inputted the information about my Will at

 Wills Registry

The date of my latest Will is

---

My Estate and Succession Practitioner (ESP) is

---

ESP Contact &amp; Email

---

## 3

## MY TRUSTED PERSONS

This is a group of Trusted Persons that your Executor can contact.

#	Type	Name	Contact Details Mobile Phone, Email Address, Address
1	For my property		
2	For my property		
3	For my insurance		
4	For my insurance		
5	For my investment		
6	For my investment		
7	For my stocks		
8	For my stocks		
9	For my funeral arrangements		
10	For my pet		
11	Others		
12	Others		
13	Others		
14	Others		
15	Others		
16	Others		

4 EXECUTOR / TRUSTEE INFORMATION		
#	Name of Executor / Trustee	Contact Details Mobile Phone, Email Address, Address
1		
2		
3		
4		
5		
6		

5 GUARDIAN INFORMATION		
#	Name of Guardian	Contact Details Mobile Phone, Email Address, Address
1		
2		
3		
4		

6 BENEFICIARY INFORMATION		
#	Name of Beneficiary	Contact Details Mobile Phone, Email Address, Address
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

7 SAFE DEPOSIT BOX		
#	Location Bank Branch / Home	Details
1		
2		
3		
4		

8 BANK ACCOUNTS				
#	Bank	Savings Type (Savings/Fixed)	Account Type (Sole/Joint)	Account Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

9 CREDIT CARDS		
#	Bank	Card Details
1		
2		
3		
4		
5		
6		
7		
8		

10 IMMOVABLE PROPERTIES					
#	Country / Address	Ownership Type Sole/JT/TIC	Type Residential/Commercial	Loan Details	Mortgage Insurance Details
1					
2					
3					
4					
5					
6					
7					
8					

11 PRECIOUS METALS / JEWELLERY / WATCHES		
#	Assets Details	Location Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

12 VEHICLE / VESSEL				
#	Make & Model	Identification Plate	Insurance Coverage	Loan Details
1				
2				
3				
4				
5				
6				

For Life, Disability, Critical Illness, Personal Accident, Long-Term Care, Health Insurance, Mortgage, Retirement, Annuity plans.

**PERSONAL INSURANCE**

#	Insurance Company	Policy Type	Policy No.	Policy Owner	Life Assured	Nomination Done Yes/No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

**GROUP/COMPANY INSURANCE**

#	Insurance Company	Policy No.
1		
2		
3		
4		

## 1) UNIT TRUSTS

#	Investment Firm / Platform	Account No.
1		
2		
3		
4		
5		
6		
7		
8		

## 2) STOCK HOLDINGS

#	Brokerage Firm / Exchange	Account No.
1		
2		
3		
4		
5		
6		
7		
8		

## 1) LISTED COMPANIES

#	Company Name	Details	Key Contact Details
1			
2			
3			

## 2) NON-LISTED COMPANIES / PARTNERSHIP / SOLE-PROPRIETORSHIP

#	Company Name	Details	Key Contact Details
1			
2			
3			



List down any other assets. For Digital Assets, please refer to the last 4 pages of this booklet.

#	Assets Details	Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

An agreement with an undertaking to meet conditions by a date.

#	Bank / Company / Self	Person / Company	Period Due	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## 18

## LIABILITIES

#	Creditor	Amount	Details
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

## 19

## RECURRING PAYMENTS TO TERMINATE

Utilities, Internet, Mobile, Cable TV, Newspaper, Memberships, Storage, Music, Entertainment sites etc.

#	Company Name	Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		





## IMPORTANT NOTES

Congratulations on reaching this page.

Keeping your Personal Asset Inventory Booklet (PAIB) in Safe Custody together with your Will enables your Executor/Trustee to gather your assets with ease which saves time and confusion.

Print all pages and send it to us following the steps below:

- 1) To avoid tampering, leakage or loss, place your PAIB in an envelope, sealed with your signature across the flap.
- 2) Please write your full name, NRIC and date on the top left-hand side of the envelope.
- 3) Address to:

**PreceptsGroup International**

Attn: Will/Custody Department (PAIB)

10 Anson Road,

#06-17, International Plaza.

Singapore 079903

Drop it off to us at our address or send it to us using Registered mail.

**This booklet is a depository of the relevant information you would like to inform your Executor/Family members.  
Note: PreceptsGroup holds no responsibility or liability for the items listed in this booklet.**

## IMPORTANCE OF KEEPING YOUR WILL SAFELY

Having a well-written Will ensures that your last wishes will be fulfilled. In addition, you should also ensure that your Will is tamper-free and accessible when the need arises.

With your Will in PreceptsGroup safe custody, there is:

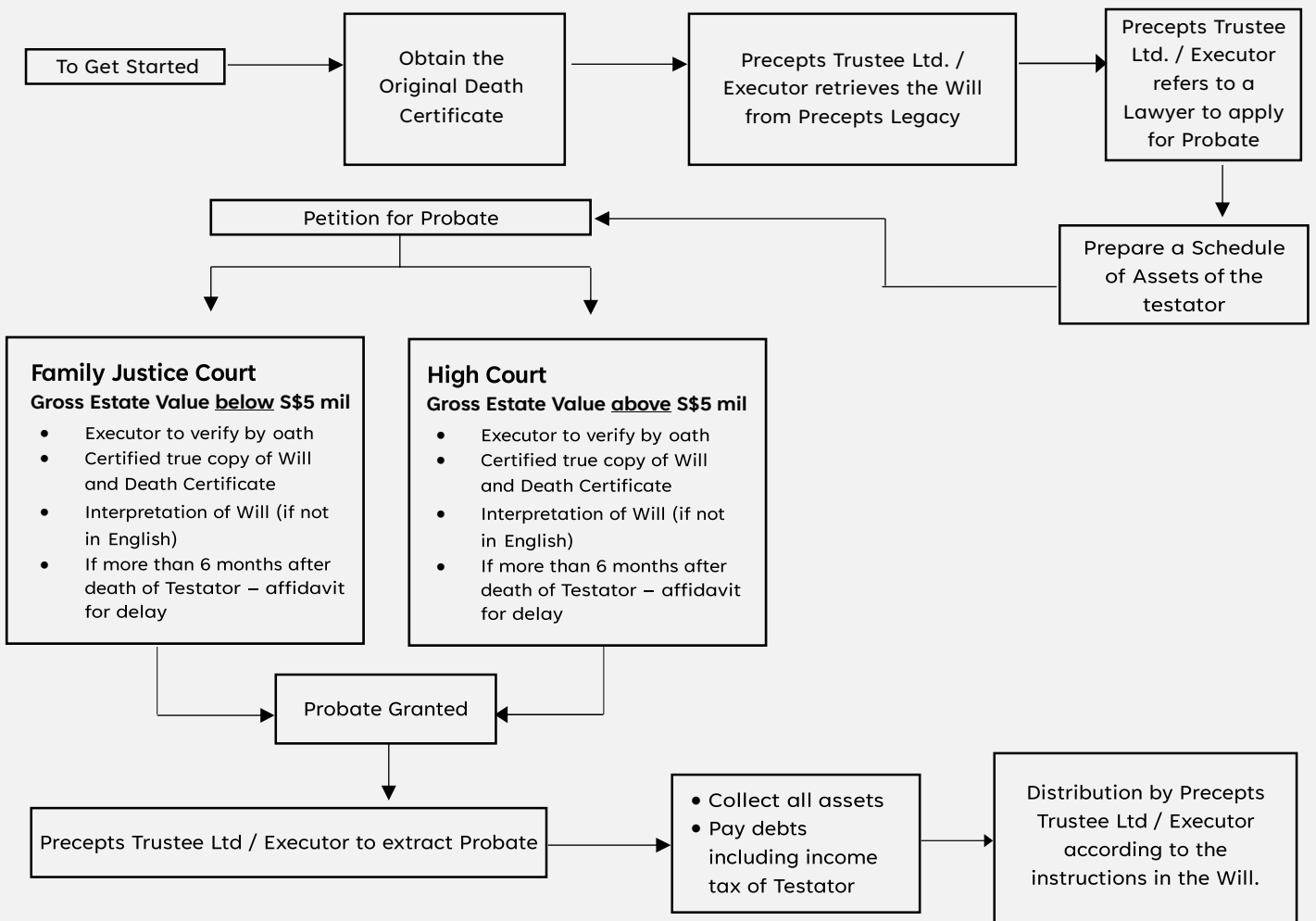
- Peace of mind
- Confidentiality
- No hassles and inconvenience
- Protection from tampering
- Protection from theft
- Protection from natural disasters
- Annual reminder services
- Comprehensive assets inventory system
- Certainty of location
- Future Will Rewriting Discount subject to T&Cs

## WHEN DO I NEED TO REWRITE MY WILL?

If you wish to update your PAIB or review your Will, please do not hesitate to contact your Estate and Succession Practitioner or PreceptsGroup at [contactus@preceptsgroup.com](mailto:contactus@preceptsgroup.com) should any of the following events occur:

- The death of an intended Executor with no substitute or change of Executor
- There is a substantial change in your financial situation
- The death of an intended beneficiary with no substitute 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 estate duties
- The death of both witnesses of the Will or difficulty 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

## STEPS IN APPLYING FOR PROBATE



Please note that the contents represent only a brief outline of the steps to be taken to obtain Grant of Probate.

## PRECEPTSGROUP INFORMATION

### PreceptsGroup Links



<https://linktr.ee/preceptsgroup>

Address: 10 Anson Road #06-17 International Plaza Singapore 079903

Contact: +65 6221 8633

Email: [contactus@preceptsgroup.com](mailto:contactus@preceptsgroup.com)

Website: <https://www.preceptsgroup.com/>

Operating Hours: 9am to 6pm (Mon to Thu)  
9am to 5pm (Fri)

# DIGITAL ASSETS MEMORANDUM

**What is the purpose of this Digital Assets Memorandum?**

Many of us transact across various platforms regularly and may own digital assets beyond the usual financial institutions. The Digital Assets Memorandum serves as a centralised record to list all your digital assets.

**What do I need to consider?**

Decide what should happen to your digital assets and leave clear instructions for your Trusted Person to access your digital accounts, records, and devices.

**What if I own digital assets of significant monetary value?**

Ensure your Will includes a section detailing your appointed Digital Assets Facilitator and instructions on managing these assets.

**Your Action Needed:** Provide a copy to your appointed Digital Assets Facilitator.

**My Full Name:** \_\_\_\_\_

**My Identification Number:** \_\_\_\_\_

**Name of your Appointed Digital Assets Facilitator:** \_\_\_\_\_

**Contact Details of my Digital Assets Facilitator:** \_\_\_\_\_

## PART 1

**Physical Devices**

Desktop, Laptop, Handphone, Tablet, Hard Drive, Thumb Drive etc.

#	Username	Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

DIGITAL ASSETS MEMORANDUM

PART 1 – CONTINUED

Email Addresses / Storage Sites

Google, Hotmail, Microsoft, Yahoo, Dropbox etc.

#	Username	Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Social Media / Domains

Facebook, Instagram, Tik Tok, LinkedIn, YouTube, GoDaddy, WordPress, Wix etc.

#	Username	Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		



DIGITAL ASSETS MEMORANDUM

PART 2

Online Accounts

Gaming, PayPal, Loyalty programmes etc.

#	Site	Username / Account Number	Notes
1			
2			
3			
4			
5			

Digital Wallet

Grab Wallet, Revolut, Wise, YouTrip etc.

#	Site	Username / Account Number	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			

Cryptocurrencies

Bitcoin, Ethereum, Binance, Tether, Ripple, Solana, Litecoin etc.

#	Site	Username / Account Number	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			

DIGITAL ASSETS MEMORANDUM

PART 2 – CONTINUED

Non-Fungible Tokens (NFTs)

#	Site	Username / Account Number	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Others

#	Site	Username / Account Number	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Note:  
 This memorandum does not override the distribution instructions in your Will; it simply provides additional information regarding your digital assets.

PreceptsGroup assumes no responsibility for the accuracy or completeness of the information provided in this document. While we strive to ensure that all information is correct and up to date, we cannot guarantee its accuracy. The contents of this document are for informational purposes only and should not be relied upon as legal or financial advice.

By using this document, you acknowledge that any reliance on the information provided is at your own risk. PreceptsGroup will not be held liable for any errors, omissions, or any outcomes resulting from the use of this information. We recommend consulting with a qualified professional for advice tailored to your specific circumstances.