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The Estates department at Pincus Matz & Marquard is proud to be part of a highly respected legal practice. As part of our ongoing commitment, we offer you our expertise and invite you to call on us for a personal and caring service to assist in making provision for your unique needs, ensuring that your will is in line with your estate plan.



**Yasmin Jadwat** PARTNER  
B.A. LL.B (UND) H Dip Tax (UCT)  
Email: yasminj@pincus.co.za



**Karen Napoleon**  
ADMIN ASSISTANT  
Email: karen@pincus.co.za

## Administration of Estates Process

Consultation with family, consideration of will and collect all relevant documentation and information.

Report the estate to the Master of the High Court.

Preliminary letters to financial institutions / SARS

(approx 6 to 8 weeks)

Receipt of letters of executorship  
Advertise for creditors in newspaper and Government Gazette

Open Estate banking account  
Obtain valuations / balance certificates

(approx 4 to 6 weeks)

Collate assets, pay liabilities  
Consult with heirs - method of liquidation / redistribution  
Draft Liquidation and Distribution Account

Submit final tax return

(approx 5 to 10 weeks)

Liaise with Master - query sheet Liquidation and Distribution Account

Estate Duty Return

Advertise Account

Deal with possible objections

(approx 4 to 6 weeks)

Finalise tax and estate duty  
Distribute Assets  
Transfer immovable property

Final account to heirs

Master's final requirements

(approx 4 to 6 weeks)