



SYDNEY MEMORIAL CREMATIONS

Important Documents & Funeral Wishes Kit

A practical NSW guide and printable journal for families, executors, and next of kin

Created to help your loved ones find the information they may need, when they need it most.

This kit belongs to

Date completed / last updated

Store this with your Will or tell your executor / senior next of kin where to find it.

How to use this kit

This kit is designed to be printed and completed by hand. It is not a legal document and does not replace a Will, advance care directive, estate planning advice, or legal advice. Its purpose is to reduce guesswork for the people who may need to speak with a funeral director, apply for certificates, notify organisations, or administer an estate.

- ☐ Complete only the sections that apply to you. Leave anything uncertain blank and update it later.
- ☐ Tell your executor, senior next of kin, or trusted contact where this kit is stored.
- ☐ Do not record full passwords here. Use your password manager or note where access instructions are kept.
- ☐ Review this kit whenever your family, legal, financial, or funeral wishes change.

My first notes / what I want my family to know

Contents

1. My key people
2. Personal details for death registration
3. Medical and cremation information
4. Funeral, burial, cremation and memorial wishes
5. Service details, readings, music and special touches
6. People and organisations to notify
7. Important documents and where they are stored
8. Executor information and estate administration notes
9. Assets, accounts, insurance and superannuation
10. Property, vehicles, valuables and pets
11. Digital life and subscriptions
12. Action checklists and notes

I. My key people

These are the people your family, executor or funeral director may need to contact first.

Senior next of kin / primary contact

Executor named in my Will

Backup executor or trusted support person

Preferred funeral director / contact



Solicitor / estate planning lawyer

Accountant / tax agent

Doctor / GP / medical specialist

Clergy, celebrant or spiritual support person

Other important contact

2. Personal details

A funeral director will usually ask for personal and family information so the death can be registered and the death certificate can be applied for.

Full legal name	Preferred name
Date of birth	Place of birth
Date of death	Place of death
Usual residential address	Occupation / usual occupation
If born overseas, year arrived in Australia	Aboriginal or Torres Strait Islander status (optional)

Additional identity details / notes

Family details

Use this space to record details that may be needed for registration. Exact dates and full legal names are helpful where known.

Current or previous marriage / partner details

Children - full names and dates of birth

Parents - full legal names, mother's maiden name and occupations

3. Medical and cremation information

Some information helps funeral directors complete paperwork and plan safely. If you are unsure, your family or funeral director can seek guidance at the time.

- ☐ I have a pacemaker or implanted medical device
- ☐ I would like organ donation considered, if possible
- ☐ I have registered / arranged body donation to science
- ☐ If I die overseas, I have repatriation preferences
- ☐ Everyone relevant is aware of my preferred cremation / burial plans

Doctor / GP details and medical notes

Special instructions for handling, clothing, jewellery or personal items

4. Funeral wishes

These wishes are a guide for your loved ones. Some choices may depend on legal, medical, cemetery, crematorium, cost, availability or practical requirements.

- ☐ Cremation
- ☐ Burial
- ☐ Direct cremation or burial with no service at the cremation/burial
- ☐ Service before cremation or burial
- ☐ Memorial after cremation or burial
- ☐ I am unsure / I want my family to decide

My preference and why it matters to me

Preferred cemetery, crematorium, resting place or ashes instructions

Farewell and remembrance

Use this section to leave enough guidance without needing to plan every detail.

- ☐ Small private farewell
- ☐ Public funeral or memorial
- ☐ Religious service
- ☐ Celebrant-led / non-religious service
- ☐ Family-led gathering
- ☐ Wake / reception after the service
- ☐ Livestream or recording, if possible

Preferred location, venue, church, chapel, garden, home or other place

Words to describe the tone I would like - peaceful, simple, joyful, traditional, private, etc.

5. Service details

These pages give your family starting points for a meaningful farewell.

Music - songs, hymns or instrumental pieces

Readings - scripture, poems, letters or reflections

People I would like to speak, read or share memories

Personal touches

Flowers, colours, clothing or style preferences

Charity or cause for donations in lieu of flowers

Food, drinks, wake, cultural or family traditions

Photos, videos, memory table, keepsakes or memory box ideas

6. People to notify

Write down people or groups who should be told. Add phone numbers, email addresses, relationship, and any notes about whether they should be invited to a service.

Name / group	Phone / email	Relationship	Notes

Organisations to notify

The Australian Death Notification Service may help notify multiple participating organisations after the death is registered and the death certificate has been issued. Families may still need to contact some organisations directly.

- | | |
|---|--|
| ☐ Bank / credit union | ☐ Superannuation fund |
| ☐ Life insurance provider | ☐ Centrelink / Medicare / MyGov |
| ☐ ATO / accountant | ☐ Utilities - electricity, gas, water |
| ☐ Phone / internet | ☐ Private health insurer |
| ☐ Employer / business partners | ☐ Subscriptions / memberships |
| ☐ Landlord / strata / council | ☐ Other |

Important notification notes

7. Important documents

Do not attach originals to this kit unless it is safe to do so. Record where the originals or certified copies can be found.

Original Will

Enduring Power of Attorney

Enduring Guardianship / Advance Care Directive

Birth certificate

Marriage / divorce certificates

Passport / driver licence

Medicare card / pension card

Funeral bond / prepaid funeral plan

Cemetery deed / burial plot paperwork

Property deeds / rates notices

Vehicle registration papers

Insurance policies

Superannuation statements

Tax records

Business documents

Safe / storage keys

Document storage map

Home filing cabinet / folder details

Solicitor, accountant, bank, safe deposit or digital storage details

Who has keys, access codes or permission to access documents?

8. Executor information

This section is not legal advice. Executor duties can involve probate, notices, protecting assets, paying debts, tax, and distributing assets. The executor should seek legal or accounting advice where needed.

- ☐ Find the original Will and confirm executor details
- ☐ Secure the home, vehicles, valuables and important papers
- ☐ Make an inventory of assets and debts
- ☐ Notify banks, government agencies and relevant organisations
- ☐ Check whether probate or letters of administration are needed
- ☐ Keep records of expenses, income, correspondence and decisions
- ☐ Do not distribute the estate too early; seek legal advice about timing
- ☐ Lodge final tax or estate tax returns if required
- ☐ Distribute assets according to the Will or legal rules after debts are paid

Executor working notes

9. Assets and accounts

List institutions and reference details, not full passwords. This helps your executor know where to start.

Institution / asset	Account or policy type	Reference / branch	Notes

Super, insurance and tax

Superannuation funds and nominated beneficiaries

Life insurance, funeral insurance or other policies

Tax records, accountant details and ATO / MyGov notes

10. Property and valuables

Real estate, mortgage, strata, landlord or council details

Vehicles, registration, loans and insurance

Valuables, jewellery, collections, heirlooms and where they are kept

Pets and dependants

Leave clear instructions for animals, dependants, plants, or anyone who relies on your care.

Pets - names, vet, food, medication, microchip and preferred carer

People or dependants who may need immediate support

Home, keys, alarms, bins, plants and practical household notes

II. Digital life

For security, avoid writing full passwords in this kit. Instead, record where your password manager, recovery keys, or access instructions are safely stored.

Password manager / device access instructions - location only

Important email addresses, phone plans, cloud storage and devices

Social media, websites, subscriptions, memberships and digital assets

12. Quick checklists

These prompts are included to help families and executors find what they need quickly.

- ☐ My executor / senior next of kin knows where this kit is stored
- ☐ My Will location is recorded
- ☐ My preferred funeral director is recorded
- ☐ My cremation, burial or memorial wishes are recorded
- ☐ My key documents are listed
- ☐ My banks, super, insurance and tax records are listed
- ☐ My property, vehicle and valuables notes are included
- ☐ My pets / dependants instructions are included
- ☐ My digital access instructions are safely stored elsewhere and location is recorded
- ☐ I have reviewed this kit and updated the date on the cover

Final notes

Sources and disclaimer

This resource is a practical planning aid prepared for Sydney families. It is general information only and should not be relied on as legal, financial, tax or medical advice. Laws, fees, forms and processing times can change. Families and executors should confirm current requirements with the relevant NSW Government agency, funeral director, solicitor, accountant, or adviser.

- Cemeteries & Crematoria NSW - Planning checklist: burial, cremation, funerals and ways to commemorate life.
- NSW Government / NSW Registry of Births, Deaths & Marriages - death certificates and registering a death.
- NSW Government - Guide for executors and deceased estates.
- Supreme Court of NSW - probate and Notice of Intended Distribution information.
- Australian Death Notification Service - notifying participating organisations after a death.

Questions to ask my funeral director, solicitor or accountant
