



MoJ
Ministry of Justice

Republic of Namibia

Public Notice

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DOCUMENTS REQUIRED TO REPORT A DECEASED ESTATE

The mandate of the Master of the High Court is to supervise the administration of deceased estates, and to protect and safeguard the interest of creditors and all beneficiaries. In order to execute the above mentioned mandate, all members of the public must have the following documents to report the estate of the deceased:

- Original Death Certificate of the deceased
- Certified copy of the death certificate of the deceased;
- Certified copy of the ID of the deceased;
- Original last will and testament of the deceased; if any
- Certified copy of the marriage certificate (if married) or certificate by traditional authority if married by customary law;
- Copy of the Ante-nuptial contract if married out of community of property below Red Line (Police Zone);
- Certified copy of the ID of the surviving spouse (if married). If spouse died after the deceased, a certified copy of the death certificate of the deceased spouse;
- Copy of the divorce order (if divorced);
- Certified copies of ID's of all the major children of the deceased (if any), whether alive or deceased. If deceased, a certified copy of the death certificate of the deceased child, a next of kin affidavit of the deceased child and certified copies of the ID's of his/her next of kin;
- Certified copies of all the birth certificates of the minor children of the deceased (if any); whether alive or deceased. If deceased, a certified copy of the death certificate of the deceased child, a next of kin affidavit of the deceased child and certified copies of the ID's of his/her next of kin;
- Certified copies of the ID's of the parent/s or legal guardians of the minor children of the deceased;
- Certified copy of the ID of the person applying to be an executor or estate representative.
- A list of all of the assets of the deceased, including those of the surviving spouse if the deceased was married in community of property, (all vehicles, house/farm/flat, all bank accounts and investments, furniture, policies (including funeral policies) without beneficiaries, guns, severance allowance, leave days, etc).
- If all assets of the deceased exceeds N\$ 100 000-00, the estate has to be reported directly to an estate practitioner. If the value of the assets is below N\$ 100 000-00, clients have to directly report it at our office.

Important

- All the above forms must be completed in full and with complete disclosure of the information of the deceased so that the Master's office can have a true reflection of the estate of the deceased.
- There are strict requirements for obtaining letters of authority and letters of executorship due to the fact that applicants/estate representative often abuse these letters and or fraudulently obtains them and it has proven to be detrimental to the rightful heirs/beneficiaries.
- The Master does not have the power to issue letters of authority/ executorship only for purposes of obtaining funds for burials. These letters are issued after all assets of the deceased has been fully disclosed.