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**10 STEPS TO FINANCIAL FREEDOM**

**HEAVEN FILE**

Word Template: This resource is in a word format for easy editing and personalise it:

* Please ad or remove subjects as needed for your personal “Heaven File Index”
* The heaven file needs to be kept in a safe or other secure place with someone off site who will be handling your affairs should you or your spouse pass away, therefore it is called your heaven file.
* After editing the index, simple print and place it in your file
* Tick the boxes on the index to indicate that a certain item is in the file, empty boxes will mean that documents still needs to be found and inserted into the file

**Index**

* ID Documents
* Birth Certificates, parents and children
* Marriage Certificate
* Passports
* Qualifications, Matric Certificates, University degree or Diploma`s
* CV`s
* Congregation membership
* Wife`s Personal Life Financial Plan
* Husband`s Personal Life Financial Plan
* Families Personal Life Plan
* Household budget
* Your Will
* Trust Documents
* Company Registrations & minutes
* Vehicle registrations and Licenses
* All insurance documents (Life, home, vehicles, etc.)
* Medical Documents
* TV License
* SARS documents
* Property Registrations
* Bond documents
* Bank documents
* List of Bank accounts
* All official business documents on loans, business transactions etc
* Business plans
* Share Certificates
* Kruger Rand`s and other investments
* Details and contacts numbers of your professional team, such as, accountants, attorney, financial adviser, personal banker
* Details of the children`s godparents
* All necessary passwords for online subscriptions and services, including your bank
* All consumer contracts such as cell phones, gym memberships etc