

MY PERSONAL RECORD

Name:

Address:

This record contains important information about my finances and will assist the executors of my will and my family when I die.

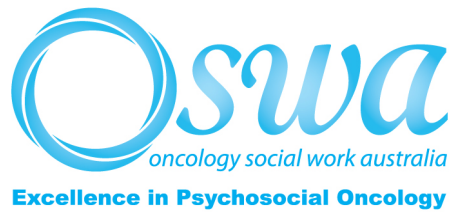
Where space allotted is insufficient place details on a separate sheet and attach.

PERSONAL INFORMATION			
Date of birth		Place of birth	
Religion			
Medical/Hospital Fund		Membership No	
Personal/Medical Practitioner			
Membership-Clubs & other organisations			
Significant Public Offices held			
MARRIAGE DETAILS			
Name of Spouse (incl Maiden name of partner)			
Date of Marriage		Place of Marriage	
FAMILY DETAILS			
Name of Father			
Date of birth		Place of Birth	
Maiden name of Mother			
Date of birth		Place of Birth	
Full names of your children	1	2	
	3	4	

FAMILY RECORDS					
Location of	Marriage Certificate				
	Birth Certificate				
	Birth Certificate for Spouse and Children				
(Proof of birth and age are required by your Executors and by Insurance Companies – Marriage Certificate required for Superannuation).					
MY WILL					
Date of my Will?					
Location of original and any copies					
Name and address of my Solicitor					
Name(s) and address(es) of my Executor(s)					
I wish to bequeath my body organs to a University or Hospital?					Yes/No
Details:					
PERSONAL INSURANCE					
Company	Policy No. Date	Maturity	Any money borrowed on policy	Payments yet to be made	Where the policy is kept
PERSONAL TAXES AND RATES					
The receipts and records for my rates and duplicate income tax returns are located at					
Have tax and rates for the current year been paid?			Yes/No		
My Tax File Number is					
The name and phone no of my taxation accountant is					
CAR, CARAVAN AND/OR POWERBOAT					
The Bill of Sale located at					
The Registration Certificate is located at					
Name of Insurance Company				Policy No	
Are there any Hire Purchase payments yet to be made?			Yes/No		

RETIREMENT			
I have been contributing to a Superannuation Scheme and information concerning the policies, method of collection, telephone number and my file number are as follows:		Yes/No	
My Pension/DVA Number			
SAFE DEPOSIT BOX			
My Safe Deposit box no		Key location	
Name and address of Bank			
The box is in the name(s) of			
NOTE – some Banks will hold a sealed letter for safe custody. This applies in branches which have no safe deposit facilities.			
REAL ESTATE			
The Deed to each piece of Real Estate is located (Quote the Title Deed Number)			
List any Mortgages			
Commencement Date		Finalisation Date	
List of Insurance Policies on my Property and where these policies may be found			
Are all the property taxes paid?		Yes/No	
The receipts are located at			
List of rental agreements			
Revenue expected from my property			
CASH			
My cheque account is with			
Account number			
My savings account is with			
Account number			
Interest Bearing Deposit?		Y/N	
		Where	
Should immediate monies be required apply to			
HIRE PURCHASE			
I have the following items on hire purchase			

Hire Purchase Agreements carry Customer Credit Insurance Policies	Y/N	
Specify		
STOCKS AND BONDS		
Securities owned and where they are kept		
Name and address of my Stock Brokers		
DEBTORS AND CREDITORS		
There are monies owed to me	Y/N	
List names, amounts and terms		
I owe money	Y/N	
List names, amounts and terms. Keep receipts for 7 years		
FUNERAL CONSIDERATIONS		
I belong to a Funeral Fund. If so give details	Y/N	
It is my wish to be buried or cremated		
I own a cemetery lot	Y/N	If so, where
The Deed for the cemetery lot is located		
I do not own a cemetery lot, and I specify my cemetery preferences		
My wishes for my ashes		
My views on floral tributes	Y/N	
I favour a donation to a charity	Y/N	If so, specify
Music I would like played		



What is OSWA?

OSWA (Oncology Social Work Australia), is a non-profit organisation dedicated to the enhancement of psychosocial services to people with cancer their families and carers. OSWA's goal is to work with people who have cancer and those affected by cancer to optimise their social, emotional, spiritual, physical and psychological well-being.

Who are members?

Our members are qualified social workers who specialise in the psychosocial care of people with a cancer their families and carers; they practise in hospitals and in the community and are an integral part of the treating team.

How can Oncology Social Workers help?

A cancer diagnosis and subsequent treatment disrupts people's lives. It affects not only the person with a cancer but also their partner, children, other family members, friends and work colleagues. Oncology Social Workers assist people to manage the social and emotional impact of diagnosis and treatment, help those affected to manage the cancer and adjust to changes in their circumstances, relationships and view of life.

By working with an Oncology Social Worker, patients, families and carers are better supported to understand what is happening and retain as much control over their health and life as possible. This can lead to a greater sense of well-being and a return to living with a cancer that is only one part and not the whole of their lives.

Oncology Social Workers are experts in responding to social and emotional stresses that often arise from a health crisis. We are trained to work with individuals, families and significant others. We are able to address a broad range of issues relating to the impact on self, one's relationships, employment, financial, housing or other concerns. We provide counselling, advocacy, liaison and referral to other services.

What do I do to see an Oncology Social Worker?

If you would like to speak to an Oncology Social Worker please ask your doctor or nurse to refer you.

For more information on how an Oncology Social Worker may help please go to <https://oswa.net.au/PatientsCareGivers/HowanOncologySocialWorkerCanHelp.aspx>