

TRUSTEE'S CHECKLIST

Do you know your obligations as trustee of a trust? Go through the checklist to make sure you have all of the information at hand when you need it.

Trust Name: _____

/ /
Yes / No

Date of Trust Deed

Do you have the Trust documents?

Please list:

Where are the Trust documents held?

Circle

Electronic / Hardcopy

Settlor(s)

Name: _____

Address: _____

Contact number: _____

Email: _____

Name: _____

Address: _____

Contact number: _____

Email: _____

Current Trustee(s)

Name: _____

Address: _____

Contact number: _____

Email: _____

Name: _____

Address: _____

Contact number: _____

Email: _____

Name: _____

Address: _____

Contact number: _____

Email: _____

Trustee's Information Checklist **DKLAW**

Previous Trustees

Circle Name: _____
/ / Retired / Removed / Deceased
/ / Date of retirement/removal/death _____

Circle Name: _____
/ / Retired / Removed / Deceased
/ / Date of retirement/removal/death _____

Beneficiaries

Circle Classes / Named
If Named,
Name: _____
Contact details: _____
Age: _____

Name: _____
Contact details: _____
Age: _____

Name: _____
Contact details: _____
Age: _____

Assets of Trust

Recent Transactions

Trustee's Information Checklist **DLAW**

/ / **Date of Last Annual Review**

Yes / No **Gifting**

Does the Trust owe any debts to anyone, such as to the Settlers.

If yes, please list.

Yes / No **Does the Trust have a Memorandum of Wishes?**

Yes / No **Disclosure complete?**

(Will you be disclosing basic trust information to the beneficiaries)

If no, name of beneficiaries affected

Why?

Yes / No **Does someone have power of appointment of Trustees**

Clause number

Yes / No **Does someone have power to appoint and remove/exclude beneficiaries?**

If yes, who holds this?

Clause number

Yes / No **Does someone have power to vary Trust Deed?**

If yes, who holds this?

Clause number

Yes / No **Does someone have the power to resetttle?**

Clause number

Yes / No **Are there any default duties excluded?**

If yes, please list:

Notes / Questions