

# Personal Asset Inventory Booklet

个人资产汇总册子



Rockwills®



**Copyright © 2020 Rockwills Trustee Bhd**

No part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted, in any form, or by any means (electronic, mechanical, photocopying, recording, or otherwise), without the prior written permission of both the copyright owner and publisher of this booklet.

**版权属乐委集团**

在未经版权所有者及出版商的共同许可下，此册子不得以任何形式，任何用途（电子，机械复印，记录）被翻印，储存或被推介传播与任何其它系统。

# Content

## 内容

4	Will Writing Services	17	Contents Of Computers and Devices	4	遗嘱缮写服务	17	电脑和其他电子设备的内容
5	Inventory of Assets and Valuable Documents	18	Email Accounts	5	详细的资产和重要文件记录	18	电子邮件账号
7	Personal Information	18	Social Media	7	个人资料	18	社交媒体
8	Testamentary Matters	19	Domain Names	8	有关遗嘱的资料	19	网站域名
9	Safe Deposit Box	20	Storage Sites / Accounts	9	银行保险箱	20	储存网站 / 账户
10	Bank Accounts	20	Other Online Software Accounts	10	银行账户	20	其他线上软件账户
11	Immovable Property	21	Online Trading Account Access	11	不动产	21	网上交易账户接驳权限
12	Insurance	22	Cryptocurrency Account Access	12	保险	22	加密货币账户接驳权限
13	Investments / Business	23	Other e-Wallets	13	投资 / 生意	23	其他电子钱包
14	Asset Management	25	Special Instructions	14	资产管理	25	特别指示
15	Motor Vehicles	26	Net Estate Valuation	15	车辆	26	资产净值评估
15	Other Assets	27	Steps in applying for Probate	15	其它资产	27	申请遗嘱认证文件的步骤
16	Liabilities	28	When do I need to rewrite my Will	16	负债	28	在什么情况下需要重写遗嘱
16	Guarantees	30	Final Reminder	16	担保	30	温馨提示

# Why You Must Keep Your Will Safely

## 为什么您要确保安全的遗嘱保管

Writing your Will ensures that your last wishes will be fulfilled. However, you should also ensure that your Will can be found when it is needed most by using our Will Custody Service.

Benefits of Will Custody with Rockwills:

- Easily located
- Kept with confidentiality
- Safe storage
- Tamper proof
- Secure system
- Accidental death benefits
- Probate subsidy
- QR Code

立下遗嘱确保您最后的心愿能实现。除此之外，通过我们的遗嘱保管服务，您能在最需要的时候找到您的遗嘱。

遗嘱保管的好处：

- 容易寻获
- 保密性
- 安全性
- 防篡改
- 安全系统
- 乐委意外死亡福利
- 遗嘱认证文件的补贴费
- 二维码

# Inventory of Assets and Valuable Documents

## 详细的资产和重要文件记录

### General Key Points:

Congratulations! You have taken the first step towards making your wishes come true by writing your Will with us.

Next, you need to keep a good record of your assets and important documents so that your Executor has ready access to this information when it is needed.

With our Personal Assets Inventory Booklet (PAIB) you will be able to easily keep track of the assets you own, note down where important documents are kept and update this information whenever it is necessary to do so.

Remember, it is important to keep your PAIB updated so that your Executor is not on a “treasure hunt” to locate all your assets and important documents. Any delay in trying to find out what assets you own and where your documents are kept will slow down the process of applying for Probate and can end up being very costly to your estate.

We recommend that you review and update your PAIB every year. We also recommend that you review your Will every 2 – 3 years and revise it as necessary. Please refer to the end of this booklet for tips on when you should revise your Will.

In a few simple steps, you can send your completed PAIB to us and we will keep it safely together with your Will.

### 主要重点：

恭喜您撰写了遗嘱，并在实现您的意愿的过程中已经踏出了第一步。

接下来，您需要好好记录您的资产与重要文件，好让您的遗嘱执行人在需要这些资料的时候能够轻松寻获。

通过我们的个人资产汇总册子，您可以轻松追踪您的资产，记录重要文件的收藏地点，并在需要的时候更新这些资料。

记住，您的个人资产汇总册子必须时常更新，以便您的遗嘱执行人不需要“寻宝”似的搜查您的遗产与重要文件。若遭遇延迟，如追查您的遗产与您的重要文件的保存地点，这些都将减慢申请遗嘱认证文件的速度，并最终致使您的遗产损失惨重。

我们建议您至少每年都检阅或更新您的个人资产汇总册子。此外，我们也鼓励您每2 – 3年检查一次遗嘱，并根据需要进行修订。请参阅本手册的末尾以了解更多有关何时修订遗嘱的问题。

通过以下步骤，您可以将完整的个人资产汇总册子发送给我们，好让我们将该本册子与您的遗嘱一起安全保存。

**Step 1:** Print out the PAIB

**Step 2:** Fill in all the details of your assets, important documents and where they are kept

**Step 3:** Place your completed PAIB in an envelope, seal it and write the following on the top left hand side of the envelope:

- a) Your full name
- b) I.C. No.
- c) Mobile No.
- d) Email

**Step 4:** Courier your completed PAIB to us addressed to:

**Rockwills Corporation Sdn Bhd**

Wisma Rockwills,  
No.62, Jalan 2/131A,  
Off Jalan Klang Lama,  
58200 Kuala Lumpur

Attn: Will Custody Department

**Step 5:** Alternatively you may email your PAIB to [custody@rockwills.com](mailto:custody@rockwills.com) and provide us with:

- a) Your full name
- b) I.C. No.
- c) Mobile No.

第一步：打印出您的个人资产汇总册子

第二步：填写有关您的资产，重要文件及其存放位置的所有详细信息

第三步：保存您的个人资产汇总册子于信封内，密封并在信封的左上角写上以下讯息：

- a) 您的全名
- b) 身份证号码
- c) 电话号码
- d) 电邮

第四步：邮寄您完整的个人资产汇总册子给我们，地址为：

**Rockwills Corporation Sdn Bhd**

Wisma Rockwills,  
No.62, Jalan 2/131A,  
Off Jalan Klang Lama,  
58200 Kuala Lumpur

Attn: Will Custody Department

第五步：再者，您可以电邮您的个人资产汇总册子至 [custody@rockwills.com](mailto:custody@rockwills.com) 并注明：

- a) 您的全名
- b) 身份证号码
- c) 电话号码

## Personal Information 个人资料

Full Name 姓名

---

NRIC / Passport No. 身份证 / 护照号码

---

Signature used in my Will (to verify my signature)  
遗嘱中使用的签名 (以鉴定我的签名)

---

Date of completing this PAIB  
该个人资产汇总册子的完成日期

---

Location of Birth Cert. 出生纸存放处

---

EPF Membership No. 公积金会员编号

---

EPF Nominee(s) 公积金被提名者

---

---

---

Income Tax No. 所得税编号

---

## Testamentary Matters 有关遗嘱的资料

My Will is located at 我的遗嘱存放于

---

---

The date of the latest Will is 最新遗嘱的日期

---

My Rockwills Estate Planner is 我的缮写遗嘱专员是

---

---

Contact No. 联络号码

---

Others 其它

---

---



Executor(s) / Trustee(s) Information 执行人 / 信托人的资料

No. 编号	Name of Executor / Trustee 执行人 / 信托人	Address 住址	Contact Number 联络号码	Email 电子邮件
1				
2				
3				
4				

Personal Asset Inventory Booklet 个人资产汇总册子

---

**Safe Deposit Box 银行保险箱**

No. 编号	Bank / Branch 银行 / 分行	Box Number 保险箱号码	Key Located at 钥匙存放处
1			
2			

## Bank Accounts 银行户口

No. 编号	Bank / Branch 银行 / 分行	Account Type 户口分类	Account Number 户口号码
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Location of Records 文件存放处 \_\_\_\_\_

## Immovable Properties 不动产

No. 编号	Location / Address 地点 / 地址	Title No. 地契编号	Location of Title Deed 户口号码
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## Insurance 保险

(For Life Insurance, Group Life Insurance by Employer, Automobile Insurance, Personal Accident Insurance [including those from credit cards], Property Insurance and Health Insurance)

(包括人寿保险，雇主团体人寿保险，汽车保险，个人意外保险 [包括信用卡]，产业保险和健康保险)

No. 编号	Insurance Company 保险公司	Policy No. 保单编号	Type of Policy 保单政策	Location of Policy 保单政策的收藏地点	Life Assured 投保人
1					
2					
3					
4					
5					
6					
7					
8					
9					

## Investments / Businesses 投资 / 生意

### 1) Listed Companies 上市公司

No. 编号	Brokerage Company 经纪公司	CDS /CDP A/C No. CDS /CDP 户口号码	Broker / Contact Number 经纪人 / 联络号码
1			
2			
3			

### 2) Non-Listed Companies / Partnership / Sole Proprietorships 非上市公司 / 合夥公司 / 个人公司

No. 编号	Business Name 公司名称	Address 股票证书 / 文件存放处
1		
2		
3		
4		
5		

### 3) Unit Trusts 单位信托

No. 编号	Name of Fund 基金名称	Company Name 公司名称	A/C No. 户口号码
1			
2			
3			
4			

### Asset Management 资产管理

Date 日期 \_\_\_\_\_

No. 编号	Name of Asset Manager 资产管理经理姓名	Account No. 户口号码	Contact Person 联络人
1			
2			
3			
4			

## Motor Vehicles 车辆

No. 编号	Model 款式	Reg. No 登记号码	Year 年度	Registered Name 登记人姓名	Location of Registration Card 登记卡存放处
1					
2					
3					
4					

## Other Assets 其它资产

No. 编号	Assets Details 资产资料	Location Details 存放处
1		
2		
3		
4		

## Liabilities 负债

No. 编号	Creditor 债权人	In Respect of 关于	Amount 数目
1			
2			
3			
4			

## Guarantees 担保人

No. 编号	Holder 持有人	On Behalf of 代表	In Respect of 关于	Amount 数目
1				
2				
3				
4				



# Digital Assets Memorandum ('DAM') 数码资产备忘录

## PART 1

### Digital Facilitator Information 数码资产协调员的资料

No. 编号	Name of Digital Facilitator 数码资产协调员	Address 住址	Contact Number 联络号码	Email 电子邮件
1				
2				

### Contents of Computers and Devices *(such as mobile phone, tablet, hard drive, thumb drive)*

电脑和其他电子设备的内容 (例如: 手机, 平板电脑, 硬盘, USB)

No. 编号	Item 项目	Username 用户名	Notes 笔记
1			
2			
3			
4			
5			

## Email Accounts *(such as Gmail, Yahoo mail, Hotmail)*

电子邮件账号（例如：Gmail, Yahoo mail, Hotmail）

No. 编号	Provider / Host 供应商 / 持有人	Username 用户名	Notes 笔记
1			
2			
3			
4			
5			
6			

## Social Media *(such as Twitter, Instagram, Facebook)*

社交媒体（例如：推特，照片墙，面子书）

No. 编号	Provider / Host 供应商 / 持有人	Username 用户名	Notes 笔记
1			
2			

3			
4			
5			
6			

### Domain Names *(Names of website(s) that you own)*

网站域名 (您所持有的网站)

No. 编号	Domain / Website 网站域名	Username 用户名	Notes 笔记
1			
2			
3			
4			
5			
6			

## Storage Sites / Accounts *(such as Dropbox, Google Drive, OneDrive)*

存储网站 / 帐户 (例如: Dropbox, Google Drive, OneDrive)

No. 编号	Provider / Host 供应商 / 持有人	Username 用户名	Notes 笔记
1			
2			
3			
4			
5			
6			

## Other Online Software Accounts *(such as Adobe Acrobat, Illustrator, Microsoft Office)*

其他线上软件账户 (例如: Adobe Acrobat, Illustrator, Microsoft Office)

No. 编号	Provider / Host 供应商 / 持有人	Username 用户名	Notes 笔记
1			
2			

3			
4			

## PART 2

This section is for items which can be easily converted into monetary value or with a standard of value only, for tracking purposes.  
 本部分适用于可以轻松转换为货币价值或仅具有价值标准的项目而已，以便进行跟踪。

### Online Trading Account Access 网上交易账户接驳权限

No. 编号	Name of site 网页名称	Username and account number 用户名及账号	Notes 笔记
1			
2			
3			
4			
5			
6			

7			
8			
9			
10			

### **Cryptocurrency Account Access** (such as Bitcoin, Ethereum, Bitcoin Cash, Dash, Litecoin)

加密货币账户接驳权限 (例如: Bitcoin, Ethereum, Bitcoin Cash, Dash, Litecoin)

No. 编号	Type of cryptocurrency 加密货币的类型	Username and account number 用户名及账号	Notes 笔记
1			
2			
3			
4			
5			
6			

**Other e-Wallets** (such as Paypal, online trading, eBay, Mudah.com, online gambling account)

其他电子钱包（例如：Paypal，网上交易，eBay，Mudah.com，网上赌博账户）

No. 编号	Provider / Host 供应商 / 持有人	Username and account number 用户名及账号	Notes 笔记
1			
2			
3			
4			
5			
6			

## Important Notes:

1. Please ensure that no password is revealed here. Please keep the password or access code in a separate sealed envelope (sealed with signature across the flap) or at an encrypted storage site / device:
  - a) at a secure location known to you,
  - b) which you have informed the Digital Facilitator separately.For security reasons, it is not recommended that this item be kept with us.
2. Please note that we do not accept liability for any loss of contents or inaccuracy for such items kept with us.
3. When your Digital Assets change, please consider rewriting your Will to ensure nothing of value is missed out and update your information in this booklet and update any change in the password or access code.

## 重点:

1. 请确保您没有将密码透露在这项备忘录内。请将密码或接驳代码单独保存在密封的信封中(签名于开口处)或加密的存储网站/设备中:
  - a) 存在一个您知道的安全位置,
  - b) 并已单独通知数码资产协调员,基于保安原因, 我们建议这项接驳代码不要存放于乐委。
2. 请注意, 如若顾客坚持托管此类物品于我们, 在内容丢失或有任何其他失误时, 我们将不承担任何责任。
3. 当您更改您的数码资产时, 请考虑重写您的遗嘱以确保不会遗漏任何有价值的东西, 并相应地更新您于本册子中的密码或接驳代码。



## Special Instructions / Notes 特别指示 / 注明

## Net Estate Valuation 资产净值评估

This page is specially designed to help you assess your net estate value. Use the columns provided to list your assets and liabilities.  
 此页是特别为您而设计的资产评估表。您可在所提供的空格内列出您的资产和债务。

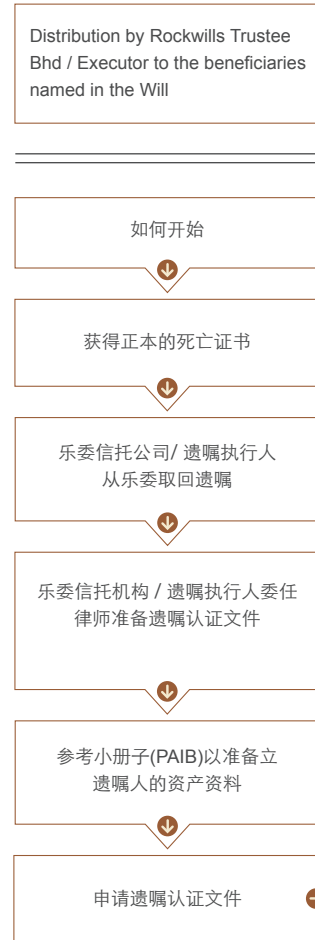
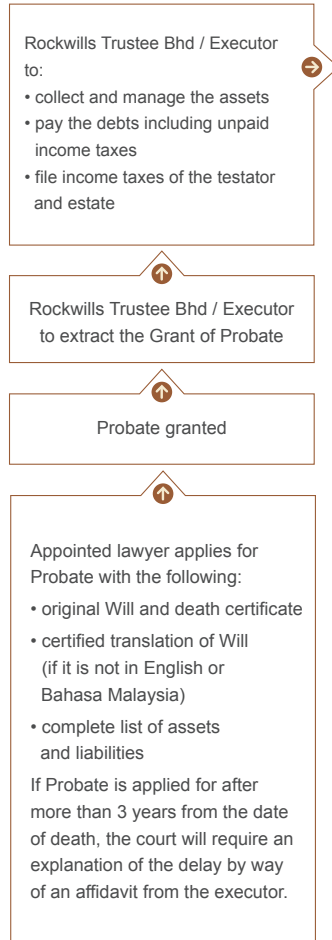
No. 编号	Assets Type 资产的种类	Gross Value 总额	No. 编号	Liability Type 负债的种类	Gross Value 总额
1	Landed Property 不动产		1	Housing Loan 房屋贷款	
2	EPF 公积金		2	Overdraft 透支额	
3	Insurance 保险		3	Car Loan 汽车贷款	
4	Listed Shares 上市股票		4	Charge / Credit Card 费用 / 信用卡票	
5	Unit Trust 单位信托		5	Personal Loan 个人贷款	
6	Motor Vehicles 车辆		6	Income Tax 所得税	
7	Cryptocurrency 加密货币				
8	e-Wallet 电子钱包				
	<b>(Total Gross Value) 资产总额</b>			<b>(Total Liabilities) 负债总额</b>	

$$\text{_____} \quad \text{Less (-) 减} \quad \text{_____} \quad = \quad \text{_____}$$

**(Total Gross Value) 资产总额**                      **(Total Liabilities) 负债总额**                      **(Net Estate Value) 净值**

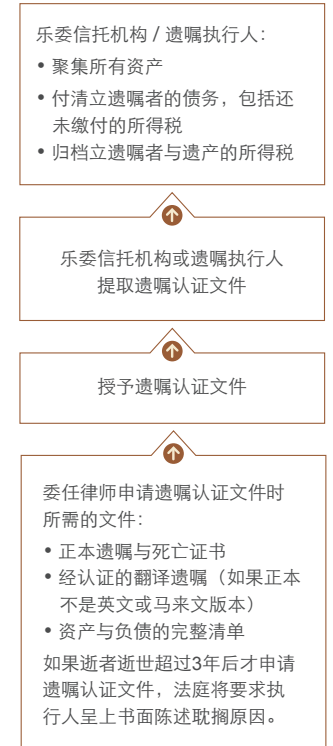
# Steps In Applying For Probate

## 申请遗嘱认证文件的步骤



Please note that the contents represent only a brief outline of the steps to be taken to obtain Grant of Probate

这只属申请遗嘱认证文件步骤的摘要



# When Do I Need To Rewrite My Will

## 在什么情况下需要重写遗嘱?

Consult your Rockwills Estate Planner should any of the following events occur:

- the death of an intended executor or change of executor;
- there is substantial change in your financial situation;
- the death of an intended beneficiary;
- a new arrival in the family;
- you separate from or divorce your spouse;
- you remarry;
- you enter into a de facto relationship;
- there is a change in legislation such as death duties;
- the death of both witnesses of the Will or difficult to locate both witnesses or if they migrate to another country;
- you intend to reallocate your assets to your beneficiaries;
- you intend to set up a Trust fund for your beneficiaries;
- new digital assets that are of value

如果发生下列事件，请联络您的遗嘱缮写专员 / 资产规划专员：

- 预定的遗嘱执行人逝世或更改遗嘱执行人；
- 您的财产状况发生重大的改变；
- 预定的遗嘱受益人逝世；
- 新家庭成员的诞生；
- 和您的配偶分居或离婚；
- 重婚；
- 同居；
- 立法的改变比如死亡所须负的责任；
- 两位遗嘱见证人已逝世或无法联络或他们已移民至另一个国家；
- 您计划重新分配您的资产于受益人；
- 您计划设立信托基金于受益人；
- 有价值的新数码资产

## **Additional Notes** 额外笔记

## Additional Notes 额外笔记

## Final Reminder 温馨提示

Keep your Will in a safe place such as our Will Custody Service. This will ensure that it is easily found when needed, without wasting time and incurring costs in locating your Will.

Lifetime Custody is an extension of our Will Custody Service, where we offer more benefits for you to enjoy:

- Lifetime discount of up to 50% for rewriting your Will
  - Free Rockwills Accidental Benefits up to RM40,000 until 75 years old
  - Legal fees subsidy for Grant of Probate application up to RM6,000\*
- Finally, if you have retrieved your Will from us, remember to return it for our safekeeping.



*\*Subject to terms and conditions*

将您的遗嘱安全保管于我们的遗嘱保管中心。这将确保您的遗嘱在需要时能够被寻获，既不费时，也不消耗任何财力。

终生保管配套是我们遗嘱保管服务的其中之一，通过这项配套，我们提供了顾客更多的利益：

- 于乐委改写遗嘱时终生享有高达50%的折扣
- 免费高达RM40,000的乐委意外死亡福利直至75岁
- 申请遗嘱认证文件时享有高达RM6,000的补贴费用\*

最后，如果您已从乐委取回您的遗嘱，请记得随时送还我们，以方便保管。



*\*须符合条规*

# Rockwills International Group of Companies

## MALAYSIA

---

### HEAD OFFICE

Wisma Rockwills, No.62, Jalan 2/131A,  
Off Jalan Klang Lama,  
58200 Kuala Lumpur  
t: +603 7781 1993  
e: general@rockwills.com

### BUSINESS DIVISION

Level 10, Menara AmFIRST,  
No. 1, Jalan 19/3, 46300 Petaling Jaya,  
Selangor Darul Ehsan  
t: +603 7932 1997

### REGIONAL OFFICES

#### Rockwills Penang

A-2-1, Lorong Bayan Indah 4,  
Bay Avenue, Bayan Lepas, 11900 Penang  
t: +604 643 7993

#### Rockwills Johor Bahru

No.28, Jalan Kempas Utama 2/2,  
Taman Kempas Utama, 81300 Johor Bahru, Johor  
t: +607 562 5445

#### Rockwills Kota Kinabalu

No. 12-1, 1st Floor, Block B, Heritage Plaza,  
Jalan Lintas, 88300, Kota Kinabalu, Sabah  
t: +6088 722 192

#### Rockwills Kuching

P23B-4-3, 2nd Floor, Trinity Hub,  
Jalan Datuk Tawi Sli, 93250 Kuching, Sarawak  
t: +6082 256 993

#### Rockwills Corporation Sdn Bhd (199301019778)

t: +603 7781 1993  
e: general@rockwills.com

#### Rockwills Trustee Berhad (200501026798)

t: +603 7781 1993  
e: trustee@rockwills.com

#### Rockwills Business Solutions Sdn Bhd (200301023833)

t: +603 7932 1997  
e: rbs@rockwills.com

#### Rockwills Advisory Services Sdn Bhd (200901008897)

t: +603 7932 1997  
e: advisory@rockwills.com

#### MTrustee Berhad (198701004362)

#### Go Tax Sdn Bhd (202001012121)

### AFFILIATED COMPANY

#### as-Salihin Trustee Berhad (200401031859)

#### PreceptsGroups International Pte Ltd (200803829R)





**Making your wishes come true!™**

**让您的意愿得以实现!™**



[www.rockwills.com](http://www.rockwills.com)