

The GEO Book

(to help Get Everything in Order)

The GEO Book

GEO is short for 'Get Everything in Order'.

Whether we are young or old, every one of us needs to think about what happens if we are suddenly indisposed. This could be a crippling or life-ending accident or illness. What will happen to our loved ones? Will they have enough to sustain on their own? How will they know what our precious things are, where these are kept and who should get what? How will they know what are our hopes for them and our final wishes?

The GEO Book is an organiser that helps you think about what is important to you and your loved ones and put your thoughts and records about prized possessions in order, in case of contingencies. It is in effect, a comprehensive bucket list.



Name	
Address	
Contact Numbers	
Office	
House	
Mobile	
Fax	
Email	
Blog address	

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DIRECTORY

Here is where you can list down contact details of people who are important to you.

CONTACTS

In case of emergency, please contact in order of priority -

1st Contact


Name: _____ Relationship: _____
 Phone: Fixed line: _____ Mobile: _____
 Fax: _____ E-mail: _____
 Address: _____

2nd Contact

Name: _____ Relationship: _____
 Phone: Fixed line: _____ Mobile: _____
 Fax: _____ E-mail: _____
 Address: _____

3rd Contact

Name: _____ Relationship: _____
 Phone: Fixed line: _____ Mobile: _____
 Fax: _____ E-mail: _____
 Address: _____



Call!

Close friends to notify if something serious happens to me -

	Name	Address	Contact through P (Phone) M (Mobile) E (e-Mail)
1			P _____ M _____ E _____
2			P _____ M _____ E _____
3			P _____ M _____ E _____
4			P _____ M _____ E _____
5			P _____ M _____ E _____
6			P _____ M _____ E _____
7			P _____ M _____ E _____
8			P _____ M _____ E _____

(continued)

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WORDS FOR LOVED ONES

There are things we may want to say when we think of loved ones. It may be stories of time spent together, details of trips or other important events.

These are powerful stuff - they awaken memories, pull at the heartstrings and can evoke tearful joy. Say them here. Your loved ones will feel gratified that you shared.



Together times

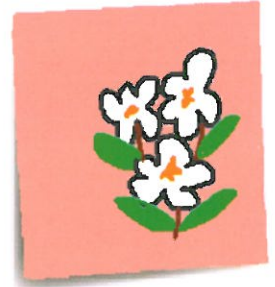
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FINAL ARRANGEMENTS

Many of us do not want to talk or even think about death. But sooner or later we need to address issues concerning the inevitable - how will our dependants cope, will there be enough cash for funeral arrangements, what should the arrangements be and so on.

When we are in a position to plan and convey the decisions on departure, we should do so without procrastinating. Leaving matters to chance would be tragic because the consequences could be destructive for relationships.

Go on. Put your thoughts down on paper. Get your final arrangements planned for.



BEREAVEMENT CARE

Funds I have set aside

Funeral arrangements can be expensive. They can cost from upwards depending on how elaborate you want it to be.

To help ease the financial burden and emotional stress of your loved ones, you may want to consider setting aside something for your final flight. You can provide immediate liquidity to your family by putting monies (or buy an insurance policy) for a specific trust and appointing a licensed trustee company to act as trustee to handle your funds to pay for all final expenses. This way, your family need not wait for the Grant of Probate before funds are available. Contact your local Professional Estate Planner for advice.

The following table will help you assess what you need to set aside for final expenses.

	Purpose	Amount (RM) <i>(can be approximate)</i>	Form <i>(e.g. as a cash or insurance trust)</i>	Where <i>(repository of the fund)</i>
1	Newspaper obituaries			
2	Plot & tombstone			
3	Casket/Urn			
4	Wake/Memorial Services			
5	Pallbearers & Mourner Fees			
6	Others			
	Total			

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ESTATE PLAN

Business Succession Planning

You may be involved in business through a sole proprietorship or a family controlled company or as a co-owner in a business through a partnership or a jointly controlled entity.



If so, and you are actively involved in the business, one of your major concerns will be who should take over the controlling interest or share of controlling interest when you are no longer around and who should manage the business when you are no longer able to.

Where you are sharing control with others (your siblings or friends for example) or you have a minority interest, the question you may ponder over is will your interest be realisable at a fair value when you are no longer around.

If yours is a family business, you may also wonder about whether the same issues will be faced by the next generation.

Looking at such issues and finding a solution is what Business Succession Planning is about.

Business succession objectives

List down your objectives regarding business succession issues here and tick in the appropriate boxes below.

Covering	Objective <i>(see example in first column)</i>	Yes <i>(tick where applicable)</i>
Management <i>E.g. For identified children to run or get involved in the business</i>		
Incapacity <i>E.g. For identified person to deputise in case of temporary incapacity and to succeed in case of permanent incapacity</i>		
Preventing fragmentation of control¹ <i>E.g. To preserve the controlling shareholding while allowing en bloc sale by consensus but not ad-hoc sales.</i>		
Realisation of minority stake² <i>E.g. To realise the minority stake in cash at a fair price</i>		
Realisation of business goodwill³ <i>E.g. To realise the business goodwill in cash at a fair price</i>		
Others <i>E.g. To ensure continued employment for specified loyal employees</i>		

¹ Fragmentation of control occurs when a controlling stake in a business becomes divided into two or more portions that each in itself is insufficient for maintaining control. This happens when, for example, a 100% stake gets distributed to four beneficiaries equally would result in a 25% stake each, none of which would be control. Thus, the business loses direction should there be conflict among the new owners.

² This may not be relevant for a minority stake in a company listed on a stock exchange since such a stake would be realisable through the market.

³ This would apply to sole proprietorships or partnerships especially where the goodwill arises from a portfolio of personal clients built up over many years.

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FINANCIAL MATTERS

LOCAL ASSETS as of _____ (latest available date for detailed balances)

Not many people invest directly in bonds other than savings bonds because of the large denomination usually required for such investments. If you do invest in bonds, such investment may be a significant part of your assets and therefore it is important for your dependants to have access to complete information on such investments when you are no longer around, especially if these are held through nominee accounts of private bankers otherwise there is the real risk of such assets becoming unclaimed assets (see Page 15).

Exclude portfolios of bonds that are managed by others publicly or privately which are covered in Pages 24 and 26 respectively.

Where there is any encumbrance on the account, such as a lien or a charge held for monies owed to a lender, such information should be indicated in the remarks section.

Consult your financial planner regarding bond investments if you are unsure.

Bonds



	No.	1	2
Issuer		Syarikat Tambah Berhad	
Guarantor (if any)		Bank Besar	
Registrar		BB & Co.	
Contact number/s		46030346802	
Type		Bon 2021	
Denomination (RM)		100,000.00	
Certificate number/s		2013579864 2013579865	
Principal amount (RM)		200,000.00	
Term		10 years	
Period		1.1.2012 - 1.1.2021	
Estimated net market value ¹ (RM)#		210,000.00	
Interest/Profit share rate (% p.a.)		5.5	
Yield to maturity ² (% p.a. based on cost)		5.2	
Location of certificate		Home safe	
Remarks (if any)		-	

Total (of #)

210,000.00

¹ Bonds may be quoted, in which case the net market value would be the buy (bid) price quoted less estimated realisable expenses (which for simplicity you may choose to ignore). If the bond is not quoted, its market value may not be easily available, in which case, check with the party you purchased the bond from for an estimate.

² Yield to maturity calculations can be complex. You could use a rough estimate by taking the annual payout over the cost expressed as a percentage or if you want accuracy, do an Internet search for the Yield To Maturity formula and apply that.

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PERSONAL MATTERS

There are times in our life when we reflect on what we have done. These thoughts may at times give us comfort, hope, longings, or resolve. Whatever they do, they give meaning to your life and can evoke a feel better moment, like after a good cry.

List below the books you really really want to read but have not found the time to.



Books to read