

CERTIFICATE COURSE: **ADMINISTRATION OF DECEASED ESTATES**

Let us help you launch your professional career as an **Executor, Administrator, Trust Officer, Paralegal or Estate staff member** in this highly regulated and lucrative field.

WHY TRAIN WITH THE BEST?

If you are looking to secure a career in law or business, the South African Law School offers you the leading edge in accredited training. Established in 1996, the school has successfully delivered specialist courses focused on vocational expediency. Expertly facilitated by qualified attorneys, the school's specialist modules offer practical direction for legal support staff of professional practices, financial institutions, corporations and small to medium size businesses.

COURSE OUTLINE

The comprehensive course offers specialist training in all areas of Administration in Deceased Estates including:

- An overview and interpretation of Wills & Codicils, Massing, Joint Wills, Repudiation & Adiation
- Reporting the Estate
- Appointment of Executor/Representative
- Functions & Duties of Executor/Representative
- Advertising for Debtors & Creditors
- Collecting assets of the Deceased's business/Interim Maintenance of Spouse & Minors; Guardian's Fund
- Opening Estate Bank Account
- Calculating Accrual (if applicable)
- Drafting the Estate Account (Liquidation & Distribution Account)
- Claims in terms of Maintenance of Surviving Spouse Act
- Estate Duty Return
- Advertising the Account
- Dealing with Objections
- Pay Estate Debts
- Distributing Assets, Transfer of Immoveable Property Vouchers
- Reconciliation Account
- Master's Filing Slip

COURSE DURATION

The course runs for 8 weeks on Saturday mornings (09:00–11:00).

PROCEDURE TOWARDS COMPETENCY

Classes are lecture based with practical assignments and an examination at the end of the course.

CERTIFICATION

For successful completion of the course:

- ✓ A pass mark of 50% or more is required.
- ✓ All fees must be paid up.





COURSE MATERIAL: Recommended reading*

Deceased Estates (8th Edition), Abrie W and Others (V&R Printing Works, Pretoria)

Meyerowitz on Administration of Estates and Their Taxation (10th Edition) (JUTA Law)

*Available at JUTA Bookstore, Van Schaik Bookstore or Adams & Adams Bookstore.

2018 COURSE FEES*

Cash: Payment in full **R9 500**

Cash Arrangement: **R9 700**

Payment Plan: Deposit + instalments **R9 995**

Option 1: Deposit R5 100 + four consecutive monthly instalments of R1 224

Option 2: Deposit R6 550 + three consecutive monthly instalments of R1 148

***Course fees exclude stationery and course manuals.**

CONTACT US

For more information and assistance with fees & application forms please contact the Student Enrolment Officer by phone or email.

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