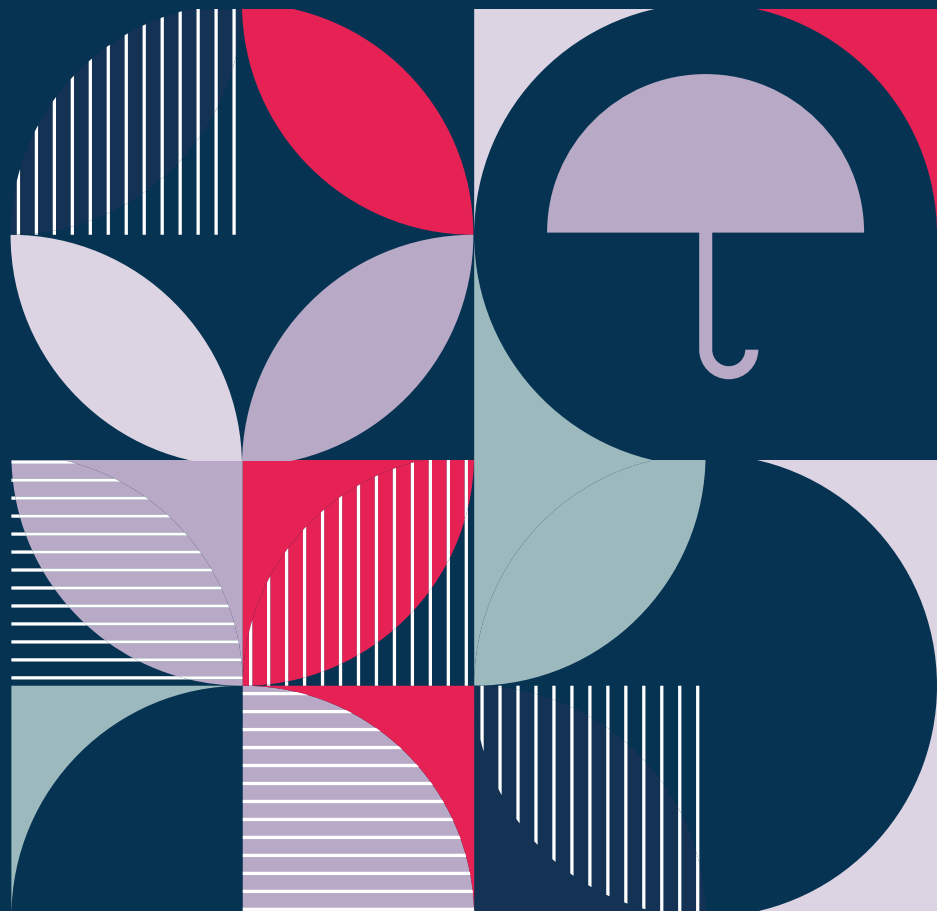




# Bishop Fleming: Basic Facts Emergency Information Pack



# Vital Records

## Birth Certificate

Where to find me

Contact (if applicable)

## Marriage Certificate

Where to find me

Contact (if applicable)

## Passport

Where to find me

Contact (if applicable)

## Driving Licence

Where to find me

Contact (if applicable)

## Property Records

Where to find me

Contact (if applicable)

# Contact Information

## Next of Kin

Name

Telephone Number

## In Case of Emergency

Name

Telephone Number

## Employer

Name

Telephone Number

## Doctor

Name

Telephone Number

## Dentist

Name

Telephone Number

## Neighbours (who have access to the house)

Name

Telephone Number

# Legal Information

## Will

Where to find me

Contact (if applicable)

## Executors

Name

Telephone Number

## Power of Attorney

Name

Telephone Number

# Utilities

## Council Tax

Useful Information

Customer Number

## Water

Customer Number

Useful Information (including supplier, meter location, how to shut off etc.)

## Gas

Customer Number

Useful Information (including supplier, meter location, how to shut off etc.)

## Electricity

Customer Number

Useful Information (including supplier, meter location, how to shut off etc.)

Keyholders:

# Insurance

## House and Contents

Insurer

Policy Number

## Car

Insurer

Policy Number

Where is the V5/Service Record/MOT Certificate stored?

## Life

Insurer

Policy Number

## Medical

Insurer

Policy Number

## Other

Insurer

Policy Number(s)

# Bank Accounts, Credit Cards & Loans

Bank	Sort Code	Account Number	Card Issued?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Bank	Sort Code	Account Number	Card Issued?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Bank	Sort Code	Account Number	Card Issued?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Bank	Sort Code	Account Number	Card Issued?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Bank	Sort Code	Account Number	Card Issued?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Bank	Sort Code	Account Number	Card Issued?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Bank	Sort Code	Account Number	Card Issued?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

# Investments

Company	Reference	Location of certificates
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company	Reference	Location of certificates
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company	Reference	Location of certificates
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company	Reference	Location of certificates
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Company	Reference	Location of certificates
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Company	Reference	Location of certificates
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company	Reference	Location of certificates
<input type="text"/>	<input type="text"/>	<input type="text"/>



# Pensions

Company

Reference

Location of records

Company

Reference

Location of records

Company

Reference

Location of records

Company

Reference

Location of records

Company

Reference

Location of records

Company

Reference

Location of records

Company

Reference

Location of records

# Gifts Made

Gift	Recipient	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gift	Recipient	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gift	Recipient	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gift	Recipient	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gift	Recipient	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gift	Recipient	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Gift	Recipient	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

# Children

Name

Date of Birth

Registered Dentist

Registered Doctor

Medications?

School

Name

Date of Birth

Registered Dentist

Registered Doctor

Medications?

School

Notes:

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# Children

Name

Date of Birth

Registered Dentist

Registered Doctor

Medications?

School

Name

Date of Birth

Registered Dentist

Registered Doctor

Medications?

School

Notes:

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# Pets

Name and Type

Vet Information

Medical Notes (including microchip number)

Name and Type

Vet Information

Medical Notes (including microchip number)

Name and Type

Vet Information

Medical Notes (including microchip number)

If pet is not kept at home, please provide location and contact information:

# Other

## Services

Domestic Cleaner

Contact Details

Window Cleaner

Contact Details

Gardener

Contact Details

Food Subscription Provider

Contact Details

## Direct Debits and Standing Orders

Direct Debits

Reference

Standing Orders

Reference

# Other

## Subscriptions

Type

Details

Notes:

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# Bishop Fleming

Audit · Accountancy · Tax · Advisory

To find out how we can help you or your business, contact us:

**T: 03333 21 9000**

**E: [advice@bishopfleming.co.uk](mailto:advice@bishopfleming.co.uk)**

**W: [bishopfleming.co.uk](http://bishopfleming.co.uk)**



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