

The LSSA is accredited by SASSETA as a training provider  
Legal Education & Development (L.E.A.D.<sup>®</sup>)

# ADMINISTRATION OF ESTATES 3-DAY WORKSHOP 2010

## PRESENTER

Ms Ceris Field – Attorney, Notary & Conveyancer specialising in Wills, Estates & Trusts. Lecturer for the LSSA/L.E.A.D.<sup>®</sup> and UCT School for Legal Practice.

## PURPOSE

To teach participants to understand and administer deceased estates.

## CONTENT

- Intestate Succession
- Testate Succession
  - Formalities
  - Interpretation of Wills
  - Problems with bad drafting
- Administration Process
  - Reporting to the Master
  - Collecting assets
  - Paying liabilities
  - Advertising requirements
  - Drafting Liquidation & Distribution Accounts
  - Calculating estate duty
  - Transfer of assets and payment to heirs
- Minor beneficiaries
- Practical examples

## OUTCOME

To provide participants with the knowledge, skill & confidence to administer deceased estates.

## WHO SHOULD ATTEND?

Attorneys in general practice, candidate attorneys and support staff with little / no knowledge or experience in the field of deceased estates.

## DATES & VENUES

Cape Town	05 – 07 August 2010
Durban	19 – 21 August 2010
George	30 September – 02 October 2010
Midrand	21 – 23 October 2010
East London	28 October – 30 October 2010
Bloemfontein	11 November – 13 November 2010

## TIME

09:00 – 16:00 (All Days)

## REGISTRATION FEES (VAT INCL.)

- R2500 per person for 3-day Workshop
- Persons from firms located further than 200km from closest venue: R1800 pp

**Any person who has registered for a seminar and fails to cancel at least 48 hours prior to the seminar (in writing), shall be held liable for the payment.**

***L.E.A.D reserves the right to cancel a seminar should the number of delegates not justify the costs involved.***

**Please fax registration form together with proof of payment to confirm booking. Payment must be made up front by cheque, credit card or direct deposit.**

**Cheques to be made payable to:**

**The Law Society of South Africa**

**Bank: FNB Pretoria**

**Acc: 6200 9641 029**

**Branch Code: 251445**

**Reference: 3SEM001**

<b>REGISTRATION: ADMINISTRATION OF ESTATES 2010</b>	<b>Forward your completed registration to the Seminars Department:</b> <b>E-mail • <a href="mailto:kelebogile@LSSALEAD.org.za">kelebogile@LSSALEAD.org.za</a> or <a href="mailto:tamara@LSSALEAD.org.za">tamara@LSSALEAD.org.za</a></b> <b>Or • Fax: 012 341-3784 • Tel.: 012 441-4645 / 13</b> <b>Please complete a separate registration form for each delegate</b>
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<b>Surname:</b>	<b>First name:</b>	<b>Title:</b>
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<b>ID number:</b>	<b>Gender:</b>	<b>Race (Optional):</b>
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<b>Firm:</b>	<b>Position:</b>
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<b>Postal address:</b>	<b>DX address:</b>
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<b>Tel: (    )</b>	<b>Fax: (    )</b>	<b>Cell:</b>	<b>e-mail:</b>
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**Centre of attendance:**

**Card type: Mastercard       Visa**

**Budget Facility to be used?**

**YES  (please indicate number of Months \_\_\_\_\_)      NO**

**Expiry date: \_\_\_\_\_      Card holder's name: \_\_\_\_\_**

**Card Number:**

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**Signature: \_\_\_\_\_      Date: \_\_\_\_\_      Amount: R \_\_\_\_\_**

**Payment by cheque**   
**(Cheques must be made payable to The Law Society of South Africa - CLE)**

**Amount: R \_\_\_\_\_**

**Special Dietary Requirements (if any)**

**Disability (if any)**