



Capital Wealth Management

ADVICE | DESIGN | RESULTS

KNOWLEDGE IS WEALTH

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Advisor

David Somerville CFP
Investment and retirement
planning specialist,
Investment Representative
e. dsomerville@capital-wealth.ca

Contact Us

501-63 Church St.
St. Catharines | ON L2R 3C4
p. 905.682.5789 ext. 224
f. 905.682.2378
w. capital-wealth.ca

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- Your Records

Are Your Records Up-to-Date?

If you have not already listed your important documents and put your financial affairs in order, now's a good time to start. The following pages provide a convenient catalogue. Once completed, keep your personal records in a spot that's safe and easily accessible.

You can also print off these pages and make copies for your loved ones. Also, let them know where the important documents are, just in case.

This list is provided as general information and is not intended to be complete or detailed. At Capital Wealth we take the time to ensure we know you, your financial needs and goals. We create personalized investment plans, considering your entire financial picture. We believe that our personalized and process based investment plans enhance your chances of meeting the financial goals you have set out to meet.

SAVINGS AND CHEQUING ACCOUNT

Financial Institution _____

Account Number _____

Financial Institution _____

Account Number _____

INSURANCE POLICIES

Company _____

Policy number _____

Company _____

Policy number _____

Company _____

Policy number _____

DISABILITY INSURANCE

Company _____

Policy Number _____

PENSION AND RETIREMENT SAVINGS PLANS

Company _____

Plan number _____

Company _____

Plan number _____

Company _____

Plan number _____

REGISTERED EDUCATION SAVINGS PLANS

Company _____

Plan number _____

REAL ESTATE

Type of property _____

Location _____

OTHER ASSETS

List other assets you own, such as term investment certificates, mutual funds, bonds and stocks. Include key details, for example, certificate numbers, rate of interest payable, maturity date, etc.





CREDIT CARDS

Card name _____
Number _____
Card name _____
Number _____
Card name _____
Number _____

MONEY BORROWED

Institution _____
Amount _____
Institution _____
Amount _____

LOCATION OF IMPORTANT DOCUMENTS

SAFE DEPOSIT BOX

Safe deposit box no. _____
Location _____

WILL AND OTHER INSTRUCTIONS

The original copy is located:

Instructions concerning my funeral:

MY PERSONAL ADVISORS

List individuals who look after your financial affairs:

Name _____
Company _____
Phone number _____
Name _____
Company _____
Phone number _____
Name _____
Company _____
Phone number _____
Name _____
Company _____
Phone number _____



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