

Ko te whakarite i ō kōrero whai: Organise your important information

Putting important information and documents in one place makes them easier to find. You can keep them anywhere you feel is safe and secure, for example at home, with a lawyer or online. Make sure your executor and whānau know where to find them.

These include:

- Where to find a copy of your will
- Any instructions about how you want personal belongings to be distributed, that are not covered in your will
- Your birth certificate
- A list of organisations and people (and their contact details) to notify if anything happens to you
- Details of all your property and investments (including your KiwiSaver) and who to contact about them
- Information about any online accounts you have (such as email accounts and social media accounts) that you want shut down when you die
- Details of your insurance policies
- Any land titles and mortgage agreements for your home or other property you own
- Any other documents that may be important to your family, for example, the original manuscript of a book you have written, or work on your family history
- Your wishes relating to funeral arrangements, for example:
 - people you want at the funeral and their contact details
 - letters to individuals, or a recorded message for the funeral
 - whether you want to be buried, cremated or something else
 - whether you have a funeral pre-payment plan, to pay for the funeral costs.

Ko te takotoranga whakamutunga: Final resting place:

Ko te whakatau ka pēheatia tō tinana: Decide what happens to your body

You can choose what happens to your body as long as you make your wishes clear. You can do this by:

- Talking about your wishes with your family, whānau and friends
- Writing your wishes down and giving a copy to someone important
- Including your wishes in your will.

If you aren't open about your wishes your family and whānau will have to make these decisions for you, at a time that is already difficult.

Te kōwhiri takotoranga whakamutunga: Choose a final resting place

Your final resting place could be guided by your culture or religion, family tradition or personal preference. There are many options and choices to consider, including burial, cremation, donating your body to medical science and donating your organs or tissue.

Ko ngā hiahia mō te karakia: Service preferences

Ko te karakia nehu, whakamaumahara rānei: Funeral or memorial service

When the casket is at the service, it's a funeral service. A funeral service doesn't have to happen immediately, as embalming or chilling can preserve the body for the funeral.

When the casket isn't at the service, it's a memorial service. A memorial service can happen anywhere and can be weeks or months after a death.

There's no legal requirement to have either a funeral or memorial service.

*Information adapted from
<https://endoflife.services.govt.nz/welcome>.*

Being prepared for death

Practical steps



*Whakarite tuatahi kia
māmā ai te huarahi.*

*Prepare beforehand –
it makes all the difference.*

Being faced with a terminal illness can be very difficult and challenging. It often involves coming to terms with the fact that you're facing the end of your life, and how to bring closure. At the same time you may be supporting your family as they cope with what it means for them.

Start your plan

Creating a plan can help you to have conversations with family and whānau about what you want to happen after you die. You can create your plan in whatever way you feel most comfortable. You could have conversations, write it down, or do it online in the Te Hokinga ā Wairua End of Life Service, using 'My plan'.

Ko te Taha pūtea me te taha ture: Financial and legal

Ko te whai wira: Having or creating a will

If you have specific wishes, it's important to write a will to make sure they are legally carried out. A will is a legal document that lets you say:

- How everything you own (your estate) is distributed to people you choose
- Who you want to look after your children/dependents
- Who you want to carry out the wishes in your will (an executor)
- What you want to happen to your body.

You can write a will yourself as long as it follows proper steps. It's best to get help if you're unsure about the process or have a complicated estate. You can get help from a lawyer or trustee organisation – for example the Public Trust. If you already have a will it's important to update it when things change. This makes sure your wishes are correct and up-to-date.

Power of Attorney: A power of attorney is a legal document that allows someone to make decisions and sign documents for you, if you become unable physically or mentally unable to do this yourself. You need to think carefully about who you give this power to.

The most common type of power of attorney is an enduring power of attorney (EPOA). An EPOA for personal care and welfare gives someone the power to make decisions about your health and welfare. It will take effect if you become sick or mentally incapable.

Advanced Care Plan: Advance care planning is a process of thinking and talking about your values and goals and what your preferences are for current and future healthcare. It helps you to understand what the future might hold, and say what health care you would or would not want, including end-of-life care. You can get a copy of an advanced care plan from your health professional or www.myacp.org.nz/

Te whakarite i te taha pūtea: Prepare financially

There are many ways that you can prepare financially to give you peace of mind and ease the burden on your family and whānau when you're gone.

Insurance: Insurance policies allow you to make ongoing payments to protect you financially against future risks. There are many different types of insurance that can help to cover you and your family in the event of illness, disability or death, including:

- Life insurance
- Health insurance
- Funeral insurance.

Funeral trusts allow you to put money aside towards the costs of your funeral. When you die, your family, whānau or funeral director can apply to have the money immediately released from the trust to cover funeral expenses.

You can arrange a funeral trust through:

- Funeral Directors Association of New Zealand (FDANZ)
- Public Trust
- Perpetual Guardian
- Trustees Executors
- Some independent funeral homes – you'll have to check with them.

Joint accounts: When someone dies with any personal bank accounts, they'll be frozen as soon as the bank is notified of the death. The accounts will stay frozen until the administrator of the estate is able to deal with them, which may take a long time.

When someone dies with any joint bank accounts, they won't be frozen. The other people in the joint account will still have equal access to the money.

Ko te whakarite i ngā whakahaere: Organising your affairs:

Ōku taipitopito: My details

Your family, whānau or friends will need to know some personal details about you to complete a death registration form when you're gone. They'll need to be as accurate as they can – which can be hard if you haven't talked to them about these things before. They will need your full name and your parents' full names, as well as details of your children and your relationships

Write this information down somewhere your whanau can find when needed.