PRACTICAL CHECKLIST · TANZANIA

Probate, estate and notarial matters

Document and appointment checklist

> A preparation list for probate, estate administration and notarial appointments. The correct route depends on whether there is a will, the family circumstances and the document's intended use.

Estate documents

- ☐ Death certificate and the applicant's identification
- ☐ Original will and any codicils, if available
- ☐ Marriage, birth or dependant documents relevant to the family
- ☐ Schedule of assets, liabilities and jointly held property
- ☐ Any existing grant, letters of administration or court papers

Notarial appointment

- ☐ The original document to be signed, certified or attested
- ☐ Passport or other official identification
- ☐ Evidence of authority or capacity, if signing for another person
- ☐ The destination country and intended use of the document
- ☐ Any translation, apostille, legalisation or consular requirement

Before the appointment

- ☐ Confirm the notarial act falls within the firm's authority
- ☐ Confirm the fee and appointment time
- ☐ Do not sign in advance if the signature must be witnessed
- ☐ Bring the originals and any required supporting documents
- ☐ Ask whether any further authentication will be needed

NEXT STEP

If you would like the firm to apply this checklist to your matter, contact Gugami & Associates at www.gugami.co.tz or +255 684 220 531. A short conversation can confirm what is actually required.

GENERAL INFORMATION ONLY · NOT LEGAL ADVICE

This checklist is general information, not legal advice. Probate and notarial requirements depend on the estate, the document and the destination.