



# Personal Finance Inventory of



# YOUR PERSONAL FINANCE INVENTORY

**ONE SMALL THING  
CAN GO A LONG WAY ...**



We know how hard it is for you and your family to keep track of important information. Hence, we have curated this repository, which will contain all your important personal and financial information at one place. We hope it will come in handy when you need it.



Use this document to record your family's important financial information. Store it in a safe place, and be sure to tell your personal representative where to find it. Use Pen for permanent records and Pencil for temporary/changing records and ensure regular updation.

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## NOTE :

- Use PENCIL to record various temporary records.
- Review the records frequently and make necessary corrections/ updation.
- For SECRET details, you may use SMART CUES and share that with family.
- Keep the family informed about the content and location of this inventory.

# MONTHLY REMINDERS

YEAR : \_\_\_\_\_

JAN		MAY		SEP	
FEB		JUN		OCT	
MAR		JUL		NOV	
APR		AUG		DEC	

## PERSONAL DETAILS

Date of Birth (As per Records)	
Place of Birth	
Blood Group	
Telephone Nos. & Service Provider	
Email	
Service No	
CDA No	
PAN	
Aadhaar No	
Aadhaar Linked Mobile No	
Voter ID Card No	
Passport No & Expiry Date	
Driving License No & Expiry Date	
PPF Account No	
NPS Account No / UAN	

## SPOUSE DETAILS

Date of Birth (As per Records)	
Place of Birth	
Blood Group	
Telephone Nos. & Service Provider	
Email	
PAN	
Aadhaar No	
Aadhaar Linked Mobile No	
Voter ID Card No	
Passport No & Expiry Date	
Driving License No & Expiry Date	
PPF Account No	
NPS Account No / UAN	
Bank A/C Details	
Debit Card Details	
Credit Card Details	

## DEPENDENT DETAILS

	CHILD # 1	CHILD # 2
Date of Birth (As per Records)		
Place of Birth		
Blood Group		
Telephone Nos. & Service Provider		
Email		
PAN		
Aadhaar No		
Aadhaar Linked Mobile No		
Voter ID Card No		
Passport No & Expiry Date		
Driving License No & Expiry Date		
PPF Account No		
NPS Account No / UAN		
Bank A/C Details		
Debit Card Details		
Credit Card Details		

## DEPENDENT DETAILS

	DEPENDENT # 1	DEPENDENT # 2
Date of Birth (As per Records)		
Place of Birth		
Blood Group		
Telephone Nos. & Service Provider		
PAN		
Aadhaar No		
Aadhaar Linked Mobile No		
Voter ID Card No		
Passport No & Expiry Date		
Bank A/C Details		
Debit Card Details		
Medical / Other Insurance Details		



## BENEFITS FROM SERVICE

	BALANCE DUE	PAYING AGENCY
Provident Fund		
Group Insurance Scheme		
Grant from Service Agencies/Associations		
Claims		
Other Arrears		

## HOUSE HOLD DETAILS

Location & Address		
House Property Registration No.		
Electricity Consumer No		
Water Connection Consumer No		
Cooking Gas Consumer No		
Annual Maintenance Contract Details		

## SECURITY DEPOSIT/ADVANCE O/S

Gas Connection Security	
Telephone/ Internet Security	

## INSURANCE DETAILS

Name of the Insured	Insurance Provider	Policy No & Date of Issue	Premium Amount	Remarks
	Type of Insurance (Life/Medical...)	Sum Insured	Date of Renewal	

## BANK A/C DETAILS

Name and address of bank	Names of 1 <sup>st</sup> account holder, Type of account, A/C number & IFSC Code	Names of Joint holders, Mode of Operation & Location of cheque book

## DEBIT CARD DETAILS

Name of Issuing Bank	Name on Card	PIN	Remarks
	Card Number & Validity		

## CREDIT CARD DETAILS

Name of Issuing Bank & Type (Visa/Master..)	Name on Card	PIN	Remarks
	Card Number & Validity		

## FIXED DEPOSIT DETAILS

Name and address of Bank / Post Office	Names of 1 <sup>st</sup> account holder(s), Type of Investment, A/C number & Nominee	Amount	Remarks
		Maturity Date	

## DEMAT ACCOUNT DETAILS

Name and address of DP	Names of account holder(s) & Nominee	DP ID	Remarks
		Client ID	
		Login ID	

## TRADING ACCOUNT DETAILS

Name and address of Stock Broker	Names of 1 <sup>st</sup> account holder & Nominee	User ID	Remarks
		Login ID	

## INVESTMENT DETAILS

[illegible]



## INVESTMENT DETAILS

Company/Agency/ Issuer Details	Account No/ Certificate No	Amount Invested	User ID	Remarks
		Date	Login ID	



## MUTUAL FUND – SIP DETAILS

MF Scheme	Folio No	SIP Amount	Units Held	Remarks
		Start / Due Date	Present Value	

## IMMOVABLE PROPERTY DETAILS

Description of property (Share of Ownership)	Date & Cost of acquisition	List of documents & their location	Annual expense / income

## VEHICLE DETAILS

Model, Make & registration no.	Date & Cost of Acquisition	Chassis No. & Engine No.	List of documents & location

## VEHICLE INSURANCE DETAILS

Vehicle registration no.	Policy no.	Sum assured	Premium amount	Renewal date

## JEWELLERY/ORNAMENT/VALUABLES DETAILS

[illegible]

## BANK LOCKER DETAILS

Name & Address of Bank	Locker No & Details	Remarks	List of contents
Rental Period	Location Locker Key & Passcode		

## LOANS TAKEN

Name, address & telephone no. of lender	Amount & Date of loan	Brief terms including interest rate	Maturity date & Location of loan documents	Security



## LOANS GIVEN

Name, address & telephone no. of Borrower	Amount & Date of loan	Brief terms including interest rate	Maturity date & Location of loan documents	Security

**LEGAL ISSUES**

Brief Description of Case	Litigation Details	Present Status

# NOMINATION DETAILS

Account / Purpose	Nominee Details & Share	Remarks

## IMPORTANT WEB LINKS & LOGIN CREDENTIALS

Purpose	Website/ URL	Login ID	Password / Hint

## LOCATION OF IMPORTANT DOCUMENTS

Document	Location
<b>Personal Certificates</b> (Birth/Marriage/Domicile certificates etc...)	
<b>Academic/ Education Certificates</b> (Marksheet/Degree Certificate etc.....)	
<b>Bank Documents</b> (Passbook/Cheque Book/locker key etc...)	
<b>Investment Certificates</b> (FD/Share/Bond certificates etc...)	
<b>Insurance Documents</b> (Policy document etc...)	
<b>Legal Documents</b> (Deeds/Will/Court Judgement etc....)	
<b>Property Documents</b> (Reg Document/Rental agreement etc...)	
<b>Vehicle Documents</b> (RC Book/Loan Documents etc...)	
<b>Income Tax Documents</b>	
<b>Health &amp; Medical Documents</b>	
<b>Membership Certificates</b> (Clubs/Associations/Professional Bodies etc....)	
<b>Digi/Web Locker Information</b> (Name, User ID, Password, Contents etc....)	

## MEMBERSHIP DETAILS

Name of Club / Association/ Agency / Professional Bodies	Type of Membership	Membership No & Validity	Remarks

## IMPORTANT CONTACTS

Name of the Person	Relation	Contact Details (Tele/email/Address)









**Now that you have filled in all your details,  
we suggest you save this document carefully  
providing family members with access  
whenever they might need it.**

**Thank You for being responsible and  
staying secured...**



Compiled by Team CDM  
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