

# End of Life Preparation – Care for Yourself and Others

## Check /To-do List – Key Points

### Container and Location for End of Life Documents, Keys

- **Determine a container for your End of Life Documents** and determine a safe location for container, telling the location to your family, relatives or your executor (Nachlaßverwalter).
- **Keep all sensible bank data**, codes and pins, access codes to computer, cell phones, tablets in **separate location**, (e.g. USB stick secured with codeword, bank safe box or computer vaults like “1Password” etc.), let your relatives and/or executor know about the location. If bank safe box, give your trustee one key and have him officially be registered with bank as special agent (Bevollmächtigter).

### Establish a list “Where is what?”

- List all your valuable belongings (real estate, car, jewelry, gifts/auctioned items from e.g. Kalindi etc.) and indicate where they can be found.
- List all your important documents (passport, identity card, car title, health and retirement insurance certificates, special keys etc.) and indicate where they are stored.
- List all your social media accounts like e.g. Skype and accounts that you pay for and need to be cancelled after your death (e.g. Spotify, Netflix etc.)
- List all your belongings and place of storage that are outside of your room, apartment, house.
- List what of your personal belongings should go to whom (relatives, friends, the Mission etc.)

### Directives for Case of Serious Illness and Death Process/Death

- **Establish an Advance Directive** (Patientenverfügung), a template form can be downloaded from the Internet in most countries. Discuss it with your personal doctor if needed.
- **Establish a Medical Power of Attorney** (Betreuungsverfügung). Determine a person of trust, who represents you, if you can't do it yourself. If need be, determine also who should not represent you.
- **Establish a Plan for the last Weeks of your Life**, containing your spiritual and ethical wishes. Determine who should visit you and who not. Determine where you would wish to die (e.g. Hospice, Home ?).

- **Establish a Plan for your Funeral** and a funeral celebration (e.g. cremation, location of your urn/grave, other). Determine the celebration and the after funeral ceremony (establish a list of relatives and friends to invite with contact info) including music, farewell speakers, and invitation to café or restaurant for farewell get-together after the ceremony.

## Last Will (Testament)

- **Check legal and formal requirements** of your country on Internet and/or with a public notary/lawyer.
- **Write up Last Will** by hand, headline it with “Last Will”, write place and date of signature underneath and sign it. **Or use professional help** from public notary, **especially advisable** if you leave as heritage real estate, substantial amounts of money, stocks etc. and if you want to give bequests (Vermächtnisse) to legatees (Vermächtnisnehmer), friends, relatives etc..
- **Check Internet and/or consult tax lawyer/accountant** regarding heritage tax implications for your heirs, especially for relatives of third degree and legatees.
- **If married (or living in an informal marriage) determine beneficiary heir(s)** (Nacherbe/Nacherben) **in case** both partners die in the same moment (e.g. car accident, plane crash etc.).
- **Determine Executor of your Last Will** to execute all directives and fulfill bequests/legacies (Vermächtnisse).

## Important:

- **Update all your lists and directives** (contact information, location of items, person of your trust) regularly (advisable every 6 months), **sign again your Advanced Directive latest every two years.**
- **Update your family**, relatives regularly in case of changes.
- **Prepare your children** with great sensitivity, love and care for the fact that one day you will die, sooner or later.