



iLocker

HANDBOOK

MY FAMILY'S GUIDE
FOR EMERGENCY





Mobile/Phone (Self):

READY REFERENCE

		Name	Office Address	Residence Address	Mobile/Contact Number
A	Family Doctor				
B	Financial Planner				
C	Tax Consultant				
D	Insurance Agent				
E	Stock Broker				

DOCUMENT DETAILS

	Name	Number	Issue Date/Expiry Date (DD/MM/YY)
A	Passport		
B	Driving License		
C	Voter ID		
D	Club Membership/Professional Others		
E	Vehicle Details		
F	Income Tax PAN No.		
G	Aadhaar Card		
H			
I			



LOCATION OF IMPORTANT DOCUMENTS

A	Personal Will	
B	Spouse's Will	
C	Insurance Policies	
D	Investment Papers	
E	Property Records	
F	Birth Certificate	
G	Marriage Certificate	
H	Domicile Certificate	
I	Important Agreements	
J	Other Important Papers	

INSURANCE - LIFE INSURANCE POLICY DETAILS

Sr. No.	Policy holder Name	Policy No.	Insurer Company Name	Issue Date/ Maturity Date	Amount Insured	Premium	Nominee
A							
B							
C							

HOSPITALISATION/MEDICLAIM POLICY DETAILS

Sr. No.	Name & Type of Policy	Policy No./ Previous Policy No.	Amount Insured	Issue Date/ Maturity Date	Premium	Remarks
A						
B						

VEHICLE INSURANCE POLICY DETAILS

Sr. No.	Name/Vehicle	Policy No./ Issuing Office	Amount Insured	Issue Date/ Maturity Date	Premium	Remarks
A	Reg. No. Model Name & No. Engine No. Chassis No. Mfg Yr. CC Nominee Agent Name & Mobile No.			Valid till		
B						
C						

FIRE/BURGLARY INSURANCE DETAILS

Sr. No.	Name of the Property	Policy No./ Issuing Office	Amount Insured	Issue Date/ Maturity Date	Premium	Remarks
A						
B						



SHARES/UNITS/DEBENTURES/BONDS: Standing In Own Name Or Jointly With

Company	No. of Shares	Demat ID.	Client ID	Demat Statement Location	Held Solely /Jointly

LOCKERS

Bank Name & Branch	Locker No.	Locker holder's name	Location of key/Code	Rent (₹)	Rent Renewal Date	Nominee/s	Contents



PUBLIC PROVIDENT FUND (PPF)

Bank Name & Branch	PPF holder's Name	PPF A/c. No.	Maturity Date	Nominee/s

Sukanya Samridhi Yojana (SSY):

Bank Name & Branch	A/c holder's name u/g of	SSY A/c No.	Maturity date	Nominee/s

ATM/DEBIT CARD DETAILS

Sr. No.	Name	SB A/c. No./ Bank & Branch	ATM/Debit Card No.	Issue Date	Valid Through	CVV No.	Remarks
1							
2							
3							
4							
5							

CREDIT CARD DETAILS

Sr. No.	Name	Bank's Name	Card number	Valid From	Valid Through	CVV No.	Remarks/ T-Pin
1							
2							
3							
4							
5							



PANCARD DETAILS

Sr. No.	Name	Father/Husband Name	Pancard No./Issue Dt.
1			
2			
3			
4			

PASSPORT DETAILS

Sr. No.	Name	Passport No.	Issue Date	Expiry Date	Issuing Authority	Previous Passport Details
1						
2						
3						
4						

ELECTRICITY DETAILS

Sr. No.	Name	House Details	Meter No.	Customer No.	Deposit Rs.	Remarks
1						
2						

GAS PIPELINE DETAILS

Sr. No.	Name	House Details	Meter No./Route No	Customer No. /Khata No.	Deposit Rs.	Remarks
1						

GAS CYLINDER AGENCY SERVICE DETAILS

Sr. No.	Name	House Details	Consumer No.	IOC Serial No.	Deposit Rs.	Remarks
1						



LAND LINE DETAILS

Sr. No.	Name	House Details	Phone No.	Customer ID/Account No.	Deposit LL/Broad Band WiFi Rs.	Remarks
1						

DRIVING LICENCE DETAILS

Sr. No.	Name	Driving Licence No./Licencing Authority	Issue Date	Valid Details/ Valid From	Valid Till	Remarks /Blood Group
1						
2						
3						
4						

RATION CARD DETAILS

Sr. No.	Name	Ration Card No./ Issuing Authority	Issue Date	Remarks
1				
2				
3				
4				

AADHAAR CARD - UID DETAILS

Sr. No.	Name	Aadhaar Card No./ Enrolment No.	Issue Date	Remarks
1				
2				
3				
4				



ELECTION IDENTITY CARD DETAILS

Sr. No.	Name	Father/Husband Name	Identity Card No.	Issue Date
1				
2				
3				
4				

PROPERTY DETAILS

Property Detail & standing in the name of	Inherited / Loan: if Loan Details: Loan Amt. EMI Amt. O/s. Amt.	Registration No. / Share Certificate No.	Nominee if any	Property Card No. and valid upto	House Tax (₹)	Next Due Date of House Tax	Ins. Policy No., Amt. & Due Date	Risk /s Covered	Mortgage with Bank Name & Branch/ Place of Docs.

HOUSE TAX DETAILS

Sr. No.	Name	House Details	Census No.	Property Identification No. (PIN)	Construction Sq. Mtrs.	Remarks
1						
2						

INCOME TAX

Permanent Account No.	Ward No. and Office Address	Last Return Filed

Monthly Payments

Month	Expense	Bank Details	Date of Payment	Amount (₹)
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				



WILL

My will is executed on:

Copy of the will is kept at:

Name, address and contact details of executer

Name, address and contact details of trustee

POWER OF ATTORNEY

★ Power of Attorney executed for Wife/Son/Others

★ My Power of Attorney is:

★ Deed Executed on:

★ Details kept in file No.:

MY DEBT/LIABILITIES

(a) I am guarantor of Mr.

Give Complete details:

1.

2.

(b) I have borrowed from:

(Give Complete details)

(c) Other Liabilities:

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