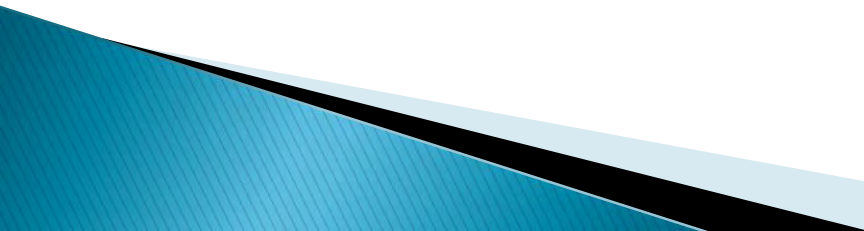


ICMS MASTERS – DECEASED ESTATES
PEAS
(PAPERLESS ESTATE ADMINISTRATION SYSTEM)

ICMS MASTERS – DECEASED ESTATES

- ▶ The client reports the estate to the Master.
 - ▶ The Estate Controller interviews the client, ensures that all supporting documents have been lodged and captures all required information on the ICMS system.
 - ▶ If there are no additional information or documents required the Estate Controller indicates on the system that the task has been completed.
 - ▶ The following slide depicts a section of the capturing screen.
- 

ICMS MASTERS – DECEASED ESTATES

SITA Application [DOJCD\ecfo03] Integrated Case Management System Government: S1 AONS User is DOJCD\ecfo03 | v6.2.0.17 | (Masters Office) Nelspruit Masters Office Change Application / Institution

ICMS Deceased Estate

Death Notice (J294) | Essential Details | Information Update | Associated Estates | Applications (0/1)

- denotes a field that is required

Application Type Details
Application Type: []

Deceased Estate Details

Surname: []	Place Where Married: []
Maiden Surname: []	Occupation Type: []
First Name(s): []	Other (Occupation): []
Gender: []	Province: Gauteng []
Population Group: []	Town/City: []
Nationality: South Africa []	Ordinary Residence during the 12 months prior to death (Line 1): []
Is Old RSA ID?: <input type="checkbox"/>	Ordinary Residence during the 12 months prior to death (Line 2): []
Identity Number: []	Postal Code: []
Date Of Birth: []	Date Of Death: []
Place Of Birth: []	Will Available?: <input checked="" type="radio"/> No <input type="radio"/> Yes
Marital Status: []	

Person Reporting Estate Details

First Name: []	Mobile Number: () - - - - -
Surname: []	Applicant Present(At time of Death): <input type="radio"/> No <input type="radio"/> Yes

Navigation: [Back] [Next] [Finish] [Cancel]


09:42 AM
2013/09/04

ICMS MASTERS – DECEASED ESTATES

- ▶ The Estate Controller completes the task and the file contents are electronically remitted to the Scanner Clerk.
- ▶ The Scanner Clerk scans all documents in the file and utilises the batch manager application to index the documents.
- ▶ The Scanner Clerk accesses ICMS and indicate on the system that the documents have been scanned.
- ▶ The following slide depicts the screen of the Scanner Clerk.

ICMS MASTERS – DECEASED ESTATES

SITA Application [DOJCD\desc01] Environment: STAG003 User is DOJCD\desc01 | v6.2.0.17 | (Masters Office) Nelspruit Masters Office


ICMS Integrated Case Management System
Change Application / Institution

ICMS Deceased Estate

Case Summary

Estate Full Names:
James Magidi

ID Number:
7009135630085

Work List

Work List


Task Pane Estate Details (J294) Scanned Documents Other Documents Notes K2 View Flow

Complete Task

Estate Summary Details

Application Type: Estate Registration Walk-In **Estate First Names:** James
Case URN: 8932013EST000972 **Estate Surname:** Magidi
Estate Type: Executorship **Estate ID Number:** 7009135630085
Estate Number: 000966/2013

Task Selection Details

I Want To: 

Query Sheet (J84)

Available Documents	Required	Received	Scanned
Death Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J243 - Inventory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J294 - Death Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Task Notes

11:20 AM
2013/09/04

ICMS MASTERS – DECEASED ESTATES

- ▶ The Scanner Clerk completes the scanning and processing of the scanned documents and the matter is electronically remitted to the work list of the Assistant Master for approval of the appointment.
- ▶ The Assistant Master accesses the electronic images of the file and ensure that all detail was captured correctly.
- ▶ The Assistant Master pre views, approves, print, signs and date stamps the system populated appointment letter which is handed to the client.
- ▶ The following slides depict the actions of the Assistant Master and the resultant appointment letter.

ICMS MASTERS - DECEASED ESTATES

SITA Application [DOJCD\amfo03] Environment: STAGING User is DOJCD\amfo03 | v6.2.0.17 | (Masters Office) Nelspruit Masters Office

the doj & cd **ICMS** Integrated Case Management System Change Application / Institution

ICMS Deceased Estate

Deceased Estate Reports

Registration

Search Estate

Work List

Work List

Diarised Items

Information Update

Update Death Notice

Update Assets And Liabilities

Update Executor

Update Parties

Update Will

Manage Work List Items

Release or Redirect Work

Find Work Location

E-Forms

E-Forms Re-Print

URIK: Estate Number: ID/Passport Number:

Surname:


Showing 16 of 16 items

URIK	Account Name	Estate Number	ID/Passport Number	Task	Task Start Date	Surname	Priority
9902013EST007878		007878/2013	47787	Review of the J84 and Approval of Application	2013/06/20 10:15:19	ypung	High
9902013EST007889		007889/2013	45125836	Review of the J84 and Approval of Application	2013/07/25 12:23:59	Pule	High
9902013EST007888		007888/2013	570128006080	Review of the J84 and Approval of Application	2013/07/25 12:26:05	Mabena	High
8932013EST000808		000808/2013	6565656	Review of the J84 and Approval of Application	2013/07/25 15:00:29	West	High
8932013EST000805		000805/2013	555252	Review of the J84 and Approval of Application	2013/07/25 15:14:04	wak inn	High
8932013EST000868		000868/2013	1122558899663	Review of the J84 and Approval of Application	2013/08/14 12:19:26	fgggfgfg	High
8932013EST000869		000869/2013	5304060672087	Review of the J84 and Approval of Application	2013/08/14 13:00:09	dsfdf	High
8932013EST000691		000691/2013	4711135213088	Evaluation by Assistant Master	2013/06/14 10:06:34	MAPHANGA	Medium
8932013EST000772		000772/2013	AB785430	Evaluation by Assistant Master	2013/06/19 14:34:32	KELLY	Medium
8932013EST000806		000806/2013	52525	Evaluation by Assistant Master	2013/06/26 12:21:59	YOUNG	Medium
8932013EST000816		000816/2013	5101017760068	Evaluation by Assistant Master	2013/07/23 12:02:01	ReportTesting	Medium
8932013EST000817		000817/2013	5101017814022	Evaluation by Assistant Master	2013/07/23 12:10:33	ReportTesting	Medium
8932013EST000818		000818/2013	5101015690028	Evaluation by Assistant Master	2013/07/23 12:15:10	ReportTesting	Medium
9902013EST007891		007891/2013	1456	Evaluation by Assistant Master	2013/08/14 14:45:01	carrim	Medium
9902013EST007910		007910/2013	9543	Evaluation by Assistant Master	2013/08/15 14:21:38	Ayob	Medium
9902013EST007918		007918/2013	3521	Evaluation by Assistant Master	2013/08/15 14:58:57	Wessels	Medium

12:08 PM
2013/09/04

ICMS MASTERS – DECEASED ESTATES

SITA Application [DOJCD\amfo03] Environment: STAGING User is DOJCD\amfo03 | v6.2.0.17 | (Masters Office) Nelspruit Masters Office


ICMS
Department of Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA
Integrated Case Management System
Change Application / Institution

ICMS Deceased Estate

Deceased Estate | Reports

Task Pane Estate Details (J294) | Scanned Documents | Other Documents | Executor Details | Information Update | Parties Details | Assets & Liabilities | Notes | K2 View Flow

Complete Task | **Preview Letter**

Estate Summary Details

Application Type: Estate Registration Walk-In **Estate First Names:** Joseph
Case URN: 9902013EST007888 **Estate Surname:** Mabena
Estate Type: Executorship **Estate ID Number:** 570128006080
Estate Number: 007888/2013

Task Selection Details

I Want To: Approve and Diarise for L&D Account !

Query Sheet (J84)

Available Documents	Required	Received	Scanned	Checked
Municipality Evaluation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Death Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J243 - Inventory	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage Certificate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J294 - Death Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Task Notes

Case Summary

Estate Full Names: Joseph Mabena
ID Number: 570128006080

Registration

Search Estate

Work List

Work List
Diarised Items

Information Update

Update Death Notice
Update Assets And Liabilities
Update Executor
Update Parties
Update Will

Manage WorkList Items

Release or Redirect Work
Find Work Location

E-Forms

E-Forms Re-Print

12:11 PM
2013/09/04

ICMS MASTERS – DECEASED ESTATES

anzhdms2.pdf - Foxit Reader


File Edit View Tools Comments Forms Help

vxfmumfu.pdf elf2mb44.pdf zlw2qms4.pdf anzhdms2.pdf

This document contains interactive form fields.

G.P.-S 003-0317

J238



REPUBLIC OF SOUTH AFRICA

**EKSEKUTEURSBRIEF
LETTERS OF EXECUTORSHIP**
(Artikel 13 en 14 van die Boedelwet, No 66 van 1965)
(Section 13 and 14 of the Administration of Estates Act, No 66 of 1965)

Estate No.: **007888/2013**

**HIERBY WORD GESERTIFISEER dat
THIS IS TO CERTIFY that**

12:18 PM
2013/09/04

ICMS MASTERS – DECEASED ESTATES

- ▶ Upon approval of the appointment letter the following actions is generated by the system:
- ▶ In case of 18(3) estates, where the value is R125 000 and below, the estate is filed of record as closed.
- ▶ In matters where Letters of Executorship has been issued, the system automatically diarizes the estate for the lodgement of the Liquidation and Distribution Account within a period of six months from date of such appointment.

ICMS MASTERS – DECEASED ESTATES

- ▶ ADVANTAGES
 - ▶ Contents of hard copy files are stored electronically.
 - ▶ All documents in files are accessible via the system.
 - ▶ Copies of documents required by clients can be accessed and produced via the system.
 - ▶ The electronic system diary renders the keeping of manual diaries obsolete.
 - ▶ All functions relating to the Master's actions are segregated.
 - ▶ There is an audit trail in respect of all actions performed on the system.
- 