Life File for [Your Full Name]

[Please replace the placeholders with your own information. Make sure to keep this document secure and inform trusted individuals of its existence and location. Consult with an attorney or financial advisor to ensure your life file is accurate and complies with local laws and regulations.]

Table of contents

Personal information

- Full legal name: [Your Full Name]
- Date of birth: [Your DOB]

- Permanent address: [Your Address]
- Current address (if different): [If applicable]
- Contact numbers: [Your Phone Numbers]
- Email address: [Your Email]
- Marital status: [Married/Single/Divorced/Widowed]
- Names and contact information of close family members and friends:
    - Spouse: [Spouse's Name, Contact Info]
    - Children: [Children's Names, Contact Info]
    - Close Friend: [Friend's Name, Contact Info]
- Identification documents:
    - PAN card, Aadhaar card, and other important identification: [Details]
- Birth certificates, adoption records, and other relevant documents: [Details]

Healthcare information

Medical history

- [Details of any chronic conditions, allergies, etc.]

Vaccination records

- [List of vaccinations with dates and certificates]

Recent medical procedures

- [List of procedures with dates and document location]

Prescription medications

- [List of current medications with dosages]

Healthcare providers

- [Provider Names, Contact Info]

Organ donor preferences

- [Preferences]

Financial information

Bank accounts

- [List of bank names, account numbers, nominees, statements, etc.]

Investment accounts

- [List of investment accounts and firms, nominees, statements, etc.]

Retirement accounts

- [List of accounts like provident fund, pension, with nominees and statements, etc.]

Tax returns and records

- [Location]

Loans and credits

- [List of debts, borrowers, guarantors, collaterals, terms, documents, etc.]

Property, vehicles and valuables

- Deeds, titles, and ownership documents for properties: [Property details, property tax records, etc.]
- Vehicle titles and registration details for vehicles: [Vehicle details, inspection certificates, etc.]
- Personal inventory: [Location]

Insurance policies

- Health insurance: [List of policies with insured details, benefits, nominees, terms, premium due dates, TPA details, claim process, etc.]

- Life insurance: [List of policy numbers, insurers, benefits, beneficiaries, premium due dates, documents, etc.]
- Accidental death insurance: [List of Policies]
- Disability insurance: [List of Policies]
- Loan insurance: [List of Policies]
- Home insurance: [List of Policies]
- Vehicle insurance: [List of Policies]

Education and employment

- Educational degrees and transcripts: [Location]
- Employment contracts and records: [Location]
- Resume or CV: [Location]

Legal agreements and contracts

- Rental or lease agreements: [Location]
- Business agreements: [Location]

Digital assets, passwords and access codes

- List of online accounts (email, social media, financial): [List of Accounts]
- Username and password information for each online account as well as devices (e.g.: safe locker): [Instructions for Accessing Passwords]
- Instructions for managing or closing digital accounts: [Details]

End-of-life documents

Legal Papers

- Last and Final Will: [Location]
- Trust documents (if applicable): [Location]

- Living Will and Healthcare Power of Attorney: [Location]
- Financial Power of Attorney: [Location]
- Advance directives for medical care: [Location]

Personal messages

- Letters or messages to loved ones: [Messages]

Funeral instructions

- Preferred funeral home or rituals: [Funeral Home/Ritual Preferences]
- Memorial service wishes: [Details]

Contact information

- Executor or trustee contact information: [Executor/Trustee Name, Contact Info]
- Financial advisor contact information: [Advisor Name, Contact Info]
- Estate attorney's contact information: [Attorney Name, Contact Info]

Miscellaneous

- Any other specific instructions or requests: [Details]