



# *My Life, My Farewell*

---

A booklet to help you preplan  
your final farewell

**Funeral Directors**  
ASSOCIATION OF NZ

---

## ***What do your loved ones need when you are gone?***

Take the time today to fill in this booklet to preplan your final farewell.

This will allow your loved ones to gather together, support one another, remember and celebrate your life, without the responsibility of making difficult choices in very emotional circumstances.

*A meaningful farewell is your gift to them.*

Dear family,

In the event of my death, I have recorded the information here to help family members organise my funeral.

I hope that, in providing this information, I am able to give you, my loved ones, insight to my thoughts and preferences.

You may face the challenge of balancing my wishes with your own needs as mourners. Know that it is okay to put your needs first. Seek to fulfil the essence of my wishes, rather than the individual details.

Remember, my funeral is held principally for your benefit, not my own. So, if you would like to make choices for my funeral and farewell that will better help you and others mourn after I have died, please do so.

You have my permission and my blessing.

With love,

Name:

---

Date:

---

# CONTENTS

---

<b>Why Preplan?</b>	<b>5</b>
<b>My Life</b>	<b>8</b>
Personal Information	9
Marriage & Civil Union Details	10
Family	
Further Information	11
Military	
<b>My Farewell</b>	<b>12</b>
Who should be informed	13
Attendance	14
My Prearrangements	15
<b>My Notifications</b>	<b>16</b>
Clubs & Associations	17
Investment Services	18
Professionals	
Services	19
Other	20
Unwanted Mail	
Other Notes	21

# WHY PREPLAN?

*The death of someone close can bring great sadness and often emotional turmoil and stress. Your loved ones have a lot to deal with and organise, and many decisions to make.*

## Helping your loved ones

Increasingly, people are planning their own farewells, mainly to lessen the responsibilities for the family.

Thinking about your own farewell is difficult for some people but, as funeral directors will tell you, it is not unusual for the grieving family to be unaware of the deceased's final wishes. Families want to do the best they can to honour your life, and it can be overwhelming to make all the necessary decisions at such a difficult time.

## A meaningful farewell helps your family grieve

Being able to gather, remember and celebrate a person's life allows your loved ones to say goodbye in a meaningful way. Creating a funeral event allows them to begin the journey of saying goodbye.

The funeral service gives them a chance to share their feelings while being supported by family, friends, and others in the community who have known you. It is also an opportunity to celebrate your life, and to share memories: the good times, the funny moments, favourite music, unique contributions made, and to hear tributes and stories from people of all ages.

These elements combine to help your loved ones accept the new reality and be reassured of the support around them going forward.

## Your farewell

While there is no right or wrong way to have a funeral, most of us have a view on what we like, but many of us have yet to express this to our family.

Planning elements of your own farewell provides the opportunity to make clear your personal preferences. Perhaps there are things you don't want at your farewell, or you may have strong feelings about burial and cremation or where you would like your final resting place to be.

Expressing these views will help your family know they are making the right decisions on your behalf.

## We can assist

The Funeral Director who supplied this information will be pleased to help you plan your final farewell without any obligation. This can also ensure your wishes are on record.

## The prepaying option

You may also want to consider prepaying some money towards your final farewell. As with prearranging your funeral, this can help relieve loved ones of emotional and financial concerns.

If you are interested in more information, ask your funeral director who will explain this service or visit The Funeral Trust website ([www.thefuneraltrust.co.nz](http://www.thefuneraltrust.co.nz)). Once again, there is no obligation.

## This booklet

This booklet guides you through arrangements for your final farewell. By planning ahead, you are thoughtfully relieving your family of some of the decisions they will have to make.

## What is the Funeral Directors Association?

# Funeral Directors

ASSOCIATION OF NZ

MEMBER

*Your assurance of a meaningful farewell*

The Funeral Directors Association of New Zealand ([www.funeraldirectors.co.nz](http://www.funeraldirectors.co.nz)) is an association of funeral directing firms carrying out the majority of funerals in New Zealand.

Membership of the Funeral Directors Association is your assurance of a meaningful farewell. Only Funeral Directors Association members are committed to a set of best practice industry standards and inspections to ensure they are met.

You can depend on the integrity of the Funeral Directors Association Member. The choice to join and be accepted as a member means a commitment to provide a thoroughly professional and high-quality service.

A Funeral Directors Association member is a caring professional who is there for you when sadness makes it hard to think clearly to act as your:

- Advisor
- Administrator
- Event planner
- Grief supporter
- Caregiver

Your funeral director is dedicated to helping you cope with your grief by working with you to provide a meaningful farewell that has due regard for the ethnic origin and spiritual beliefs of your loved ones and your family.

## *My Life*

This section enables you to record your personal information as required by the Registrar-General of Births, Deaths and Marriages (BDM). Please enter your details – it will be a great help to those arranging your final farewell.



## PERSONAL INFORMATION

---

Surname or Family name (Mr/Mrs/Ms/Miss):

---

First/Given names:

---

Address:

---

---

---

Birth place:

---

Birth date:

---

Surname at birth:

---

First name(s) given at birth:

---

Ethnic group:

---

Descended from NZ Maori?:      Yes      No      Don't know

---

If not born in NZ, year of arrival in NZ:

---

Profession/occupation:

---

Full name of mother:

---

Mother's surname & name given at birth:

---

---

Mother's occupation/profession:

---

Full name of father:

---

Father's surname & name given at birth:

---

---

Father's occupation/profession:

---

## MARRIAGE & CIVIL UNION DETAILS

---

### Most recent relationship status

- Single    Married    Civil Union    De Facto - for how long?  
 Separated    Divorced    Widowed
- 

Age at time of most recent marriage/civil union:

---

Town marriage/civil union took place in:

---

Full name of spouse/partner:

---

---

Maiden name of partner:

---

Spouse/partner's age (if living):      Spouse/partner's sex:   M   F

---

### Previous marriage/civil union details

---

Age at time of marriage/civil union:

---

Town married in:

---

Date divorced:

---

## FAMILY

---

Names and dates of birth of living daughters:

---

---

---

Names and dates of birth of living sons:

---

---

---





## ***My Farewell***

Use this section to note your preferences  
for your final farewell.

---

## WHO SHOULD BE INFORMED

---

Next of kin/Executor:

---

---

Name and address(es) of next of kin/executor(s) who will assist to make funeral arrangements:

---

---

---

---

---

---

---

---

---

Solicitor or other person holding the will (full contact details):

---

---

---

---

---

---

---

---

---

My Employer:

---

---

---

---

---

---

---

---



## MY PRE-ARRANGEMENTS

---

Venue of service:

---

Name & address of preferred celebrant/priest/clergy:

---

---

Funeral Director with whom funeral arrangements have been made:

---

Has the funeral been pre-paid?:                      Yes              No

---

Details:

---

Plot (if any):                                      new                      re-open

---

Ashes placement:                              inter                      scatter

---

Who would you like to be asked to speak at your funeral?:

---

---

Pallbearers' names:

---

---

Music/hymn/song preferences:

---

---

Special readings:

---

---

Flowers or donations to:

---

Any special instructions:

---

---

---

## *My Notifications*

Use this section to list the people and organisations that should be advised after your death. This information will help make it easier for your family to finalise your affairs. It also ensures future contact by the organisations will be discontinued if requested.



# CLUBS AND ASSOCIATIONS

Please record the name, phone number or other contact and membership numbers, etc. where appropriate.

---

(Such as Automobile Association, RSA, Rotary, sports, friendly societies):

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## INVESTMENT SERVICES

---

Banks:

---

---

Investments:

---

---

Other:

---

---

## PROFESSIONALS

---

Solicitor:

---

---

---

Public Trustee:

---

---

---

Accountant:

---

---

---

Doctor:

---

---

---

Dentist:

---

---

---

Other medical specialists:

---

---

---

---

Registration board/s (e.g. nursing, teaching):

---

Justice of the Peace:

---

## SERVICES

---

House insurance:

---

Vehicle insurance:

---

Life insurance:

---

Medical insurance:

---

Electricity supplier:

---

Telephone services:

---

Landlord:

---

---

Local authorities:

---

Public library:

---

Post office:

---

Motor vehicle registry:

---

Newspaper delivery:

---

Bank auto-payments:

---

---

Inland Revenue Department:

---

## OTHER

---

Work and Income NZ:

---

Home nursing care:

---

Meals on wheels:

---

Hire purchase companies:

---

Retailer charge accounts (e.g. Farmers):

---

NZ Police (Firearms Licensing Section):

---

## UNWANTED MAIL

---

The Marketing Association has a Name Removal Register (NRR) for people who do not wish to receive unwanted mail. Under an agreement with the Department of Internal Affairs, the NRR now includes the Deaths Index.

The NRR is updated every month, so this means a reduction in the amount of unwanted mail addressed to the late family member.

There will still be a need to contact some other organisations to ask them to amend their records.

---

---

---

---

---

---

---

---

---

---







# Funeral Directors

ASSOCIATION OF NZ

---

PO Box 25148, Wellington 6146 | (04) 473 7475

[www.funeraldirectors.co.nz](http://www.funeraldirectors.co.nz) | [info@funeraldirectors.co.nz](mailto:info@funeraldirectors.co.nz)