



ESTATE CATALOGUES®

ESTATE CATALOGUES
P.O. BOX 984
HAMILTON QLD 4007
AUSTRALIA

P: 0411 428 316
E: info@estatecatalogues.com

ABN: 70-238-078-115

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No Advice

This website may contain general information about legal matters accessible via external links to other websites. The information is not advice, and should not be treated as such.

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Nothing in this legal disclaimer will limit any of our liabilities in any way that is not permitted under applicable law, or exclude any of our liabilities that may not be excluded under applicable law.

Credit

This document was created using a Contractology template available at <http://www.freenetlaw.com>.



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PRIVACY POLICY

Privacy Statement

ESTATE CATALOGUES® understands the importance of National Privacy Principles (Privacy Act 1988) and is committed to ensuring the privacy of personal information.

Our primary business function

ESTATE CATALOGUES® is a personal property inventory and catalogue service principally used as a basis for personal estate management to assist in estate distributions and be used in recording relevant historical information relating to the personal estate. However, it can be used as a cost base register for taxation purposes and brief for insurance and valuation issues when appropriately completed. The collection, management and use of personal information are crucial to the successful running of our business and delivery of service to our Clients.

Privacy Management

We will not disclose the information to anyone other than contractors who provide services to us unless compelled or permitted by law to do so. If we do disclose the information we will make every effort to ensure the information is kept secure.

If you want to know more about our privacy policy and procedures or if you would like access to the information about you, which we hold, please contact us.

Security of your personal information

Your personal information may be stored in hardcopy or electronically. We have security procedures in place to protect your personal information. Any unwanted hardcopy (printed) personal information is disposed of via a professional security shredding/destruction service.

ESTATE CATALOGUES® does not accept responsibility for the security of information while it is being transmitted to or from us over the Internet.



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ESTATE CATALOGUES® was established by Lucie Belanger. The first catalogue was produced to act as codicil to a will which had several beneficiaries residing in various countries. It itemised personal assets with individual photographs, detailed descriptions, beneficiaries, list and notes for the beneficiaries. The catalogue was received with alacrity by the Client's Solicitors who saw a compelling need for such documentation.

Since then, ESTATE CATALOGUES® has been adapted to include voice recordings about provenance, forms for update, valuation and cost base register. This means that ESTATE CATALOGUES® provides an asset and inventory management system; to extend the documentation of family history, to assess the value of personal use assets and to assist in estate planning and distribution. The catalogues can be used as briefs for taxation, insurance and even family property settlement issues. Provision has been made for authentication making the workbook catalogue the foundation for a formal, ATO compliant cost base register for Capital Gain Tax purposes.

For security reasons, this service is available exclusively through Solicitors firms or referral.

For more information on the catalogues,
please contact: Lucie Belanger on 0411 428 316
or info@estatecatalogues.com



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ABOUT ESTATE CATALOGUES

ESTATE CATALOGUES® is a boutique service with a unique inventory system which includes beautiful photography and the production of customised catalogues for the Client who needs to record the existence, the history and the value of his/her most precious “personal use assets”.

In addition to assist in preserving memories and history for posterity, our Clients also use their estate catalogues as briefs for taxation, insurance and even family property settlements issues.

History

ESTATE CATALOGUES® was established by Lucie Bélanger its Principal. Her first catalogue was produced to act as codicil to a will which had several beneficiaries residing in various countries. It itemised personal use assets with individual photographs, detailed descriptions, beneficiaries’ list and notes for the beneficiaries. The catalogue was received with alacrity by the Client’s Solicitors who saw a compelling need for such documentation.

Since then, ESTATE CATALOGUES® documentation has been adapted to include voice recordings about provenance, forms for updates, valuation and cost base register. This means that ESTATE CATALOGUES® provides an asset and inventory management system:

- to extend the family documentation
- to assess the value of personal use assets
- to assist in estate planning and distribution

Provision has also been made for authentication making the workbook catalogue the foundation for a formal, ATO compliant cost base register for Capital Gains Tax matters.



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OUR CLIENTS

The multi functionality of our system see us working with a variety of Clients with very different needs.

Clients can be companies or groups wanting a record of their collections (e.g. artworks, antiques, etc.) however, most of our Clients are individuals wishing to have a pictorial account of their assets for one or more of the following purposes:

- **Conservation / Heritage**
To record for posterity the existence, provenance of objects which are part of the social history.
- **Estate Planning**
To clarify the origination and value of their “personal use assets” when doing an indepth estate review and to understand how the Capital Gains Tax may apply upon disposal.
- **Estate Distribution**
To clarify without any doubts the assets to be distributed to their beneficiaries. With the occurrence of split families, divorces and remarriages it is now a necessity to be more accurate and specific.
- **Bank of Memories and Wishes**
To assist individuals with debilitating health issues such as Alzheimer’s to record, in the early stage of the condition, the memories and history of their most significant “personal use assets” and to plan their distribution while they still have clarity of mind.
- **Proof of Ownership**
To have beautiful pictorial records of objects of significance, in case of loss (fire, flood, theft, etc.) or prior parting with the assets through a sale or a donation.



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ASSETS

Pending on the purpose of the inventory, the objects of significance photographed are usually assets with:

- Financial values
- Sentimental values
- Historical values

Such as but not only:

Prints	Trophies	Heirlooms
Etchings	War medals	Collections
Works of Art	Special awards	Antiques
Jewellery	Uniforms	Manuscripts
Rare folios	Portraits of ancestors	Postage stamps
Coins	Wardrobe & accessories	Decorative Arts

Non-listed personal use assets like furniture, household appliances, recreational boats, wine collection, pedigree animal and sporting equipment can also be recorded to understand the value of an estate.



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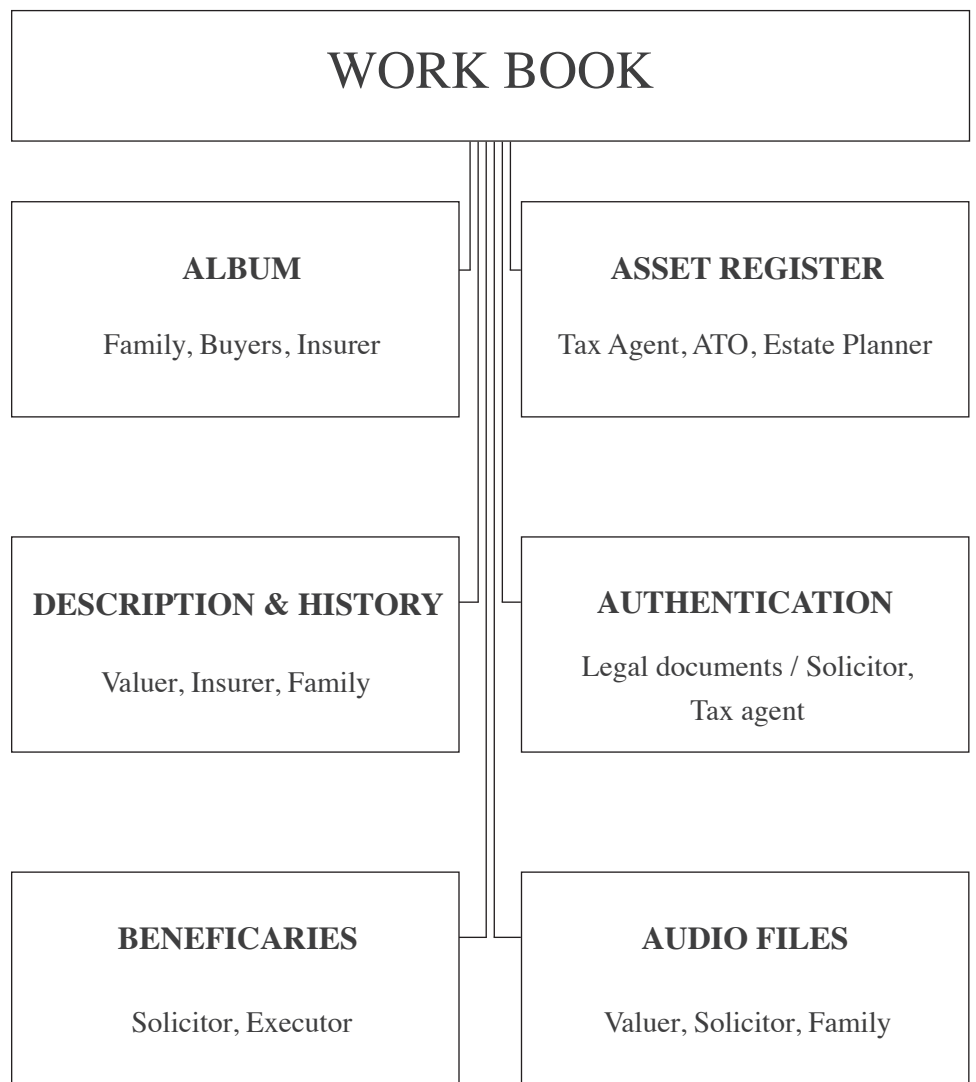
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FUNCTIONS

The inventory system is designed to record, centralise and organise systematically the information necessary for a comprehensive estate review and management of personal property in corporate, individual or family ownership.

Multi-functional system





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CATALOGUES

The catalogues available are :

- The Album *(Strictly pictorial)*
- The Workbook *(Identification and detailed information for each asset)*
- The Asset Register *(Cost base register for each asset + Summary of Valuations)*
- The Beneficiaries *(Names, contact details, bequests)*

Packages

Heritage *(Includes Album, Workbook, Beneficiaries)*

Gold *(Includes Album, Workbook, Beneficiaries, Asset Register)*

The packages are presented in an embossed archive box which includes a document wallet to centralise all relevant paperwork and two CDs to store the catalogues data and the audio recordings.

Provision has been made for authentication so the catalogues can be used as legal documents.

Services

Our services include:

- Scoping (Initial visit to assess the work, evaluate photo time and costs)
- Listing “room by room”
- Detailed photography on premises of each asset on its own whenever possible
- Custom - made catalogues (In house printing for confidentiality. No outsourcing)
- Audio recordings
- Catalogues entries
- Consultations and administrative support with solicitors and valuers.



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COSTS

Catalogues

The cost of the catalogues is based on the number of assets to be photographed and the quantity of material required for the custom-made catalogues. The album is printed on photo paper while the workbook is printed on archive paper for lasting records.

Photography

The cost of the photography varies pending on the nature of the assets and how much time will be spent to photograph the selected assets. Highly reflective surfaces like glass or silverware usually take longer, lighting conditions at the premises is another factor which needs to be considered. Macro photography for jewellery or coins requires more time to photograph than furniture.

If the items need to be moved for the photography and return to their original place by the photographer this will also influence the length of the photo session.

Hence the importance of the initial visit to understand the location, the nature of the assets, the lighting conditions and decide on the equipment required such as backdrop, extra lighting, etc.

Note. When the catalogues are commissioned for Estate Planning and they have been filled properly and authenticated by the Tax Agent, they form an asset register compliant with the Australian Taxation Office requirements and therefore the cost of the catalogues can be tax deductible.