VENTURA
SUCEDER

The right people. The right choice

Ventura Family Utsav
10 Years
Trust • Togetherness • Transformation

FIDOK

Financial Information & Documents Organizer Kit

Your family should know where everything is

Use during the session. Complete at home. Keep it reachable.

Locate	Inform	Protect
Documents, lockers, policies	Family, nominees, advisors	Claims, continuity, peace

Ventura Suceder Dasotsavam 2026

15-minute action session companion

Prepared for: _____

Keep this book where your family can find it. Do not share filled copies casually.

Names of Family Members

S.NO.	Couple Names	Dependent Children	Dependent Parents

Names of Family Members

S.NO.	Particulars	Name Of Contact	Mobile	Email
1	Family Doctor			
2	Financial Advisor			
3	Lawyer			
4	Chartered Accountant			
5	Office HR			

Bank Account Details

S.NO.	A/C Holder Name	Bank Name	Branch	Type of Account	Nominee/s
1					
2					
3					
4					
5					

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Important Financial Documents

S.NO.	Document	Name of Holder	Document Number	Doc Location (Physical)	Doc Location (Virtual)
1	PAN CARD				
	PAN CARD				
2	Passport				
3	Aadhar Card				
	Aadhar Card				
	Aadhar Card				
	Aadhar Card				
4	Voter ID				
	Voter ID				
5	Birth Certificate				
6	Birth Certificate				
	Marriage Certificate				
7	Locker Key				
8	Will				
9	Term Insurance Policy				
10	LPG Gas Details				
11	Property Papers				
12	Home Loan documents				
13	Cheque books				
14	Income Tax Returns				
15	Investment Documents				
16	Others (Mention Name)				
17	Others (Mention Name)				

Documents Validity

S.NO.	Name	Document	Number	Valid Till	Changes Required
1					
2					
3					
4					
5					
6					

Locker Details

S.NO.	Bank Name & Branch	Locker No.	In the Name of	Code	Nominee
1					
2					

Online Passwords

S.NO.	Login Kind	Person who is aware of Password
1	Personal Email	
2	Password Manager	
3	Mobile Phone Unlock	

Term Life Insurance Policies

S.NO.	Name/Nominee	Policy No.	Amount Insured	Valid Till	Premium (Rs.)
1					
2					
3					
4					
5					
6					

Health and Other Insurance Policies

S.NO.	Name & Type of Policy	Policy No.	Amount Insured	Valid Till	Premium (Rs.)
1					
2					
3					
4					
5					
6					

Property Details

S.NO.	Property Name	Property Area	Name of Owners	Registration No.	Nominee (If Any)
1					
2					
3					
4					

Investment Account Details

S.NO.	Investment Account Type	Account Holder Name	Agent / Advisor	Account No.	Nominee/s
1	Mutual Funds				
2	Fixed Deposits				
3	Shares - Demat				
4	Public Providend Fund				
5	Others (Mention Type)				
6	Others (Mention Type)				

Bank Account Details

S.NO.	A/C Holder Name	Bank Name	Branch	Type of Account	Nominee/s
1					
2					
3					
4					
5					

Debit / Credit Card Details

S.NO.	Name	Linked Account	ATM / Debit Card No.	Valid Till	
1					
2					
3					
4					
5					

NOTE:

NOTE:

ANNUAL FINANCIAL REVIEW & EMERGENCY CHECKLIST

Review this FIDOK at least once every year.

Annual Financial Review

- ☐ Update Bank Account Details
- ☐ Update Investment Portfolio
- ☐ Review Health & Term Insurance
- ☐ Verify Nominee Details
- ☐ Update Property & Loan Information
- ☐ Review Locker Details
- ☐ Update Document Locations
- ☐ Change Passwords (if required)
- ☐ Update Emergency Contacts
- ☐ Review Income Tax Records
- ☐ Verify Will / Estate Planning

In Case of an Emergency

- ✓ Locate this FIDOK
- ✓ Inform Financial Advisor
- ✓ Contact Family Doctor
- ✓ Access Insurance & Bank Details
- ✓ Preserve Important Documents

Important Reminders

- Keep this FIDOK in a secure place.
- Inform your spouse/trusted family member.
- Update this organizer every year.

"Insurance protects income. Investments build wealth.
Documentation protects both."

Ventura Suceder

Helping Families Stay Financially Organized.

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Ventura Suceder Initiatives

Services that keep your family financially organised

Beyond the book: your client support ecosystem

01 WhatsApp Family Groups

Bring key family members into one informed circle.

- Family-level updates
- Education reminders
- Faster coordination in need

02 Automated Appointment Scheduler

Book reviews without back-and-forth calls.

- Choose available slots
- Confirm review meetings
- Get meeting links and reminders

03 FIRE Network Hub Platform

A learning and networking space for disciplined wealth creation.

- Financial independence focus
- Curated sessions and resources
- Community-led motivation

04 PFP Document

A living Personal Financial Plan for your goals and reviews.

- Goals, assets and liabilities in one view
- Clear action items
- Yearly review discipline

The Ventura Suceder promise

Planning is not a one-time file. It is a family system: organize, review, educate, communicate and act on time.

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FIDOK workbook source: *Family FIDOK Organizer*