

# K.M.SMITH

FUNERAL DIRECTORS since 1883

*We think of everything*



## **K.M.SMITH. SIX GENERATIONS OF DEDICATED SERVICE.**

There is something very reassuring about placing your trust with a company that's been around for six generations. This remarkable story began back in 1864 when John Smith and Kate Mary Farrell arrived in Australia on separate ships. They met and married in Somerset on Cape York Peninsula.

Having been a Royal Marines Infantryman, John became a Water Police Constable in Somerset, but was also employed by the Queensland Government as a carpenter.

In 1874, John began a cabinet making business in Elizabeth Street in Brisbane, which also made the occasional coffin. After his untimely death in 1886, his wife Kate Mary took over the reins as Brisbane's first lady funeral director, and the family business became known as K.M.Smith Funeral Directors.

No other funeral firm in Brisbane has such a long established heritage. Current Directors Allen and Denise Smith are the great-grandchildren of John and Kate Mary.

**And to this day, K.M.Smith remains a fully Queensland owned company.**



## **THE PURPOSE OF THIS BOOK.**

This book will make things so much easier for everyone. In it, you can diarise details about your life, financial and private matters, as well as preferences for your funeral service.

Although it contains such information, it should be noted that it is not a legally binding document and it certainly does not take the place of a Will.

When you write a Will, make sure you keep it up to date. Similarly, when you fill in this book, record the date and review the contents from time to time, at least every four years.

Once you have posted the tear-off section to K.M.Smith, it's a good idea to store this book in a secure place. May we suggest that you advise at least two family members or executors of your will of its location.

**The purpose of this book? Your peace of mind.**

## PERSONAL AND FAMILY DETAILS

Completing the information on the pages that follow will ensure your Executor or Legal Administrator will have at hand the relevant information required by law, and that family and friends will be saved further stress at a time of sorrow.

Family name: \_\_\_\_\_

Given names (in full): \_\_\_\_\_

\_\_\_\_\_

Male  Female Date of birth \_\_\_/\_\_\_/\_\_\_ Place of birth \_\_\_\_\_

Date of arrival in Australia (if you were born elsewhere) \_\_\_/\_\_\_/\_\_\_

Occupation (if you have retired, then prior to retirement) \_\_\_\_\_

Pension details: Type \_\_\_\_\_ Number \_\_\_\_\_

Father's full names and surname: \_\_\_\_\_

\_\_\_\_\_

His occupation \_\_\_\_\_

Mother's full names and maiden name: \_\_\_\_\_

\_\_\_\_\_

Her occupation \_\_\_\_\_

Name and contact details of next-of-kin:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Marital Status:**

- Married  Widowed  Separated but not divorced  Divorced  
 Never married  De facto partnership

Date of marriage \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of marriage \_\_\_\_\_

**Full names of husband or wife (and maiden surname):**

\_\_\_\_\_

**Details of any previous marriages:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are a widow or widower, date of death of your husband or wife \_\_\_\_/\_\_\_\_/\_\_\_\_

**First names of all of your children:**

*Enter names in order of birth. For those no longer alive put a D in the Age column. If stillborn write SB in the Age column. If there are no children write 'None' in the first column.*

<b>First Name</b>	<b>Date of birth</b>	<b>Age</b>	<b>Sex</b>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FUNERAL ARRANGEMENTS**

**Have you pre-arranged your funeral?**  Yes  No

If yes, name and address of funeral director \_\_\_\_\_

\_\_\_\_\_

**Has money been paid towards the pre-arranged funeral?**  Yes  No

If yes, complete the following

**Funeral Member ID number:** \_\_\_\_\_

**Where the document is located?** \_\_\_\_\_

**Amount paid:** \_\_\_\_\_ **Date paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note of any special bequests of an anatomical nature that you have made:**

*(these arrangements will have been made with the pertinent organ donor organisation)*

\_\_\_\_\_  
\_\_\_\_\_

### **PREFERENCES FOR YOUR FUNERAL SERVICE**

**Type of funeral:**  Burial  Cremation

**The service you prefer:**

Religious (if so, denomination) \_\_\_\_\_

Location of first choice church or crematorium: \_\_\_\_\_

Funeral Director's Chapel *(check that funeral director has a chapel)*

Crematorium Chapel  Cemetery/Graveside

Existing grave or cremation deeds. Cemetery or crematorium \_\_\_\_\_

Grave or cremation deed number \_\_\_\_\_

Name of deed holder \_\_\_\_\_

### **PEOPLE TO NOTIFY**

Solicitor *(name and contact details)* \_\_\_\_\_

\_\_\_\_\_  
Executor *(name and contact details)* \_\_\_\_\_

\_\_\_\_\_  
Next-of-kin *(name and contact details)* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family and friends (*name and contact details*) \_\_\_\_\_  
\_\_\_\_\_

Clubs, societies and affiliations (*name and contact details*) \_\_\_\_\_  
\_\_\_\_\_

## **PERSONAL DOCUMENTS**

Location of your Will

\_\_\_\_\_

Details of any Mortgage (jointly or singly owned) \_\_\_\_\_  
\_\_\_\_\_

Details of any other property \_\_\_\_\_  
\_\_\_\_\_

Details of Accounts (bank branches and account numbers) Credit cards, Hire Purchase,  
Leases etc. \_\_\_\_\_  
\_\_\_\_\_

Location of Marriage Certificate, Birth Certificates (yours and your children's),  
Pre-arranged Funeral documents, Cemetery/Cremation Deeds, Service Record/Discharge  
details \_\_\_\_\_  
\_\_\_\_\_

Location of Income Tax Receipts, Bank Books, Share Certificates, Property Title/s

\_\_\_\_\_

### **Details and location of:**

Life Insurance policies \_\_\_\_\_

General Insurance policies (home, contents, car, caravan, boat etc) \_\_\_\_\_  
\_\_\_\_\_

Superannuation \_\_\_\_\_

Health/Medical Cover \_\_\_\_\_

Medicare number \_\_\_\_\_

**Date this Life book was Completed:** \_\_\_\_\_

## THINGS TO KNOW ABOUT FUNERALS IN QUEENSLAND

When someone dies in Queensland, there are certain procedures that must be followed immediately, including legal requirements to be fulfilled and personal matters to be seen to.

The following information may help you complete them accurately and efficiently.

### WHEN SOMEONE DIES

**This depends on where the person has died and the cause of death.**

When someone dies at home, his or her doctor is the first that you should call. The doctor will prepare a death certificate. Then call the funeral director to arrange for the deceased to be transferred to a funeral home. K.M.Smith has an all hours number: **07 3252 2031**.

When someone dies in a nursing home, the home will call the funeral director nominated by the family at the time the now deceased first took up residency.

When someone dies in a hospital, the family calls the funeral director of their choice who will make all the necessary arrangements with the hospital, transfer the deceased to the funeral home, confirm arrangements for cremation or burial and attend to all the details involved in arranging the funeral.

When a death is sudden and unexpected, accidental or a suicide, the doctor or the family must notify the police who will arrange transfer to the John Tonge Centre by the government contracted undertaker.

In these circumstances the cause of death, possibly involving a post mortem, will be ordered by the coroner. Funeral arrangements may be delayed until the necessary documentation has been completed.

When someone dies interstate or overseas, the local procedures must be followed and local authorities will liaise with your funeral director while making arrangements for the deceased to be brought home.

Because so many Australians are migrants, there are those who wish to be interred in their lands of origin. Your funeral director will attend to this responsibility on behalf of the family.

### Important Note

It always remains the privilege of the family to choose the funeral director. Ignore anyone who attempts to tell you otherwise. The family or the Executor always retains the right to choose. Even when the government contracted company has brought the deceased to the John Tonge Centre, they hold no priority over your very personal choice of a funeral director.

## WHO WILL YOU NEED TO NOTIFY?

Here is a helpful guide to some or all of those you may need to advise:

- Department of Social Security
- Department of Veteran Affairs
- Superannuation Company
- Solicitor and/or Public Trustee
- Accountant
- Bank/ Building Society
- Credit Union/ Friendly Society
- Financial Institution
- Credit Card Provider/s
- Insurance Companies
- Employers/ Former Employers
- Trade Union/ Professional Association
- Australian Taxation Office
- Doctor/ Specialist/ Hospital
- Dentist/ Chemist
- Transport Department
- Electoral Office
- Local Council
- Health Benefits Fund
- Clubs and Associations
- Church/ Religious Organisation
- Home Help/ Gardeners/ Meals on Wheels
- Home Nursing Service
- Home Deliveries/ Milk & Papers etc
- Appliance Rentals
- Post Office/ Mail Deliveries
- Ambulance Service
- Telephone/ Electricity/ Gas
- School/ College
- Companies/ Directorships etc
- Chamber of Commerce
- Service Organisations/ Rotary, Lions etc

## THE OPTION OF A VIEWING

The opportunity for a final viewing of the deceased is an option that will be offered by any professional funeral director, who will have proper viewing facilities.

Viewing occurs prior to the funeral and in a church, funeral home or residence, as you choose. Relatives and friends gather to share their loss, offer sympathy and support, and as a mark of respect for the deceased.

Many families prefer to have a funeral without a viewing. Others feel that a viewing helps in the grieving process.

The experienced funeral director will comply with your wishes.

K.M.Smith offers the use of The Kate Mary Funeral Chapel for this purpose should you wish.  
(See notes on Page 10)

## PRE-ARRANGING A FUNERAL

Pre-arranging a funeral may sound a little morbid, but consider how thoughtful this will be for family and friends anxious to fulfil a person's wishes for their funeral.

There are a number of considerations, like what form of funeral will it be and where? Will it be a cremation or a burial? What music, if any? What about flowers? Are there other special things the family should know but have not asked or have not been told?

The simple solution is to pre-arrange your funeral with the funeral firm of your choice. This involves a meeting with an experienced funeral director who helps you set out all your personal wishes for your funeral.

Of course, these instructions may be altered at any time in the future.

Knowing that you are making it easy for your relatives and friends by forward planning will give you peace of mind.

Additionally, you may also decide to save your family a future burden by making financial arrangements for your funeral in advance. K.M.Smith can also facilitate this with an established, reputable funeral fund.

You should be aware though that none of these plans is legally binding, and that family or friends who eventually arrange your funeral will be able to vary what you have nominated.



## MAKE ARRANGEMENTS NOW

**Simply complete the tear-off form on the back cover of this book and return it to the address on the back. We'll keep it safe for your family.**

Alternatively, organise an appointment with a K.M.Smith Funeral Director in the comfort of your home or at our nearest office.

To do this, please tick the appropriate box on the form and we'll call you to set up the appointment.

**Or you can call us on 07 3252 2031.**

## THE KATE MARY CHAPEL

The Kate Mary Chapel, named after our founder Kate Mary Smith, is located at 53 Brookes Street, Bowen Hills. This would be Brisbane's most central funeral chapel, so it's ideal for funerals and viewings where family and friends are coming together from Brisbane's outskirts and country areas.

And yet it's close to city office workers with plenty of off-street parking on the premises.

The fully air conditioned chapel comfortably accommodates up to 200 people and offers spacious adjoining lounge and foyer areas. State of the art video and sound equipment is in place. Catering can also be arranged on request.

If you'd like to inspect the chapel and discuss the available facilities and services, please call **07 3252 2031** to make an appointment.



## NOTES FOR YOUR EULOGY

**Eulogies are not easy to write unless you have all the information at hand. So let's make it easy for the writer by starting with a checklist of commonly mentioned characteristics.**

- Where was the person born?
- Did they sport a nickname or a name that others knew them by?
- What were their parents' names and where did they meet and marry?
- Were there brothers and sisters? Were they younger or older?
- What memorable moments were there of their childhood?
- What schools did they attend?
- What school awards or later trade or professional qualifications did they attain?
- Were there sporting achievements?
- Are there items of historical significance to recall?
- Are there military service tales to be told?
- Is there a marriage or some other significant relationship to be remembered?
- Were there children, grandchildren or great-grandchildren?
- What of details of club membership and positions held there?
- Are there amusing stories that will illustrate the life that was led?
- Hobbies, special interests, travel tales, likes and dislikes in such areas as music, reading, and poetry – any special sayings that will be fondly remembered by others – all of these things contribute to a meaningful and moving eulogy.
- If you have a preference for someone you'd like to deliver your eulogy, perhaps record their name or names in this book.



**Please fill in this tear-off section on both sides, then return it to:**

**K.M.Smith Funeral Directors,  
53 Brookes Street, Bowen Hills Qld 4006**

*This information, which we would require in order to finalise future funeral arrangements,  
will be recorded and filed in strict confidence.*

**Name:** \_\_\_\_\_

\_\_\_\_\_

**Religion:** \_\_\_\_\_

**Type of service preferred:**

Church (please note location of preferred church) \_\_\_\_\_

Requiem Mass  Prayers  Service  Funeral Chapel  Kate Mary Chapel

Crematorium Chapel  Other \_\_\_\_\_

**Preference for:**  Burial  Cremation

Clergy \_\_\_\_\_

Cemetery \_\_\_\_\_

Crematorium \_\_\_\_\_

Details or wording of funeral notice (*if space is insufficient please enclose details*)

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ continued overleaf ...

**The information that follows is required to gain a Registration of Death.**

*(please print clearly)*

**Full Name:** \_\_\_\_\_

\_\_\_\_\_

**Usual residence:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Father's given name & surname:** \_\_\_\_\_

\_\_\_\_\_

**Father's occupation:** \_\_\_\_\_

**Mother's given name & maiden surname:** \_\_\_\_\_

\_\_\_\_\_ **Mother's Occupation:** \_\_\_\_\_

**Your date of birth:** \_\_\_/\_\_\_/\_\_\_ **Your place of birth:** \_\_\_\_\_

**Your age when married:** \_\_\_\_\_

**Where married:** \_\_\_\_\_

**To whom married:** \_\_\_\_\_

**Maiden name:** \_\_\_\_\_

*(if married more than once, enclose details of each marriage)*

**Children's given names & date of birth:**

\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_ \_\_\_/\_\_\_/\_\_\_

**Signed** \_\_\_\_\_ **Telephone** \_\_\_\_\_

Please call me re pre-arrangement.  Please call me. I need to know more.

Don't contact me. Just record my wishes.



## **K.M.SMITH**

FUNERAL DIRECTORS since 1883

*We think of everything*

**PO Box 2170 Fortitude Valley Qld 4006**

**[kmsmith.com.au](http://kmsmith.com.au)**

**BOWEN HILLS 53 BROOKES STREET 3252 2031**

**ARANA HILLS 4 PATRICKS ROAD 3351 8244**

**ASPLEY 1344 GYMPIE ROAD 3263 2326**

**CAPALABA 8 REDLAND BAY ROAD 3390 1333**

**GOODNA 11 QUEEN STREET 3818 7833**

**HILLCREST 3 HELEN STREET 3800 7800**

**NORTH LAKES 1642 ANZAC AVENUE 3886 3412**

**SHERWOOD 14 PRIMROSE STREET 3716 0161**

**VICTORIA POINT 7 BUNKER ROAD 3820 9588**

**WYNNUM 176 BAY TERRACE 3348 4133**

**KENMORE 2045 MOGGILL ROAD 3144 1654**

**MOUNT GRAVATT 1480 LOGAN ROAD 3144 1653**

**IPSWICH 3281 7831 STRATHPINE 3205 8655**