RICKMA COXON & ASSOCIATES
Dynamic Family Law Firm

Harmonious divorce *questionnaire.*

Information to assist us in preparing an agreed divorce and the proposed settlement terms.

BEFORE YOU START

Complete the fields that apply. If something has not yet been agreed, write “to discuss”. Attach a separate schedule if you need more space.

Save your completed PDF and email it, together with the documents listed on the final page, to potentialclients@coxonlaw.co.za.

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PART A

Personal information

Spouse 1

FULL NAME

IDENTITY / PASSPORT NUMBER

MOBILE NUMBER

EMAIL ADDRESS

RESIDENTIAL ADDRESS

OCCUPATION / EMPLOYER

Spouse 2

FULL NAME

IDENTITY / PASSPORT NUMBER

MOBILE NUMBER

EMAIL ADDRESS

RESIDENTIAL ADDRESS

OCCUPATION / EMPLOYER

PART B

The marriage

Please provide the marriage particulars and indicate which settlement issues have already been resolved.

DATE OF MARRIAGE

PLACE OF MARRIAGE

DATE OF SEPARATION, IF APPLICABLE

DATE OF ANTENUPTIAL CONTRACT, IF ANY

Matrimonial property regime

- ☐ In community of property
- ☐ Out of community with accrual
- ☐ Out of community without accrual
- ☐ Other / foreign matrimonial regime

IF OTHER / FOREIGN, PROVIDE DETAILS

Irretrievable breakdown

In a few sentences, explain why the marriage cannot continue. Sensitive personal details are not required unless relevant to the proposed settlement.

BACKGROUND

Progress towards settlement

Tick whichever best describes the current position.

- ☐ We have agreed the main terms
- ☐ Some terms still require discussion
- ☐ We would like assistance to reach agreement

PART C

Immovable property

Provide details of each property held by either spouse, and what you intend should happen to it. Attach a schedule if there are more than two.

Property 01

PROPERTY ADDRESS AND ERF NUMBER

REGISTERED OWNER

CURRENT OCCUPANT

BOND PROVIDER AND OUTSTANDING BALANCE

WHO WILL RETAIN / OBTAIN THE PROPERTY?

Choose an option

PROPOSED TERMS FOR SALE, TRANSFER, OCCUPATION OR ASSOCIATED COSTS

Property 02

PROPERTY ADDRESS AND ERF NUMBER

REGISTERED OWNER

CURRENT OCCUPANT

BOND PROVIDER AND OUTSTANDING BALANCE

WHO WILL RETAIN / OBTAIN THE PROPERTY?

Choose an option

PROPOSED TERMS FOR SALE, TRANSFER, OCCUPATION OR ASSOCIATED COSTS

PART D

Movables and vehicles

Identify the items for which specific terms are needed. Ordinary household contents may be grouped together or listed in an attached schedule.

Household contents and valuables

Furniture, art, equipment and other items to be allocated between the spouses.

ITEM / DESCRIPTION	WHO RETAINS IT?	NOTES
	Choose an option	
	Choose an option	
	Choose an option	
	Choose an option	
	Choose an option	
	Choose an option	
	Choose an option	

Motor vehicles

Include motorbikes, trailers and any other registered vehicles.

MAKE / MODEL	REGISTRATION	REGISTERED OWNER	WHO RETAINS IT?
			Choose an option
			Choose an option
			Choose an option
			Choose an option
			Choose an option

If more space is needed, attach an additional list showing the proposed allocation of each asset.

PART E

Financial arrangements

Include retirement interests, investments and financial claims that require a settlement term. If an item will be retained without a claim, indicate this.

Pension funds and investments

Include pension and provident funds, retirement annuities, policies, savings and other investments.

FUND / INSTITUTION	MEMBER / OWNER	REFERENCE / NUMBER	PROPOSED TREATMENT

Claims and liabilities

Include outstanding loans, credit facilities, claims between spouses and other material debts.

DEBT / CLAIM	AMOUNT	RESPONSIBLE SPOUSE	AGREED TREATMENT

Attach additional schedules or statements if the information cannot be captured adequately above.

PART F

Spousal maintenance

Specify the proposed terms only if spousal maintenance has been agreed or is under consideration.

Proposed position

- ☐ No spousal maintenance will be payable
- ☐ Maintenance will be payable
- ☐ Maintenance terms remain to be agreed

Cash maintenance

PAYING SPOUSE

MONTHLY AMOUNT (R)

COMMENCEMENT DATE

PAYMENT DAY EACH MONTH

DURATION / TERMINATION EVENT

ANNUAL INCREASE AND MONTH

Additional contributions

MEDICAL AID / UNCOVERED EXPENSES

VEHICLE / OTHER CONTRIBUTIONS

OTHER PAYMENTS, LUMP SUMS OR SPECIFIC ARRANGEMENTS

Payment details

ACCOUNT HOLDER

BANK

ACCOUNT NUMBER

BRANCH CODE

PAYMENT REFERENCE

PART G

Final instructions

Use this space for any additional instructions that should be reflected in the proposed settlement or considered before drafting.

ADDITIONAL INSTRUCTIONS / UNRESOLVED ISSUES

Documents to send with this questionnaire

- [ ] Identity document or passport for each spouse
- [ ] Marriage certificate
- [ ] Antenuptial contract, if applicable
- [ ] Relevant financial schedules / statements, if available