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Funeral planning after the death of a loved one:

- **Choose a reliable funeral home and arrange a meeting with the funeral home for removal and storage of the deceased's body.**
 - **Documentation required during removal of the deceased's body:**
 1. Deceased's ID card or green (barcode) ID book.
 2. Next of kin's ID card or green (barcode) ID book.
 3. Provide information regarding funeral policies to the person concerned funeral home.
 4. Marriage certificate (This is required by the insurance company if you have a policy)
 5. DHA 1663 issued by doctor or hospital.
 6. Letter to Dept. of Home Affairs to El-Shaddai funeral services give permission to register the death on behalf of the family. The letter will be provided to you by El-Shaddai Funeral Services.
 7. A form - if cremation were to take place. El-Shaddai will do the necessary documentation and help with its completion and provide assistance to the family.
- **Arrange a second meeting with funeral home for planning of funeral service / mourning service and costs:**
 - Choose between a funeral or a cremation.
 - Decide on the date and time of service.
 - Choose a church or venue for the service.
 - Select Minister/Pastor, Official or Religious Leader who will lead the service.
 - Determine how many people will attend the funeral.
 - Decide whether a live broadcast for people who cannot attend the funeral, will be done - if so make arrangements.
 - Decide whether a slide show will be held during the service.
 - Choose a coffin or a "casket" for burial.
 - Decide whether there will be a viewing before the service.
 - Choose flowers and candles for the service
 - Decide whether petals will be needed.
 - Choose photo or photos that will be displayed in church / venue during the service.
 - Choose music/singer/musician
 - Decide whether pigeons will be released.
 - Choose food and catering.

- Discuss funeral leaflet's layout:
 1. A photograph of the deceased for the front of the funeral letter.
 2. Decision on funeral letter to be placed in leaflet.
 3. Choose scripture reading, songs and plan song lists.
 4. Decide whether to include a collage of photos and funeral letters from close family in the leaflet.
 5. Choose whether there will be a eulogy (tribute), and if so who will do it.
 6. Decide who will give thanks.
 7. Choose the pallbearers if there will be any.

- **Decide whether you want to publish an obituary in the local newspaper as well as the information of the service. If so decide on the content.**

- **If you decide to bury your loved one, the following additional arrangements must be made:**
 - Where your loved one should be buried.
 - Buying out grave and preparation of grave
 - Tomb unveiling
 - Transport of the deceased from the service to the cemetery
 - Transportation for the funeral attendees from the funeral home to the cemetery.
 - Transport for escort from the service to the cemetery if necessary.
 - Bearers at cemetery.
 - Decide whether the interment will take place before or after the service.
 - Decide whether the service will take place at the time of the interment at the cemetery
 - Decide whether refreshments will be offered after interment and where

- **If you decide to cremate your loved one, the following additional arrangements must be made:**
 - In the case of cremation, arrange a cremation service and vase/casket.
 - Choose whether you will hold the funeral service before or after the cremation
 - If before cremation there will be a coffin or "casket" at the service
 - If after cremation, the cremation vase/casket will be at the service.

- **Application for and payment of funeral cover:**
 - **Documentation required:**
 1. The funeral policy
 2. The completed funeral claim form.
 3. Certified copy of the official death certificate issued by the Department of Home Affairs.
 4. A certified copy of the deceased's identity document.
 5. A certified copy of the claimant's identity document.
 6. A certified copy of the marriage certificate - if necessary.
 7. A confirmation letter (bank confirmation) of the claimant's bank account.
 8. A stamped bank statement of claimant.
 9. A certified copy of proof of address, e.g. Municipal account or lease.
 10. BI 1663 completed by the doctor who certified the death.

- **EI-Shaddai funeral services will assist you at all times with all the necessary above mentioned documentation and arrangements. We go that extra mile for our grieving families when they need it most.**