



Verification, safety & first decisions

- Have a doctor confirm the death and issue a medical certificate of death
- Notify the trusted person and close family; appoint a main contact
- Choose and contact a funeral home
- Secure the home, pets and important documents
- Create a death file and make a list of key contacts

 Key Notes: ID card, insurance card, contact details of doctor/relatives



0–6 hours

Declarations, authorisations & main choices

- Report the death to the civil registry office and obtain the death certificate
- Decide between burial or cremation according to wishes and cantonal rules
- Contact the municipality, cemetery or crematorium
- Set a budget and choose a provisional date for the ceremony
- Write the death notice and inform the employer

 Key Notes: Medical certificate, identity, contact details of celebrant/municipality



6–24 hours

Funeral logistics & communication

- Prepare the body and place it in the coffin
- Confirm date/time/place and organise transport
- Select music, flowers, readings and speakers
- Plan livestreaming and weather backup
- Brief helpers and coordinate the event

 Key Notes: Coordination with funeral home, municipality and celebrant



24–72 hours

Ceremony, payments & first steps

- Hold the ceremony and carry out the burial/cremation
- Collect invoices and send thank-you notes
- Secure the home and inventory valuables
- Contact a notary or inheritance authority
- Return medical equipment and unused medicines

 Key Notes: Archive programmes and ceremony documents

Insurances, banks, inheritance & housing

- Notify insurances (health, pension, AVS/AHV, liability, car, life 3a/3b)
- Inform banks and record assets
- Request the certificate of inheritance
- Cancel or transfer leases and subscriptions
- Manage online accounts and mail forwarding

 Key Notes: Organise succession, taxes and communication with the notary



7–30 days

Taxes, inheritance, grave & closure

- Prepare the final tax declaration
- Handle inheritance tax and asset distribution
- Order the gravestone and arrange grave maintenance
- Close remaining accounts and archive documents
- Continue psychological support if needed

 Key Notes: Long-term archiving: digitisation, safe or Swiss cloud

Special cases & specific situations

- Cremation: authorisations, scattering ashes, certificate
- Repatriation: consulates, international transport, civil registry
- Accidental death: police, accident insurance, report
- Child/perinatal: hospital support and psychological help
- Digital: closing online accounts and subscriptions

 Key Notes: Respect legal, religious and digital regulations



End-of-Life & Estate Support Service

www.batmed.ch

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