



## **MUST READ - INSTRUCTIONS FOR EXECUTING YOUR WILL**

There are certain formal procedures you have to follow to make your Will legally valid. If your Will is invalid then your estate may not pass as you intend.

**IMPORTANT:** We get a lot of Wills back that have been completed incorrectly, common mistakes include: not dating the Wills, not signing the Wills etc.

The execution of your Will involves 3 people:-

- You and two witnesses **who must be present when you sign.**

**A WITNESS must be:-**

- over 18.
- someone who **is not** an executor or beneficiary of your Will.
- Unrelated to you or to anyone mentioned in your Will either by blood, marriage or by civil partnership.

**A witness CANNOT benefit from a Will.**

**Before signing your Will you must read it** through carefully but it is not necessary for your witnesses to read through your Will although they must be made aware it is your Will they are witnessing.

Your witnesses must be confident you are SOBER, are of SOUND MIND and that you are signing your Will freely.

### **PROCEDURE:**

In the presence of your 2 witnesses and in the spaces provided would you please:-

1. **Date your Will**
2. **Sign your Will** using your usual signature on the last page above the dotted line that states "Signature of Testator".
3. **Ask your 2 witnesses** to add their usual signatures on the last page where provided and ask them to print their names, occupations and their addresses clearly for identification purposes.

If any amendments are necessary it is better to advise us of the problem so we can provide you with a new Will. If for any reason this is impractical the amendment should be made before you sign your Will and the amendment should be initialled by you and both your witnesses. No alterations should be made after your Will is signed.

**DO NOT PIN OR CLIP ANY LETTER OR NOTE TO YOUR WILL.**

**Please Turn Over For An Example Of A Correctly Executed Will**

**EXAMPLE OF A CORRECTLY SIGNED WILL**

Date here

**The Testimonium and Attestation**

SIGNED by JACK HENRY WILSON

on the 1<sup>ST</sup> day of JANUARY 2019

Signature of Testator:

*J.H. Wilson*

JACK HENRY WILSON

SIGNED by the Testator in our presence and attested by us in the presence of the Testator and of each other

**Witness 1**

Signature

*S. King*

Full Name

Simon King

Address

137 West Parade

London SE05 3BD

Occupation

Teacher

**Witness 1:**

Sign

Name

Address

Occupation

**Witness 2**

Signature

*D. James*

Full Name

DAVID JAMES

Address

122 LONG ROAD

LONDON SW1 4EX

Occupation

OFFICE MANAGER

**Witness 2:**

Sign

Name

Address

Occupation

**Sign your Will here**