

Last Will & Testament

Signing and Witnessing Instructions

Your Will must be executed by you ('the testator') in the following manner to ensure that it is effective and that your estate is dealt with as you wish.

The execution of your Will involves you, together with, 2 independent witnesses. Your Will must be executed in the following manner to ensure that it is effective.

Please read and follow the simple checklist below when signing and witnessing your Will:

- ✓ **Do** have TWO independent witnesses present at all times when signing your Will
 - 1.1. Witnesses do not need to read the Will or know its contents, although they should be told what it is. They are simply witnessing your signature and acknowledging that you have signed the Will freely, and on the basis that the contents of the Will have been understood and approved by you.
 - 1.2. Witnesses must be over 18 years old (do not let a minor witness your Will).
 - 1.3. Witnesses need to be independent and should not be related to you or anyone mentioned in your Will, either by blood, marriage or civil partnership, however your witnesses may be related to each other.
- ✓ **Do** in the presence of your two witnesses and in the space provided:
 - 2.1. Write the date clearly in full, including the year e.g. 1st day of January 2017 on the final page.
 - 2.2. Sign with your usual signature on the final page whilst your witnesses watch.
 - 2.3. In your presence, ask your witnesses to add their usual signatures on the last page together with their name, address, phone number and occupation.
 - 2.4. If you need to correct your Will in any way, make sure you do so before it is signed and the amendment must be initialed by you and both your witnesses.

All Wills have to be signed and witnessed correctly to make them effective. Failure to do so will make your Will invalid.

- ✗ **Do not** ask a beneficiary, nor the spouse/registered civil partner of a beneficiary to witness the Will, as any benefit or interest to which they are entitled within the Will, will be lost.
- ✗ **Do not** use correction fluid on your Will if you make a mistake.
- ✗ **Do not** fasten anything to your Will e.g. staples, paperclips.

Once your Will has been signed and witnessed correctly, make sure you store it somewhere safe. It's also a good idea to let your executors know where it is kept.

An example of a correctly signed and witnessed Will:

Signed by **Mr John Doe**, to give effect to this Will, on

Date 8th day of May 2017

SIGNATURE
J.Doe

We confirm this Will was signed first by **Mr John Doe** in our presence and then by both of us in the presence of **Mr John Doe**.

| Witness 1 | Witness 2 |
|--|---|
| SIGNATURE  | SIGNATURE  |
| Full name Thomas Ways | Full name David Buckingham |
| Address 27 Zoo Lane Eastbourne East Sussex BN21 4QH | Address 2 Portland Street Newark, Nottinghamshire, NG24 4XG |
| Phone 07723747223 | Phone 07734774372 |
| Occupation HGV Driver | Occupation Doctor |