



Cornford-Scott

LAWYERS

ABN 41 601 840 037

INSTRUCTIONS ON HOW TO SIGN A WILL/CODICIL

To ensure your Will is valid it is very important that you first read these instructions carefully from beginning to end and then follow them exactly. If your Will is not signed correctly, there is a risk that it may not be valid. This could result in additional costs and outlays in your estate administration in order to establish the validity of your Will.

Before signing, please make sure that you read the Will carefully to make sure that you know and approve of its contents. Please do not make any alterations to the Will. If the Will contains errors or does not correctly reflect your wishes, please contact us.

WITNESSES

1. You must have 2 witnesses.
2. The witnesses must both be competent to give evidence in Court, and it is prudent that they both be at least 18 years old.
3. A witness must not be a person who is left anything in your Will (that is, a beneficiary).
4. A witness must not be the husband or wife of a beneficiary, or engaged to marry a beneficiary.
5. A witness must not be your executor or the husband or wife of (or engaged to marry) your executor.

SIGNING THE WILL

1. Read your Will through very carefully to be sure that every page is there and that the Will is correct in every detail.
2. You and your witnesses should all use the same pen throughout the signing process. The pen may be either biro or ink. Do not use any type of pen which can be erased.
3. You and your witnesses must all be present during the entire process of signing, and all persons present must watch each signature being written. It is recommended that you clear a space of time so that interruptions can be avoided.
4. You do not have to tell your witnesses the contents of the Will.
5. Be absolutely sure that you sign your own Will, and that each page is a page of your own Will and not that of another person.
6. Using your normal signature, sign the Will above the word 'TESTATOR' at the bottom of each page and above your name at the end of the Will.
7. Each of the witnesses must sign at the bottom of each page and above the word "WITNESS" and at the end of the Will in the space provided.
8. Fill in the date on which the Will was signed and witnessed (in the space provided).



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HOW TO SIGN A WILL/CODICIL EXAMPLE

SIGNED this **Eighth** day of **August** 2017.

Signed by **GARY GUIDE** in our presence
and then by us in his:

Gary Guide

Witness 1

Sally Sample

Name of 1st Witness

Sally Sample

Address

2 Main Street

BRISBANE QLD 4000

Witness 1

Example

Name of 1st Witness

Edward Example

Address

1 First Street

SHIRE QLD 1111

AFTER SIGNING THE WILL

It is important that you do not attach anything to the original Will, not even by paperclip.

Please return the original Will to us so that we can check it has been correctly signed and witnessed. Your original Will should be kept in a safe place and we would be happy to hold it at our office on your behalf.

If you are unsure as to signing procedures or any other matters concerning your Will, please contact us prior to signing your Will.