

Instructions for signing a Will or Codicil

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Thank you for choosing to make your Will with Mogers Drewett. To ensure that your Will is valid and legally binding it is extremely important that you follow these instructions exactly when signing your Will or Codicil.

If you have any doubts about the procedure, please contact us before you sign.

Witnesses

Your Will or Codicil **MUST** be signed by you while you are in the presence of two adult (over 18 years) independent witnesses. The two witnesses may be married to each other, or registered Civil Partners.

Please note the following individuals **CANNOT** be a witness:

- A beneficiary
- Your spouse or
- Your registered Civil Partner

Signing Procedure

1. Any alterations must be initialed by you and both witnesses before you sign the document.
2. Date the document where indicated.
3. Sign your name in ink using your normal signature alongside the paragraph beginning "SIGNED by the above-named".
4. Whilst still in your presence, both witnesses must then sign underneath that paragraph where indicated. They must then each print their full name, address and occupation underneath their signature.
5. Please note that it is essential that both witnesses see you sign and that they both then sign their names in your presence and in each other's presence. The Will or Codicil is not valid if both witnesses are not present at the same time.
6. When returning the document to us, please take care not to mark it in any way or to attach anything to it by pin, clip, staple or otherwise, as this may present problems at the Probate Registry.

Will Storage

We recommend that you allow us to arrange the secure storage of your Will. This service is free of charge and will involve your Will be scanned by an independent company and stored electronically in case reference to able access at any time. We will dispose of your paper Will in accordance with the procedures recommended by the Law Society.

If you did not want us to arrange storage there are other options available to you, such as storing it with the Probate Registry, a bank or other commercial provider or you may prefer to keep the original Will at home.

If you choose to keep the original Will at home, please be aware of the risk that a Will which is not stored securely may be lost, damaged or altered without your knowledge, or confidential information may be unwittingly disclosed.

- ☐ Please arrange the secure storage of my/our Will
- ☐ I would like to keep my original Will at home please return it to me/us

I/We confirm that I/we have read and understood these Will Signing Instructions and I/we followed the procedure set out above when signing my/our Will/Codicil.

Signed **Signed**

Print name **Print name**

Date **Date**