

# SIGNING INSTRUCTIONS

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Instructions for signature and  
witnessing of wills and codicils.

## INSTRUCTIONS FOR SIGNATURE AND WITNESSING OF WILLS AND CODICILS

1. Two adult witnesses are required; neither should be a person who (or whose spouse) will or may take a benefit under the Will or Codicil as this would involve the loss of the benefit. As an executor who has the benefit of a professional charging clause is for this purpose counted as a beneficiary, such an executor (or the spouse of such an executor) should not witness the Will or Codicil and to avoid any argument on this point it is better that an executor (or an executor's spouse) is never a witness to the Will or Codicil.
2. The person making the Will or Codicil (the testator or, if female, the testatrix) and the two witnesses must all be present together and must all see each other sign. The witnesses need not, however, see the contents of the Will or Codicil which can be covered up.
3. The testator should sign using his usual signature at the place indicated at the end of the Will or Codicil for this purpose. Each witness should then sign his or her name and then print his or her name, address and occupation where indicated.
4. Where applicable, the testator and the two witnesses should also please sign at the foot of each side of paper.
5. The Will or Codicil should then be dated by insertion of the date and month in the place provided in the body of the Will or Codicil and on the front cover.
6. The original Will or Codicil should then be returned to me (**without attaching any papers clips, pins, staples** etc) so that I may check that it is properly executed and also take a copy for my records.