

Instructions for signing your Will or Codicil

Please follow these instructions carefully. Failure to do so will mean that your Will or Codicil may be wholly or partly invalid. If you have any queries please do not hesitate to contact us.

1. You must have **two adult witnesses** who must **not** be persons who take any benefit (e.g. a legacy) under the document, or the husbands or wives of such persons. All of you should be together throughout the signing of the document and should see one another sign. The witnesses do not have any right to see what is in the document unless you choose to show them.
2. If any amendments are necessary it is best to return the document to us for alteration. If there are any very minor amendments, or if for any reason it is impractical to return it to us, the amendments should be made before it is signed. They must then be initialled by you and both witnesses. No alterations should be made after the document has been signed.
3. Before signing, fill in the date:
 - a. in words at the top of the document e.g. the twenty fifth of February 2007
 - b. in figures at the back of the document e.g. 25th February 2007.
4. Sign your usual signature in ink where indicated.
5. The witnesses should then sign their usual signatures and add their names, addresses and occupations, where indicated.
6. After the document has been executed, please send it back to us. **Do not attach or paperclip anything to it.**

Example

J.D. Smith

WITNESS:

WITNESS:

Signature: A.C. Brown

Signature: B. White

Name: ANDREW CHARLES BROWN

Name: BARBARA WHITE

Address: 6 Cedar Grove
Bromely
Kent
BR14 3PT

Address: 5 The Drive
Downhan
Bromley
BR11 2YL

Occupation: Electrician

Occupation: Secretary

If you have an enquiry about Wills or Codicils. contact us today to find out how we can help.

<p>0800 220 382 info@tgbaynes.com tgbaynes.com</p>	<p>Broadway House 208 Broadway Bexleyheath Kent DA6 7BG</p>	<p>Baynes House 5 Market Street Dartford Kent DA1 1DB</p>	<p>Downe House 303 High Street Orpington Kent BR6 0NJ</p>
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