

## **Will Signing Note**

***This note is designed to assist in the light of the challenges posed by the current covid-19 crisis***

1. Wherever possible we will now be sending wills electronically for you to print, staple together and sign;
2. Please make arrangements for two independent witnesses (not beneficiaries under the will, or the spouse of any beneficiary) to attend at your property (obviously as part of their allowed out of home activities!). The witnesses must be in a position to see you sign the will (possibly through a window from your garden), see each other sign the will as witnesses and be at least 2 metres (6 feet) away from you and each other;
3. You should date the will on the front cover and on the signature page in words, before you sign the will;
4. After you have signed the will you should put it in a “safe” place (being two metres away from you and your witnesses);
5. Your first witness should then pick up the will and return to their place before signing the will with their own pen, adding their full name, address and occupation where indicated. They should then return the will to the “safe” place and go back to their place;
6. Your second witness should then pick up the will and return to their place before signing the will with their own pen, adding their full name, address and occupation where indicated. They should then return the will to the “safe” place and go back to their place;
7. Your witnesses should then leave, before you collect the executed will from the safe place; and
8. Please scan the signed will back to us for our records.

### **Notes:**

- This note refers to wills. The same procedure should be followed in the case of a codicil.
- Do not share pens and ensure you and your witnesses wash your hands before and after signing the will.
- We would advise that you retain the will until the end of the crisis, but forward it to us at that point.

**NB:** please ensure that no pins or papers fasteners are attached to the will (other than the staple holding the will together).

**This advice note dated 26 March 2020**