



**BUTLERS**

*Barristers & Solicitors  
Notary Public*

*The Personal Law Firm*

## WHAT DO YOU DO AFTER SIGNING YOUR WILL?

1. If you have signed your Will somewhere else, rather than at our offices, please send a photocopy of the signed Will to Butlers for our records so that we may confirm that it has been correctly signed.
2. DO NOT attach or pin anything to the original Will, not even by paper clip.
3. Once your Will has been signed, please ensure that the original Will is lodged for safekeeping, for example with your bank.
4. Advise your Executors, preferably in writing, of your Will and where it is lodged. Keep a copy of the letters with your other important papers.
5. Keep the copy of your Will with your important papers.
6. Note on the copy of your Will or the envelope in which it is contained:
  - a) The date your Will was signed;
  - b) The names, addresses and occupations of the two independent witnesses;
  - c) The place where your original Will is lodged.
  - d) Contact details for your Executors.
7. You may wish to make a list of your assets to assist your Executors. If you do, keep the list with the **copy** of your Will, not with the original. A list of this kind does not form part of the Will itself.
8. It is best to keep copies of your Will to a minimum. However, if you do make further copies, please write "COPY" on each page of any copy of your Will.
9. Once your Will has been correctly signed, we recommend that you revoke all previous Wills as follows:
  - a) Rule a line through each page of your old Will;
  - b) State on the cover page of your old Will, "Revoked by Will dated \_\_\_\_\_ currently lodged at \_\_\_\_\_."

Because any revoked Will may be relevant in Family Provision (Inheritance Act) proceedings, or if your current Will is challenged, we recommend that any Wills which you have revoked be kept together with your current original Will.

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