



*i*Will Do It iGuide



AustralianWills

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Executing your *iWill/ozWill*

What does 'executing' my *iWill* or *ozWill* mean?

- ▶ To 'execute' your *iWill* or *ozWill* is the process of making valid your Last Will and Testament in the manner prescribed by the governing law.
- ▶ The legal requirements for executing a Will help safeguard you against fraud or inaccuracy.
- ▶ This action will also cancel or revoke any previous Wills or Codicils.

How do I execute my *iWill* or *ozWill*?

- ▶ It's really very simple with our easy-to-follow **eight** point process.



1) Review

- ✓ Review your *iWill/ozWill* and carefully read over the interactive fillable form sections of the document to make sure you fully understand them and to make sure there is no missing information or mistakes.



2) Print

- ✓ Print your completed *iWill/ozWill* on good quality paper and again check to make sure it is right and it reflects your wishes for your Estate. Make copies but do not sign copies.



3) Witness

- ✓ Bring together your chosen witnesses and advise them that the *iWill/ozWill* in front of them is your Last Will and Testament.



4) Instruct

- ✓ Instruct your Witnesses that you are of sound mind, that you know and approve of the content of the *iWill/ozWill* and that you are not under the undue influence of another person.



5) Sign

- ✔ Sign each page at the bottom of each page in the presence of your two witnesses. Ensure that each witness watches you sign the iWill/oziWill. Now the witnesses should sign the bottom of each page and they must watch each other sign. Use only a black or blue pen and the same pen should be used by all parties as evidence you were all together when your iWill/oziWill was signed.



6) Sign & Date

- ✔ Sign and Date the last page of your iWill/oziWill in the presence and watchful eye of your witnesses. Witnesses must now sign this page and watch each other sign. They must also write down their full legal name and address.



7) Copy/Scan

- ✔ Copy/scan the original document and save it on your backed up PC/ laptop computer or save it in a Cloud application.



8) Store

- ✔ Store the original iWill/oziWill document in a safe place.



Additional things for you to know:

- ▶ Remember that your witnesses should be competent adults who are not your beneficiaries.
- ▶ Make sure the Executor of your iWill knows where to find it.
- ▶ Please destroy any old, out-of date Wills so as to avoid potential confusion.
- ▶ It is important to review your iWill every three to five years in case your circumstances change and to make sure it still reflects your wishes.
- ▶ For a more detailed explanation, please read Section 5 of your Establishment iBook.



AustralianWills, LLC

E-mail: info@australianwills.com

USA Office: 712 H Street NE, Suite 1004
Washington, DC 2002, USA

Australian Office: PO Box 62
Romsey, VIC 3404, Australia

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www.australianwills.com