

## SIGNING YOUR WILL

- 1. Your instructions and wishes.**
  - Study the contents of your will carefully.
  - Satisfy yourself that the contents correspond with your instructions and wishes.
- 2. Signing your Will.**
  - **Your will must be signed in the presence of two competent witnesses, who must all be present at the same time. You and both witnesses must sign the will in each other's presence.**
  - A witness is any competent person over the age of 14 years with the exception of the following:
    - An heir or his/her spouse.
    - A guardian, the executor, trustee or their spouses.
  - If the will consists of more than one page, it must be signed by you at the end of each page where indicated.
  - The last page must be signed by yourself and both witnesses, where indicated. The witnesses must complete their full names in block letters as well as their relationship to you e.g. friend.
  - Complete the place and date of signature on the last page.
  - It is recommended that you sign your will with your full signature.
  - If you sign the will by the making of a mark, it must be made before a Commissioner of Oaths who CANNOT sign as a witness as well. Two competent persons still have to sign as witnesses.

An incorrectly signed will may lead to the rejection or partial rejection of your will.
- 3. Amendments to the contents of your signed Will.**
  - Consider amendments carefully before execution.
  - Any deletion, addition, alteration, or interlineation must be validated with signatures by you and two witnesses.
- 4. Safekeeping of your original Will.**
  - Ensure that your original signed will is returned to us immediately for safekeeping.
  - Notify your relatives accordingly.
- 5. Revision of your Will.**
  - It is important that you revise your will from time to time. Should you find such a revision necessary, contact Efficient BOE.

## ONDERTEKENING VAN U TESTAMENT

- 1. U opdragte en wense.**
  - Bestudeer die inhoud van u testament sorgvuldig.
  - Vergewis u daarvan dat die inhoud in ooreenstemming met u opdragte en wense is.
- 2. Ondertekening van u Testament.**
  - **U testament moet geteken word in die teenwoordigheid van twee bevoegde getuies, wie almal teenwoordig moet wees op dieselfde tyd. U en beide getuies moet die testament in mekaar se teenwoordigheid onderteken.**
  - 'n Getuie is enige bevoegde persoon ouer as 14 jaar, maar nie die volgende nie :-
    - 'n Erfgenaam of sy/haar gade
    - 'n Voog, eksekuteur, trustee of hul gades.
  - Indien u testament uit meer as een bladsy bestaan, moet u u handtekening aanbring aan die voet van elke bladsy.
  - Die laaste bladsy moet deur u en die twee getuies geteken word waar aangedui. Die getuies moet hulle volle name en verwantskap aan u in drukskrif voltooi aan die onderkant van hulle handtekening.
  - Voltooi die plek en datum van ondertekening op die laaste bladsy.
  - Ondertekening deur middel van 'n volle handtekening word aanbeveel.
  - Indien u u testament teken deur die maak van 'n merk, moet dit voor 'n Kommissaris van Ede geskied wat nie OOK as getuie kan optree nie. Twee bevoegde persone moet nog steeds optree as getuies.

'n Testament wat verkeerd onderteken word, kan gedeeltelik of in geheel verwerp word.
- 3. Wysigings in die inhoud van u ondertekende Testament.**
  - Oorweeg wysigings sorgvuldig voordat dit aangebring word.
  - Bekragtig enige skrappings, byvoeging, verandering of tussenskrif met u en twee getuies se handtekening.
- 4. Veilige bewaring van u oorspronklike Testament.**
  - Sorg dat u oorspronklik getekende testament onmiddellik vir veilige bewaring aan ons terugbesorg word.
  - Verwittig u naasbestaandes dienooreenkomstig.
- 6. Hersiening van u Testament.**
  - Dit is belangrik om u testament van tyd tot tyd te hersien. Indien enige wysiging benodig, kontak Efficient BOE.

**IMPORTANT INFORMATION IN ASSISTING THE NEXT-OF-KIN WHEN DEATH OCCURS**

1. Contact the family doctor if the death occurred from natural causes at home. If the death was a result of unnatural causes, the police must be called.
2. Approach the local undertaker for the arrangement of the funeral.
3. Inform the deceased's church minister of the death.
4. Advise the deceased's employer/pension fund of the death.
5. Collect all the documents of the deceased and make an appointment with Efficient BOE for the reporting of the estate – See list of documents required.
6. Should you be the surviving spouse, or guardian of minor children, arrange for interim income with the executor.
7. Remember, NO decisions must be made by you without consulting the executor.
8. To enable the executor to finalise the estate as fast and efficiently as possible, your full co-operation is required.

**BELANGRIKE INLIGTING OM NAASBESTAANDES BY TE STAAN WANNEER DOOD INTREE**

1. Tree in verbinding met die gesinsgeneesheer indien die afsterwe van natuurlike oorsake by die huis plaasgevind het. As gevolg van onnatuurlike oorsake, moet die polisie ontbied word.
2. Nader die plaaslike begrafnisondernemer om reëlings vir die begrafnis/verassing te tref.
3. Stel die oorledene se predikant in kennis van die afsterwe.
4. Stel die oorledene se werkgewer en/of pensioenfonds in kennis van die afsterwe.
5. Versamel al die oorledene se dokumente en reël 'n afspraak met Efficient BOE om die boedel te rapporteer – sien die lys van dokumente wat benodig word.
6. Indien u die nagelate gade is, of voog van minderjarige kinders, reël met die eksekuteur vir tussentydse inkomste.
7. Onthou, u moet GEEN besluite neem sonder dat u die eksekuteur geraadpleeg het nie.
8. Die eksekuteur benodig u volle samewerking om hom in staat te stel om so vinnig en doeltreffend moontlik die boedel te bereidder.

**CONTACT DETAILS / KONTAKBESONDERHEDE**

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