

## Wills Execution Policy

The following policy and procedure is in place in accordance with Government guidelines during the Coronavirus epidemic:-

1. Clients may choose to make their own arrangements for the execution of their Wills. I will in each case provide appropriate advice as to proper execution, particularly as regards the requirement for witnesses to be present.
2. Clients may choose to have their Wills executed at my office, in which case the following paragraphs will apply.
3. If you have any symptoms of Coronavirus (COVID-19), please cancel the appointment immediately.
4. In accordance with my existing policy, all execution of Wills at my office must be made by prior appointment.
5. I will be the first witness and will provide a second witness.
6. In each case the client must attend at the office alone (although if the client has been taken by car or other vehicle to the appointment, the driver may wait in or near his/her vehicle in the business centre car park until the appointment is over.
7. In each case the client should please make every effort to arrive as exactly as possible at their appointed time. If a client is a little early, he/she is asked to wait in his/her car/vehicle at a distance of at least 2.5 metres from the office door.
8. The client is asked to bring his/her own pen to the appointment; this will not be shared with the witnesses.
9. I will be present in the office with the second witness at the time the client arrives.
10. The door of the office will be left open pending the client's arrival and throughout the appointment. There should therefore be no need for the client to touch the door or its handle. However, as a precaution, the handles on each side of the door will be cleaned with disinfectant immediately before and after each appointment.

11. On arrival, the client should announce his/her arrival at the door and put on the pair of disposable gloves which will be laid out on a small table just within the office. The table will have been wiped with disinfectant cloth immediately before the appointment. A choice of 'medium' or 'large' sized gloves will have been made by the client prior to the appointment. The client must wear the gloves throughout the appointment.
12. Both witnesses will also be wearing disposable gloves throughout the meeting. A table will be situated in the middle of the office. Three separate chairs will have been placed at distances of at least 3 metres from the table and at distances of at least 3 metres from the other two chairs.
13. I will place an engaged sign at the front door, which will remain open. The second witness will remain seated when the client arrives. He/she and I will in any event remain at least 2.5 metres away from the client at all times during the appointment.
14. Under no circumstances must any more than one of the three persons in the room be at the table at any one time.
15. The Will will have been placed on the vacant seat ahead of the client's arrival. No pen will be on the table. The client and each witness will each have his/her own pen.
16. The client should go to that seat, pick up the Will and sit down on the vacant seat.
17. The client will then be given the opportunity to read through the Will before it is signed.
18. Whether or not any final amendments to the Will are required, when ready he/she will bring it to the table and resume his/her seat.
19. If the client requires any minor amendments, he/she will point those out to me from his/her seat. I will have a copy of the Will at my chair and will remain seated. The client will then place the Will back on the table and I will make the amendment which will subsequently need to be initialled by the client and by each witness.
20. The client will sign the Will with his/her pen, where indicated with a light pencil-marked cross. The Will must remain on the desk. The client will resume his/her seat.
21. If applicable, the client will write his/her initials where directed by me. The Will must remain on the desk. The client will resume his/her seat.
22. I will go to the desk and sign the Will, adding my occupation. The Will must remain on the desk. I will resume my seat.

23. The second witness will go to the desk and sign the Will, adding his/her occupation. The Will must remain on the desk. The second witness will resume his/her seat.
24. It is my preferred practice in the current circumstances to retain the Will for copying and then either to retain it securely or to despatch the Will by secure post to the client (at no extra charge to the client). However, a client who wishes to take his/her Will away from the meeting may request to do so. However, in those circumstances I must have the opportunity to take a photocopy and I ask that any such request be made in advance of the appointment so that photocopying facilities can be made available at the office. In those circumstances, the exterior of the photocopier will have been wiped with an anti-bacterial cloth ahead of the meeting, as a precaution.
25. I will not be taking payment at the appointment itself. Instead, an invoice will be sent by post or by email shortly after the meeting.
26. Once the Will has been executed (and copied, if applicable) the client will be asked to leave (if applicable, with the original will) and may either remove and deposit the disposable gloves on the door mat of the office or retain them for disposal later on.

Thank you very much for reading and observing the above.

Kind regards

**Nick Rees**

**30.3.2020**