**INSTRUCTIONS FOR SIGNING YOUR ESTATE PLANNING DOCUMENTS**

In order for your Estate Planning Documents to be valid and enforceable under Ontario Law, they must be executed in accordance with the following guidelines. Failure to follow these steps could result in making your wills and/or powers of attorney (the **Estate Planning Documents**) unenforceable:

1. Please print your Estate Planning Documents on single-sided pages.
2. Arrange to have TWO (2) witnesses physically present when you sign the Estate Planning Documents. The Witnesses must verify your ID, be over 18 and not be related to you or mentioned in the Estate Planning Documents.

The following people **cannot** be witnesses for the Estate Planning Documents:

1. Any beneficiary (including backup beneficiaries) or their spouse;
2. Any one under the age of 18
3. Your spouse, partner, child or someone you treat as a child
4. Your power of attorney or their spouse or partner
5. Anyone who has been appointed by a court to make decisions for someone who is mentally incapable of managing property or making own personal care decisions

“Spouse” = married, have cohabitation agreement, lived together for at least 1 year or have a child together.

“Partner” = lived with them for at least a year and have a close personal relationship of primary importance to both parties

GoLegal.ca is not responsible for overseeing the due execution of the Estate Planning documents.

1. All handwritten items such as dates should be initialled by you and both witnesses.
2. You and both witnesses must initial the bottom right-hand corner of each page of the Estate Planning Documents.
3. Each of the Estate Planning Documents has a signature page. You must sign the signature page of each of the Estate Planning Documents where indicated, and each of your witnesses should print their full name, address, sign where indicated and insert the date in the blanks provided.
	1. For the Will, ONE (1) witness should make an appointment with a Notary Public to execute the Affidavit of Execution at some point in the future. You may find the location of a notary near you online. This will be required at the time of probate so it is good to do sooner rather than later in case something happens to your witnesses in the interim and they are unable to do so.
	2. On the POAs, both witnesses should sign the Statement of Witness and insert the name of the city where the signing took place.