

Instructions for Signing

(Required Reading)

Please carefully read these instructions for signing and witnessing your documents.

By "documents", we mean all that you have received from us, i.e. Will, Power of Attorney, etc. These instructions apply the same to all of them.

You should sign and witness them altogether in one sitting.

These rules are mandatory. You must follow them exactly. Failing to do so will affect the validity of the documents.

1. Select Two Witnesses.

They can be any two people, as long as they fit the following criteria:

1. They must be over 19 years old.
2. They must be mentally competent and of sound mind.
3. They must be able to speak and read English.
4. They must not be your spouse or partner.
5. They must not be your child.
6. They must not be anybody who is included in the document, i.e. in a Will: your beneficiaries or Executors, or in a Power of Attorney: your Attorneys.
7. They must not be the spouse, partner, child, parent, employee, or agent of anybody who is included in the document.
8. They must not be someone whose property or person is under guardianship.
9. They must not be someone who has guardianship over your child.

A good suggestion for witnesses would be someone like a friend, or a neighbour, or a co-worker.

The idea is to have, as witnesses, competent and independent persons who have no personal stake or role in the document.

Note that all Wills require two (2) witnesses. However, when it comes to Powers of Attorney, in some provinces, on some documents, only one (1) may be needed. Thus, if you happen to see a space for only one (1) witness then this is correct and not a mistake.

2. Get Together for the Moment of Signing.

You and your two witnesses must be physically present and together for signing and witnessing.

Print the documents, have them ready, and invite your witnesses over.

Now, proceed to complete the following steps, #3 and onward, for EACH document.

3. Turn to the Last Page of the Document.

The signing and witnessing is done on the last page.

4. Fill out the Location and Date Information.

Print the information in the "city or town", "province or territory", "month", "date", and "year" fields.

5. You Sign the Document, in front of the Witnesses.

Sign in the signature field that has your name. Both witnesses must watch you do it.

6. The Witnesses Sign, and fill out their Information.

Then pass the document to the witnesses.

Each of them 1) signs in a witness signature field, and 2) prints their personal information in the "Name", "Address", and "Occupation" fields that are under their signature.

If you've made a purchase from Saskatchewan, then your Enduring Power of Attorney will have a "Non-Lawyer Witness Certificate" page at the end. Please have your witnesses complete this as well.

7. Initial all of the Prior Pages

You have just completed the formal signing and witnessing that is contained on the last page.

On all of the pages before the last, you will see spaces for initials in the bottom right corner.

You and your witnesses must initial in all of these spaces that are on the prior remaining pages.

8. Staple the Pages

Having completed all signing and initialing, staple the pages of the document together.

That's it! You are done. Your documents are valid. Now please read our "Instructions for Storage" manual.

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