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We overestimate the short term and underestimate the long term.

BDO Wealth.
Your financial guide.

WILLS WEEK 2026

FINANCIAL PLANNING

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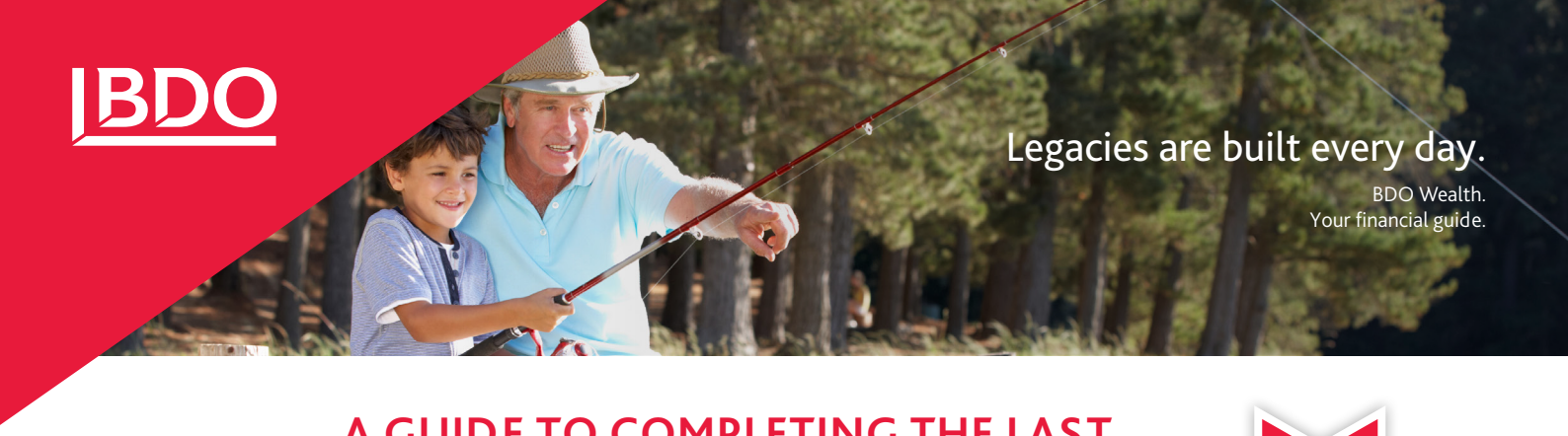

A GUIDE TO COMPLETING THE LAST WILL AND TESTAMENT TEMPLATE

LEGAL ADVISORY

SCOPE OF ENGAGEMENT

It is vital that you have a valid Last Will and Testament, outlining your clear and accurate wishes as to who and how your estate shall be devolved.

BDO Wealth Advisers has provided a Last Will and Testament template to assist you in setting out your wishes regarding the disposal of your estate. Should you choose to utilize the template to draft your Last Will and Testament, there are important considerations to bear in mind in order to put in place a valid Will:

- You must ensure that your wishes and intentions are expressed accurately. If the template does not specify or accommodate all of your specific wishes, then you shall have the option to request a consultation with a BDO Wealth Advisers Legal Adviser (at an agreed fee) for an alternative draft of your Last Will and Testament.
- In nominating an Executor to wind up your estate, you should consider appointing as Executor a relative or close friend who will, when the time comes, appoint an attorney or accountant he/she is comfortable with, to attend to the formal administration of the estate.
- Care must be taken to comply with the requirements of the Wills Act as referred to in the next three paragraphs, in order to ensure that your Will is valid.
- The Will must be signed on each page by yourself and 2 independent witnesses who are not named in the Will and are not the spouse of a person named in the Will.
- You may complete the Will electronically, however the Will may not be signed electronically. The completed Will should be printed and signed in person by you and two competent and independent witnesses, in the presence of each other.
- If relevant wording is written into the blank spaces provided, this does not amount to a change or amendment, but should you make any changes or delete any words or sections of the Will, these should be signed by yourself and your 2 witnesses.
- Once the Will has been signed, it must be kept in a safe place so that your family can locate the document when the time comes.
- It is also practical to keep with your Will other relevant documents and information which may be required for the purposes of winding up your estate. Please refer to our "Personal Document Checklist".

Should you have queries regarding the above, BDO Wealth Advisers are available to assist you in completing the Will template, and to advise you on any concerns or queries you may have.

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but we make a life by what we give.

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LAST WILL AND TESTAMENT

LEGAL ADVISORY

YOUR PERSONAL DETAILS

First Names: .....

Surname: .....

ID. Number: .....

Province: .....

(referred TO AS "TESTATOR/TESTATRIX" HEREINAFTER)

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THIS IS THE LAST WILL AND TESTAMENT OF

.....

Marital status: ☐ Married ☐ Single ☐ Divorced ☐ Permanently co habiting ☐ Widowed

Name and Surname of Spouse/Partner	ID NO.

1. REVOCATION

I revoke all Wills, Codicils and other testamentary dispositions heretofore made by me.

2. DEFINITIONS

2.1. For the purposes of this Will, unless a contrary intention is indicated, words importing any one gender shall include the others and words importing the singular shall include the plural and vice versa.

3. APPOINTMENT, POWERS AND DUTIES OF EXECUTOR/S

3.1 I nominate

Name & Surname	ID NO.

or failing him or either of them, then

Name & Surname	ID NO.

to be the executor/s of my estate.

3.2 No executor appointed or assumed in terms of this Will shall be obliged to furnish security to the Master of the High Court or any other authority for the fulfilment of his duties in terms of this Will.

3.3 My executor shall have all such powers and authorities as are allowed or required in law and especially those of assumption and resignation.

3.4 In addition to the usual powers and rights conferred upon my executor in law, I specifically authorise him or her in his or her capacity as such, generally to enter into any contract, carry on business, rent out property, and do all such things as he or she may consider necessary or desirable in the interests of winding up of my estate.

3.5 Any executor or any firm of which he or she is a member or partner may be employed to act in any matter relating to my estate and the administration thereof and shall be entitled to charge and be paid for any services rendered by him or her or his or her firm in a professional capacity.

TESTATOR/TESTATRIX ..... WITNESS 1 ..... WITNESS 2 .....

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4. DISPOSAL OF ESTATE

4.1 I specifically bequeath the following (if applicable):

Item	Name of individual/entity	ID NO. / Registration number	Relationship

4.2 I bequeath the whole or the residue of my estate to:

Name & Surname	ID NO.	Percentage	Or descendants per stirpes: Yes/No

Should any of the afore-going heirs predecease me without leaving descendants, then their share of my estate shall devolve upon the remaining heirs pro rata

5. MINORS

If any portion of my estate would otherwise devolve in terms of the aforegoing clauses on an heir who is under the age of 18 (eighteen) years at the time of my death, such heir's share of my estate shall not be paid to the Guardian's Fund but shall be paid to the lawful guardian of the heir, if the heir is a minor, who shall be entitled to accept the inheritance for the benefit of the heir and whose receipt shall be a sufficient discharge to my executor. The said party shall accept responsibility for investing the inheritance and applying it for the benefit of the heir until such time as the heir is sufficiently mature to assume responsibility for the inheritance, or the balance thereof. No trust shall be constituted in terms of this clause, and the aforesaid guardian or other party shall not be obliged to furnish security to the Master of the High Court or any other authority in respect of the inheritance.

6. APPOINTMENT OF LEGAL GUARDIAN

6.1. In the event that any child of mine is a minor after the death of both natural guardians, then I appoint _____, and failing him/her then_____, with power of assumption, to be the legal guardian of such child.

6.2. No legal guardian appointed in terms of this Will shall be obliged to furnish security to the Master of the High Court or any other authority for the fulfilment of his duties.

TESTATOR/TESTATRIX ..... WITNESS 1 ..... WITNESS 2 .....

7. PROVISION OF FUNDS FOR BENEFICIARIES

Once they have satisfied themselves that there are sufficient funds in my estate to discharge all liabilities and duties payable by my estate, my executors shall be entitled to make such capital advances to any beneficiary from time to time as they in their absolute discretion may think fit.

8. COLLATION

I direct that no heir shall be required to collate any amount/s donated to him or her by me during my lifetime.

9. EXCLUSION OF COMMUNITY OF PROPERTY

Any benefit accruing to any beneficiary in terms of this Will and any Codicil hereto shall be absolutely excluded from any community of property, community of profit and loss or community of acquests which may at any time exist between him or her and any spouse, shall not be taken into account in determining accrual in the estate of any beneficiary who may at any time be married according to an accrual regime, and in the case of a female beneficiary, shall not be subject to the marital power of any spouse.

10. RESTRICTION ON ALIENATION

No rights or hopes of the beneficiaries under this Will and no part thereof shall be attachable by any creditor of any beneficiary or vest in his trustee in insolvency or be capable of being ceded, assigned, pledged or otherwise encumbered without the written consent of my executor and if any beneficiary shall purport to cede or assign such funds, or if any attempt be made by any creditor to attach or levy execution upon same, the right of such beneficiary to receive distribution of any funds in terms of this Will shall cease and be forfeited forthwith and shall devolve upon those heirs who would have been entitled thereto as if the heir in question had predeceased me.

11. GENERAL

I record that it is my wish that my remains be ☐ cremated ☐ buried.

Signed by me at ..... on the ..... day of .....20.....

in the presence of the undersigned witnesses all of us being present at the same time.

TESTATOR/TESTATRIX .....

WITNESSES:

Name & Surname: .....

Contact Number: .....

Address: .....

.....

.....

Signature: .....

Name & Surname: .....

Contact Number: .....

Address: .....

.....

.....

Signature: .....

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MEMORANDUM ON SIGNING YOUR LAST WILL AND TESTAMENT

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1. Please ensure when printing your Last Will and Testament that you print it single sided and not double sided. Print two copies.

2. Sign each page of your Last Will and Testament, together with the signatures of two competent and independent witnesses on each page. Your Last Will and Testament must be signed in black ink.

3. Your signature and the two signatures of the witnesses should be the last thing seen on each page of your Last Will and Testament. No other clause or writing should be beneath said signatures.

4. The competent and independent witnesses must not be mentioned in your Last Will and Testament. This includes your heirs, beneficiaries, spouses, trustees, executors, or any child.

5. Please date your Last Will and Testament on the last page.

6. Sign your Last Will and Testament in duplicate and return one original to our offices for safekeeping.

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PERSONAL DOCUMENT CHECKLIST

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The following documentation will be required upon your death. It is further recommended, and on an annual basis, that you update the below documentation and provide any additional documentation the Executor may need to efficiently wind up your estate.

- [ ] Your ID document
- [ ] ID of spouse/partner
- [ ] Birth certificate/s of children
- [ ] Summary of contact details of spouse/partner, beneficiaries and relatives
- [ ] Antenuptial contract or divorce order, if applicable
- [ ] Maintenance order/s, if applicable
- [ ] Original Last Will and Testament
- [ ] Income tax (SARS) documents
- [ ] Summary of all property and movable assets, and estimated values, including property utility bills and levy accounts
- [ ] Title deeds, motor vehicle registration papers, share certificates, firearm registration, etc.
- [ ] Statements reflecting details of bank accounts and investments
- [ ] Details of any claims against any parties
- [ ] Details of any liabilities
- [ ] Details of insurance policies, retirement annuities, pension and provident funds, etc.
- [ ] Details of predeceased spouse's estate:
- [ ] Will and liquidation & distribution account, if available
- [ ] Date of death or death certificate

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LIFE FILE CHECKLIST

LEGAL ADVISORY

This checklist should accompany your Will.

- [ ] Original Identity Document
- [ ] Certified copy of Marriage Certificate (if applicable)
- [ ] Certified copy of the Ante Nuptial Contract
- [ ] Contact Details of all Beneficiaries
- [ ] Title Deeds of immovable property/ Registered Sectional Title Deed. Share Certificates. Use and Occupational Agreements and Loan Account Agreement.
- [ ] Houseowners and Householders Policies or Insurance Policy - Policy Numbers and names of Insurance Companies.
- [ ] Investments - Copies of recent statements
- [ ] Life Endowment/ Annuity/ Investment Policy Contracts
- [ ] Motor Vehicle Policy or Policy Number and name of Insurance Company
- [ ] Loan account number: Mortgage Bond - Copies of recent statements
- [ ] Firearm Licences
- [ ] Motor Vehicle Registration Certificate/ Licence Receipt
- [ ] Municipal Account (Latest)
- [ ] Pension Details
- [ ] Employer's Address and recent payslip
- [ ] Medical Aid Statement
- [ ] Income Tax Reference and last 3 Tax Assessments
- [ ] Foreign Assets full details
- [ ] Liabilities Invoices for outstanding claims
- [ ] Name and Address of Auditors
- [ ] Share Certificates - Originals
- [ ] Post Office Investments - Original Savings Book, Certificates
- [ ] Cheque / Savings Accounts: Recent Bank Statements
- [ ] TV Licence
- [ ] List of regular debit orders
- [ ] SARS eFiling login details
- [ ] Cryptocurrency login details and passwords
- [ ] Email account login details

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