

PLEASE SEND THIS DOCUMENT TO:

THE EXECUTORS OF YOUR WILL(S)

Executor(s)

When the Testator passes away, **you should contact us** as you are the Executor of their estate, and we will hand over the Will(s) to you for your action:

Professional Wills Limited

12th Floor, Yat Chau Building, 262 Des Voeux Road Central, Sheung Wan

Telephone: +852 2561 9031

Email: enquiry@profwills.com

www.profwills.com

Once the Will is obtained, you as the Executor must prepare to take it to the Probate Office for application for a Grant of Probate or the equivalent. If all is well with the Will (properly attested, unmarked, clear and uncontested), the Grant is issued in the name of the Executor(s). This important court-issued document gives government approval for the Executor to carry out his/her task.

The Executor will have to approach banks and other asset holders and 'call in the estate', and then pay out all expenses.

When all the money owing to the estate has been collected and all outstanding debts paid (including the Executors' out-of-pocket expenses) the Executor can start to distribute the remaining assets.

Trustee(s)

If a trust arises from the estate, often the Executor then becomes the Trustee who will look after the finances and trust assets on behalf of the beneficiaries according to the Will. Often this is for the benefit of children upon them attaining a certain age as stipulated in the Will.

THE ATTORNEY(S) OF YOUR EPA (IF APPLICABLE)

Attorney(s) for Enduring Powers of Attorney (EPA)

This form should also be mailed to your appointed attorney of your EPA to remind him/her of their role should you lose your mental capacity.

In such an event, approaching or already passed, your attorney should contact us for the EPA (in our safe custody) to begin the process of lodging it with the High Court.