

# IMPORTANT NOTICE

**Please ensure this notice is given to the probate practitioner or probate department in your firm.**

With effect from 1 January 2009 two (2) copies of the sworn will and codicils (if applicable) must be supplied in A4 size with your grant application papers.

1. The copies must be made, in A4 size, from the original will after the oath has been sworn. The copies should not be stapled.
2. The copies must be of good quality and in full but it is not necessary to copy any additional covers or instructions as to how to sign a will etc.
3. The copies must be clear and legible. Care must be taken to ensure that any faint typing or blue ink on the original will is clear on the copies. Photocopiers may have to be adjusted to deal with this point.
4. The top and left hand margins should be clear so that the grant can be attached.
5. If it is necessary to take the will apart in order to copy it please enclose a covering letter with the application informing the registry that this was done and that the will has been restored to the same plight and condition that it was before it was copied and nothing of a testamentary nature was further attached or detached.

**Failure to comply with the above will result in the case being stopped and delayed.**