

NAV Will Processing instructions

In order for the will to be valid, you may have to perform a few minor formatting operations. Currently these are not possible to automate, and you will have to perform them every time you make a change to the will.

- 1) When you open the document in Word, it may ask you if you want to convert it. Select "HTML" from the list of options supplied. Word 2000 will probably not ask you this question, whereas earlier versions of Word may.
- 2) Once you have opened it, you need to save the document as a Word Document, so that the formatting changes you make will be saved accurately. Go to File -> Save As, pick a suitable location on your hard disk, and select Word Document from the drop-down list.
- 3) Make a quick visual check to make sure that the content of the will is as expected, and that there is no strange formatting. If the document contains Chinese Names, you may need to highlight these and change the font to a Chinese one.
- 4) Make sure the signature is not on a separate page. At least one clause of the will must be on the same page as the signature. If it is not, then you must alter the spacing of the document so that a few lines of the last clause, the Witness signature section and, if applicable, the Interpreter signature section are all on the same page. You can do this by selecting the text and altering the font size, or by adjusting the margins, or by altering the spacing between each clause. (Format -> Paragraph -> Spacing Before and Spacing After)
- 5) Check the spacing of clause 3, where the assets are allocated. You may wish to alter the spacing so that there is a space between each beneficiary.
- 6) The last sheet is the "Cover Page". You will need to insert a page break after the signature section, so that the Cover page appears on its own page.
- 7) Perform a Print Preview to make sure that all of the operations above have worked successfully. If you are satisfied, print out a copy of the will.
- 8) Staple it together in order, or, if possible, bind it. To bind the separate pages of a Will you punch a hole in the top left hand corner of the document, bind it with red or green tape and then seal the knot with sealing wax and press a seal or chop into the hot wax.

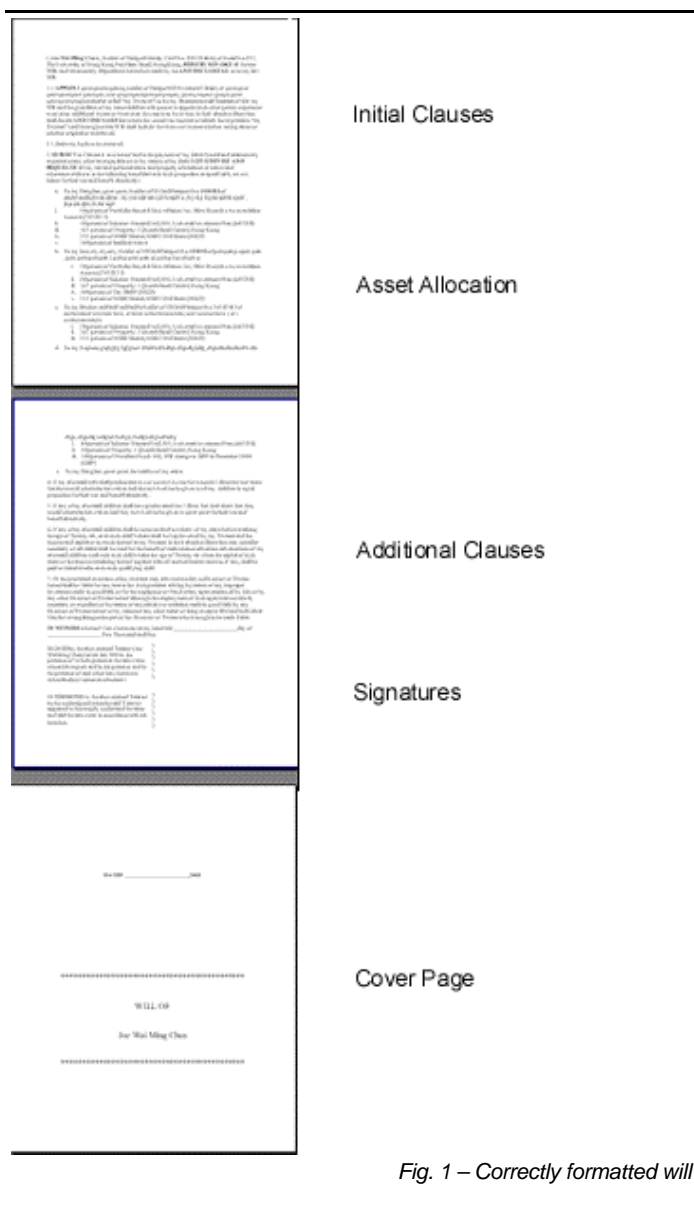


Fig. 1 – Correctly formatted will

Your will is now ready for signing.