

A Will is one of the most important legal documents you will execute.

Writing your Will gives you peace of mind to continue living a full and organised life. It ensures that your loved ones will be looked after in the way *You* have chosen them to be. It provides for your Estate to be managed in the way *You* wish it to be. And it ensures that the right people who *You* have chosen receive what you would like them to, and not having this decision left to unknown persons and/or the State.

This document has been prepared in order to comfortably guide you through details required for the preparation of your Will. You are encouraged to think carefully about each of your answers. Should you have any difficulty in answering any of the questions, leave blank and we will guide you further on how to complete these areas.

Preparation of Your Will

Before you start to complete this form you will need the following:

- ✓ The names of the people, institutions, charities etc that you may wish to have inherit any part of your Estate
- ✓ The names of the people you may wish to look after your Estate

You may also need

- ✓ The names of the people you wish to look after your children should they be minors
- ✓ If you have special items, gifts that you wish to expressly give you will need a list of these items.

**All areas are to be completed by the Person making the Will
Please read and answer the questions carefully**



Who Is Making This Will?							
Title	Mr./ Mrs./ Miss/ Ms. /Dr/ Other <input type="checkbox"/>						
Last Name							
Middle Names							
First Name							
Are You Married?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
Name of Spouse							
Do You Have Children?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
<i>This includes both your natural children and children that you have adopted.</i>							
List Your Children By Name	<table border="0"> <tr> <td colspan="2">Names</td> </tr> <tr> <td>1.</td> <td>3.</td> </tr> <tr> <td>2.</td> <td>4.</td> </tr> </table>	Names		1.	3.	2.	4.
Names							
1.	3.						
2.	4.						

Where Do You Live?	
Physical Address	
P.O. Box Number	
Phone Number 1	
Phone Number 2 (Mbl)	

A Will assumes that the person making the Will is of sound mind and free of mental illness. It is assumed that the person making the Will is physically and mentally able and has the Power to sign the Will. Are you of sound mind and free of mental illness and have the Power to sign the Will?

I _____ hereby confirm and declare that I am of sound mind and I am capable of signing my Will.

Signed _____ Dated _____

Terms & Conditions

1. Apposite Business & Investment Services (ABIS) Limited, is a limited liability company, and is not a law firm and does not purport to be a law firm. ABIS Limited does not act nor is it a substitute for a lawyer should legal advice be required. Any use of a legal representative or law firm is separately contracted by ABIS Limited with the express approval and authorisation of the client and is exclusive of this service offered. The service offered by ABIS Limited is to provide guidance on the correct completion of this form and to facilitate the construction of a legal Will. This form is not intended to create an advocate – client relationship. The Will document produced by ABIS is not binding until it has been approved and registered as a legal document by an advocate of a registered law firm in Kenya. The completion and submitting of this form to ABIS Limited assumes that the person completing the form has provided express approval and authorisation for the form to be made into a Will and to be provided to a registered law firm.
2. ABIS Limited hereby commits to ensure that all information contained within this document is treated as strictly confidential and private. Only authorised persons will have access to the information contained therein. All employees are required to adhere to our privacy policies and any violation of these policies are subject to immediate termination, or in the case of the violation being a criminal violation, will be subject to prosecution.
3. Limitation of Liability – In no event shall the employees, directors or shareholders of ABIS Limited be liable for indirect, punitive, special or incidental damage, including but not limited to any loss of business revenue, profit, data or other such damage.
4. By signing this document, the person completing this form agrees to defend and indemnify the employees, directors, shareholders and authorised agents of ABIS Limited from and against any and all claims, damages, losses or expenses, including reasonable legal fees and costs that may be incurred and connected to any matters or claims arising from the completion of this form.

Personal Representatives			
<i>Your Personal Representative will carry out the wishes of your Will, and is also known as an Executor or Administrator of your Will. It is assumed that your Personal Representative will carry out the wishes of your Will in good faith, and due care.</i>			
Personal Representative (Executor/Administrator)			
Relationship to you			
Address			
Alternate One Personal Representative			
Relationship to you			
Address			
Guardians			
<i>Where you have children who are minors, a Guardian should be appointed. A legal Guardian looks after your children in the event of your demise.</i>			
Name of Legal Guardian(s)	Name	Relationship	
Principal Heirs			
<i>You are required to list the Principal Heirs to your Will. Your Principal Heirs will receive everything that is not expressly left to anyone else. You may choose to distribute your Estate amongst many people or you may leave your Estate to your spouse and /or children. In addition you may wish to leave specific gifts to other people. Your entire Estate should be divided up and shared amongst your Principal Heirs. Where any of your Principal Heirs dies before you, the Alternate Heir will receive that gift. A percentage given to each must add up to 100%.</i>			
	Name	Percentage (%)	Relationship
Principal Heir			
Alternate Heir			
Principal Heir			
Alternate Heir			
Principal Heir			
Alternate Heir			
Specific Gifts			
<i>If you wish to leave specific gifts, you are required to provide the specific list you wish to leave to specific people. Where you may have several gifts for one person, please itemise the gifts and assign a Group Number. Where you wish to list many specific gifts, please use the 'Specific Gifts' sheet available, and specify the persons, specific gifts & Group No.</i>			
List of specific gifts to be provided to specific people	Name	Gift Group No.	Relationship

Charitable Gifts		
<i>List of charities & charitable gifts</i>		
	Name	Gift Group No. Relationship
Trusts, Taxes, Special Provisions		
<i>In order to reduce or minimise taxes, there are special types of trusts that may be set up. Should you wish to set up a special trust , please indicate.</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Where your children are minors, or your list of persons to receive special gifts may be minors, there are special provisions that can be put in place to protect them from their own mismanagement. Should you wish to insert such clauses, please indicate. (Testamentary Trust)</i>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Testamentary Trust		
<i>Where you have chosen to hold assets in trust for any of your beneficiaries, the names of the beneficiaries should be stated below. The condition of holding should also be specified. For example 'until the age of 21 years'</i>		
Beneficiaries	Name	Beneficiary share to be held until (Year)
Trustees		
<i>Trustees manage whatever you have left in testamentary trust until such time as specified above. A Trustee may use discretion and invest the assets held in trust, and is the holder of the assets assigned within the Estate until its Expiry.</i>		
Trustees	Trustee Name	Relationship
	Name	
	Alternate Trustee	
Special Requests		
<i>Any special requests you may have for your funeral may be stated below. This includes whether you wish to be buried or cremated, and how you wish to have your service conducted</i>		
Funeral Requests – Final Resting Place & How Funeral should be conducted		
Funeral Expenses		
Other Special Requests		

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- By signing this document, the person completing this form agrees to defend and indemnify the employees, directors, shareholders and authorised agents of ABIS Limited from and against any and all claims, damages, losses or expenses, including reasonable legal fees and costs that may be incurred and connected to any matters or claims arising from the completion of this form.