



SIGNING CEREMONY CHECKLIST

EXECUTE WITH CONFIDENCE

Use this checklist on the day you sign your Will. Do not sign anything until every item above the signature line is checked. An incorrectly executed Will may be invalid under your state's succession laws.

BEFORE THE DAY - PREPARATION

All documents printed and reviewed *Will, Letter of Wishes, Digital Asset Inventory, Technical Roadmap (hand-completed). Confirm no blank fields remain.*

Technical Roadmap left at its secure storage location (Do not bring it to the signing) *Skip if you did not complete a Technical Roadmap*

Stack labels verified as identical across both documents *Check that the bitcoin stack labels in the Digital Asset Inventory and Letter of Wishes match -character for character.*

Executor has been contacted and has agreed *Your Executor should know they are named. They do not need to be present at signing.*

Two witnesses identified and confirmed available *Neither witness may be a beneficiary under the Will, nor the spouse of a beneficiary. Both must be 18 or older.*

WITNESS ELIGIBILITY -CONFIRM BOTH

WITNESS 1

FULL NAME

IS A
BENEFICIARY?

SPOUSE OF
BENEFICIARY?

AGE 18 OR OVER?

WITNESS 2

FULL NAME

IS A
BENEFICIARY?

SPOUSE OF
BENEFICIARY?

AGE 18 OR OVER?

THE SIGNING -IN SEQUENCE, IN THE SAME ROOM

All three people (you + both witnesses) are physically present *Australian law requires simultaneous presence. Remote or sequential signing is not valid for a Will.*



You sign every page in the presence of both witnesses *Sign at the bottom of each page plus the execution clause on the final page. Use your usual signature.*

Both witnesses sign the execution clause immediately after you *Witnesses sign the final page only, in the space provided, in the presence of each other and of you.*

Date filled in on the execution clause *Insert today's date in the space provided. Do not leave it blank to fill in later.*

No corrections or amendments made after signing begins *If you find an error during the ceremony, stop. Do not cross out or initial over text. Reprint the page, correct it, and restart.*

AFTER SIGNING -STORAGE

Original Will stored in a secure, known location *Options: fireproof home safe, solicitor's strongroom. Your Executor must be able to locate it.*

Executor told where the original Will is stored

Technical Roadmap stored separately from the Will - never together (Optional) *The Technical Roadmap contains custody details. If found alongside the Will, it exposes your holdings to anyone who locates the estate documents.*

Digital copies of all documents (except Technical Roadmap) backed up *Scanned PDF, cloud storage, or USB -wherever your Executor can access non-sensitive documents.*

Annual review date set -same date next year *Note the review date below. File this checklist with your estate documents.*

RECORD

DATE SIGNED

NEXT REVIEW

WILL STORED AT

EXECUTOR NOTIFIED



This checklist is a practical guide, not legal advice. *If you have any doubt about the validity of your Will, or your circumstances are complex (blended family, overseas assets, business interests), consult a solicitor before executing.*