

Standard Questionnaire / Instruction Sheet to make a Will

A. Testator's Details (Person making the Will)

1. Official Name (Full Name as per NRIC):
2. NRIC Number/ Passport Number:
3. Residential Address:
4. Nationality:
5. Nicknames / Alias (if any):
6. Country of Domicile (Country where you intend to reside permanently):
7. Present Religion: Muslim/ Non-Muslim
8. Mobile Phone Number:
9. Email Address:

B. Revocation of (Existing) Will

1. Have you made any wills prior to date? Yes/ No
2. If so, please provide date and details:
3. Physical location of (Existing) Will: Personal custody / Law firm / Others
4. Details of the party who assisted in the drafting of (Existing) Will:

C. Appointment of Executor and Trustee (Person who will carry out the directions in your Will)

1. Name of Executor and Trustee (Full Name as per NRIC):
2. NRIC Number/ Passport Number:
3. Age (above 21 years old): Yes/ No
4. Executor and Trustee of sound mind: Yes/ No
5. Executor's and Trustee's relationship to the Testator:
6. (*Remuneration is optional) Is the Executor and Trustee to be remunerated? If so, please state amount:
7. Executor's and Trustee's Mobile Phone Number:
8. Executor's and Trustee's Email Address:
9. Executor's and Trustee's Residential Address:

D. Appointment of 2nd Executor and Trustee (*Optional but advisable if there are beneficiaries who are minors i.e. less than 21 years old)

[Answer **either question 1 or 2**]

1. Is 2nd Executor and Trustee to be appointed in the event that the 1st Executor and Trustee is **not available**? Yes/ No
2. Is 2nd Executor and Trustee to be appointed as Executor and Trustee **together** with the 1st Executor and Trustee? Yes/ No
3. Name of 2nd Executor and Trustee (Full Name as per NRIC):
4. NRIC Number/ Passport Number:
5. Age (above 21 years old): Yes/ No
6. 2nd Executor and Trustee of sound mind: Yes/ No
7. 2nd Executor's and Trustee's relationship to the Testator:
8. (*Remuneration is optional) Is the 2nd Executor and Trustee to be remunerated? If so, please state amount:
9. 2nd Executor's and Trustee's Mobile Phone Number:
10. 2nd Executor's and Trustee's Email Address:
11. 2nd Executor's and Trustee's Residential Address:

E. Nomination of Guardian (*Optional)

1. Name of desired guardian (Full Name as per NRIC):
2. NRIC Number / Passport Number:
3. Age (above 21 years old): Yes/ No
4. Guardian's relationship to the Testator:
5. (*Remuneration is optional) Is the Guardian to be remunerated? If so, please state amount:
6. Guardian's Mobile Phone Number:
7. Guardian's Email Address:
8. Guardian's Residential Address:
9. Person(s) to whom the Guardian is to provide care:
10. Specific Instructions (if any) to the Guardian:

F. Details of Beneficiaries

No	Name (Full Name as per NRIC)	Percentage of Estate to be given to this Beneficiary	(* Optional) Name of 2 nd tier beneficiary if the original beneficiary is unavailable
1.			
2.			
3.			
4.			
5.			
6.			
Total:		100%	

G. Specific Gift(s)

No	Item	Name of Beneficiary (Full Name as per NRIC)
1.		
2.		
3.		
4.		
5.		

H. Waiver of Debt (*Optional)

1. Name of person / entity who owes the Testator a debt:
2. Details of the debts:

For Official Use:

Executed date of Will:

Name and contact details of 1st witness:

Name and contact details of 2nd witness:

Case Notes: