

**PLEASE SEND THIS DOCUMENT TO THE EXECUTORS OF YOUR WILL(S)**

**Executor(s)**

Upon the passing of the Testator, it is imperative that you, as the appointed Executor of their estate, contact Professional Wills Limited. We will provide you with the original Will(s) for your action.

**Professional Wills Limited**  
12th Floor, Yat Chau Building  
262 Des Voeux Road Central, Hong Kong  
Telephone: +852 2561 9031  
Email: [enquiry@profwills.com](mailto:enquiry@profwills.com)  
Website: [www.profwills.com](http://www.profwills.com)

Once you have obtained the Will, your immediate responsibility is to prepare for the application for a Grant of Probate at the Probate Office or its equivalent. Provided the Will is properly attested, unmarked, clear, and uncontested, the Grant will be issued in your name as Executor(s). This crucial court-issued document grants you the authority to execute your duties as outlined in the Will.

As the Executor, you will need to approach banks and other asset holders to 'call in' the estate, subsequently settling any outstanding expenses.

After all debts and expenses (including your out-of-pocket costs) have been addressed, you may proceed to distribute the remaining assets to the beneficiaries.

**Trustee(s)**

Should a trust arise from the estate, you, as the Executor, may also assume the role of Trustee. In this capacity, you will be responsible for managing the finances and trust assets on behalf of the beneficiaries, in accordance with the terms set forth in the Will. This often pertains to the benefit of children upon reaching the age specified in the Will.

**The Attorney(s) of Your Enduring Power of Attorney (If Applicable)**

This document should also be forwarded to your appointed attorney for the Enduring Power of Attorney (EPA) to remind them of their responsibilities should you lose mental capacity.

In such an event, whether impending or already occurred, your attorney should contact Professional Wills to obtain the EPA, which is held in our safe custody, in order to initiate the process of lodging it with the Court.