

FORM P4 -- ROAD MAP
(or “How to prepare a Form P4”)

**AFFIDAVIT OF APPLICANT FOR GRANT OF PROBATE OR GRANT OF
ADMINISTRATION WITH WILL ANNEXED (Long Form)**

The completion of a Form P4 is rather complicated and, at times, confusing with so many options. So, we have created a “Road Map” to assist users of the **Guide** in preparing this form.

Once all the information has been inserted, we suggest that the options that do not apply be deleted, leaving the correct answer under the correct paragraph number. For example, in paragraph 6, if option 1 applies, leave the first paragraph and delete the others. All paragraphs and sub-paragraphs have automatic numbering which will adjust as you delete what is not applicable. You should end up with paragraph 11. If the ending paragraph is another number, you have either deleted too many paragraphs or not enough. Use the road map to check the final result.

Here is a short description of each paragraph:

Paragraph 1: Identify applicant

Paragraph 2:

Option 1: applicant not an individual

Option 2: applicant an individual

Paragraph 3: Qualifications of applicant

Option 1: applicant is named as executor in the will plus statement that no other persons are named in the will or other persons are named in the will and clarification who is the applicant and the reason

Option 2: applicant not named as executor (application for grant of administration without will annexed) and list of paragraphs in section 131 of WESA that apply

Option 3: applicant is an attorney of a foreign personal representative

Paragraph 4: Notice to Public Guardian and Trustee

Option 1: Not required to send Notice

Option 2: Required to send Notice

Paragraph 5: Confirmation of the search for will

Paragraph 6:

- Option 1:** No issues respecting execution of will
- Option 2:** Issues respecting execution of the will
 - (a) Attestation Clause [the portion of the will that identifies the persons who signed the will as witnesses to the will-maker's signature]:
 - (b) Military Will
 - (c) Special circumstances
 - (c.1) Copy of the Will
 - (c.2) Foreign Will
 - (d) Other Issues

Paragraph 7

- Option 1:** Not aware of there being any interlineations, erasures or obliterations
- Option 2:** There are interlineations, erasures or obliterations in, or other alterations to, the will
 - (a) Interlineations
 - (b) Words Erased or Obliterated
 - (c) Other issues

Paragraph 7.1 Issues in electronic will

- Option 1:** Not aware of there being any issues in relation to the electronic will.
- Option 2:** Issues arise in relation to the electronic will:
 - (a) electronic signatures do not appear visually in the will
 - (b) other issues

Paragraph 8

- Option 1:** Physical Will
- Option 2:** Electronic Will

Paragraph 9: Competing applications

- Option 1:** Not aware of any
- Option 2:** Competing grant issued in another jurisdiction
- Option 3:** Competing applications

Paragraph 10:

Paragraph 11: Last paragraph