A. Determine the Actors

Actors:

- **Person A**: each of the two or more witnesses
- **Person B**: the testator
- **Person C**: the testator's signatory

B. Follow Each Applicable Step

**STEP 1: Confirm identity**

Person A satisfies themselves as to the identity of Person B (and, if applicable, Person C) by way of:

(a) Person B or C being personally known to Person A; or
(b) Person B or C proving their identity to the satisfaction of Person A.

**STEP 2: Confirm communication method satisfactory**

Person A and Person B (and, if applicable, Person C) confirm that they are able to see and hear one another while the action is being taken.

**STEP 3: Confirm document**

Person A sees the document in Person B’s possession before Person B signs it or acknowledges the signing by Person C.

- **Consider**: Who is signing the document – Testator or Signatory?
**STEP 4A: See document signed**
Person A sees Person B sign the document.

**OR**

**STEP 4B: See signature and acknowledgement**
Person A sees Person C sign the document, Person A sees Person B acknowledge the signature of Person C, and, if Person B is capable of acknowledging the signature audibly, Person A hears Person B acknowledge the signature of Person C.

**STEP 5: Confirm same document**
Person A sees the document immediately after Person B or C signs it.

**STEP 6: Receive signed document**
Person A receives the signed document and is satisfied that

(a) it is the same one that Person A saw in Person B's possession;
(b) the signature on the document matches the one Person A saw being made.

**STEP 7: Sign document and confirm how identity was verified**
Person A signs the document and records in writing that the document was signed through a glass or plexiglass partition or by videoconference and how Person A satisfied themselves as to the identity of Person B (and, if applicable, Person C).

**C. ADDITIONAL REQUIREMENTS OR STEPS**

*Wills Act – Testator’s Signatory and additional requirements for witnesses*

1) The testator's signatory referred to as Person C is the person who signs the will in the presence of and at the direction of the testator.

2) At least one of the witnesses must be a lawyer holding a valid practising certificate issued by the Law Society of Manitoba.

3) Each of the witnesses must be in each other's presence or be able to see and hear each other by way of multi-person videoconferencing.

4) For greater certainty, the reference to Person A is a reference to each witness to the signing of the will.