If we have sent you a document to sign you might find the following notes helpful. As always, please do speak to your case handler or to any of our trained staff if you have any queries about how or where to sign a document that we have sent you.

There are certain types of document that need to be signed (or more correctly "executed") as a Deed in order for them to be legally binding. As a general rule, a contract only needs a simple signature but a lease, transfer or other document that is intending to convey land or create new rights will usually need to be "under deed".

We will always tell you how you need to sign. Where we post documents to you we will usually mark where you need to sign with a sticky label, but if we are emailing documents this will not be possible.
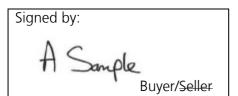
Contracts (and other documents that are not deeds)

More often than not, these documents will simply need a signature on a dotted line or in a box.

Example 1 - contract

Signed on behalf of the Buyer ……………………………………

Example 2 - contract

Signed by:

Buyer/Seller

Please do not date your signature or make any other marks on the document without speaking to us first.

Transfers and leases

Transfers, leases and other documents "under Deed" will usually require an independent witness against each signature. The same person can witness multiple signatures, but the witness must be an adult, and cannot be related to you or any other party in the transaction.

Sometimes there is a pre-printed space for a witness to sign, but sometimes there is not and you will need to write these details in. Again, if we are posting documents to you we will try to mark up where a witness needs to add their details, but if we are emailing documents to you this will not be possible

Where a document contains a plan, each person executing the Deed will need to sign every plan (although witnesses do not need to sign the plans).

Example 3 – Deed with pre-printed space for witness details

EXECUTED as a DEED by
the said Annabel Sample
in the presence of:

}   *A Sample*

Witness Sign: ….*B. Witness*..

Witness Name: *Bob Witness*

Witness Address: *48 High Street*
Deedsworth
Somerset
DW4 4HG

Example 4 – Deed without pre-printed space for witness details

EXECUTED as a DEED by
the said Annabel Sample
in the presence of:

}   *A Sample*

B Witness

Bob Witness

48 High Street
Deedsworth
Somerset
DW4 4HG

Again, please do not date your signature or make any other marks unless you are asked to do so. Sometimes the signature panels will be laid out in boxes, and sometimes the witness will be asked to add a note of their occupation.

Execution of Deeds by companies

The rules regarding execution of Deeds by companies can be fairly complex. Few companies still execute documents using a traditional Company Seal, and it is now more common for a company to execute a Deed using the signature of two directors or one director with an independent witness. If you are not sure which option might apply to your company please do speak to your case handler.

Example 5 - Deed entered into by Company with two directors

EXECUTED as a DEED by
BIG COMPANY LIMITED
acting by two directors or
one director the company
secretary

Director .... *D.Director* ....

Director/Secretary .... *E. Officer* ....

Example 6 – Deed entered into by Company with one director and a witness

EXECUTED as a DEED by
BIG COMPANY LIMITED
acting by a Director in the
presence of:

Director ... *D Director* ....

B Witness

Bob Witness
48 High Street
Deadsworth
Somerset
DW4 4HG

Where documents contain a plan, each company officer that executes the Deed (either one or two depending on the above) should also sign the plan. If the company uses a seal then the seal should be embossed on the plan as well.

In all cases please remember:

- Please do not date the document unless you are asked to
- Your witness should not be related to you (by birth or marriage)
- You should sign in black or blue ink
- To sign any plans if we ask you to do so
- We need the whole of the document back from you, and not just the signature page

PLEASE CALL US IF YOU ARE NOT SURE ABOUT HOW YOU NEED TO SIGN.