SELF-STUDY WORKBOOK #LEX-01

Declaration of Living Executor Status and Cover Notice

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Preamble

This workbook brings together two related instruments:

1. A ‘declaration of status’, and
2. A cover notice by which the declaration is introduced to recipients

The purpose of this workbook is purely educational. It is formatted to guide and assist you in producing and constructing your own ‘declaration of status’ and ‘cover notice’, in your own words and style, with clarity, restraint, and with full appreciation, ownership and comprehension of the content you create.

Understanding the Living Executor and the Office of the Executor

This workbook is concerned first and foremost with status, not paperwork.

Before any declaration is drafted, autographed, or issued, it is essential to innerstand the distinction between the Living Executor and the Office of the Executor. These are not interchangeable functions. They represent different orders of authority, different modes of operation, and different relationships to a trust estate.

Failure to understand this distinction results in confusion, weakened standing, and the improper inversion of authority. Proper understanding restores order.

The Living Executor

The Living Executor is a living man or woman, *sui juris*, acting in their private capacity. The role arises from fact and being, not from statute, licence, registration, or institutional appointment.

Executorial authority does not originate in documents, offices, or courts. It originates in the living being who stands competent, accountable, and in honour. The Living Executor is therefore the source of all lawful authority in relation to the trust estate.

The Living Executor:

- Acts as principal, not as agent;
- Holds original and primary authority;
- Exercises discretion, responsibility, and fiduciary duty;
- Acts consciously and personally;

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- Cannot be replaced or superseded by an office, instrument, or third party without consent;

All executorial power flows outward from the Living Executor.

The Office of the Executor

The Office of the Executor is an administrative construct. It exists solely to support the Living Executor in the practical administration of estate matters.

The Office has no will, standing, or authority of its own. It does not decide. It does not command. It does not hold power independently. Any authority it appears to exercise is delegated, temporary, and conditional upon instruction.

The Office of the Executor:

- Performs clerical and administrative functions;
- Issues records, notices, and correspondence;
- Maintains continuity and order;
- Interfaces with institutions and systems when required;
- Always acts by direction of the Living Executor;

The Office of the Executor is a tool. It is never the source.

Correct Order of Authority

In all matters relating to the trust estate, the correct order must be maintained:

Living Executor → Office of the Executor → Estate Administration

Reversing this order—by placing an office, document, or process above the living man or woman—undermines authority and invites confusion.

This workbook is designed to ensure that authority remains correctly vested in the Living Executor at all times.

Purpose of This Workbook

This workbook does not exist to help you “fill in the blanks”. Its purpose is to guide you to:

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- Recognise and assume your lawful executorial status;
- Fully comprehend the nature and source of your authority;
- Express that authority clearly, lawfully, and coherently;
- Use offices and instruments correctly, without surrendering standing

Only once status is properly understood should a declaration of status be drafted.

Your ‘declaration of status’ does not *make* you the Living Executor. It is the formal expression of a status that already exists.

Proceed accordingly, in knowledge, clarity, and honour…

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How to use this workbook

This workbook is designed for private, self-directed study.

You are expected to proceed slowly, reflect carefully, and write only what you can confidently support and stand behind. There is no requirement to complete every section. Stopping and deciding not to carry on is a valid outcome. You always have a choice.

You should not proceed to execution unless you can clearly, precisely and confidently explain everything you have written down in plain, simple English.

Ground rules

- This workbook is NOT a collection of fill-in-the-blank templates. Do NOT blindly copy anything. If you're looking for a quick and easy fix… this workbook is not for you;
- Precision and restraint matter more than length;
- Avoid threats, demands, deadlines, or ideological language;
- Stand in one capacity only: do not mix roles;

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Important guidance: To whom the Declaration is (and is not) sent

A ‘declaration of status’ should not be widely distributed. Its function is to clarify the record where ambiguity may exist, not to announce status generally. A finely-tuned, targeted strategy is far more effective than a random, scattergun approach.

Appropriate recipients

A ‘declaration of status’ may be served, under a Cover Notice, to:

- An organisation, corporation, or government authority, that already holds records relating to the identified ‘legal fiction’ (*ens legis*) Estate;
- A legal, compliance, or governance department in charge of records and capacity assessments;
- An agent, or officer, who has asserted, assumed, or questioned authority or capacity;
- A notary or professional witness for authentication purposes.

Inappropriate recipients

A declaration of status should not:

- Be broadcast widely as a general notice to the public;
- Be sent to operational, or frontline, staff with no governance authority and responsibility;
- Be served as a demand for recognition, or requiring a response;
- Be used to provoke engagement, debate, or confrontation.

Key principle

The ‘declaration of status’ clarifies capacity only where clarity of capacity is paramount and vitally important. If there is no confusion, misunderstanding, or ambiguity, then no service is necessary.

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PART I — BUILDING YOUR DECLARATION OF STATUS

This section guides you through the construction of a solid ‘declaration of status’. Work clause by clause. Don’t rush things. Don’t skip steps.

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Apply this 4-Question Sanity Check to EVERY Clause you draft…

1. **Purpose:** What is the clause saying; what does it mean; what does it do?

2. **Risk:** What goes wrong if it's missing or too vague?

3. **Facts:** What foundational facts must I confirm before drafting the clause(s)?

4. **Draft:** Can I express it clearly in 3–6 lines and in my own words?

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CHOOSING A TITLE
Guidance for your Declaration of Status

The title of your 'declaration of status' is important. It sets expectations, even before a single word is read.

A well-chosen title helps ensure your 'declaration of status' is correctly classified, immediately recognised as serious (not frivolous), calmly received, and handled professionally and appropriately.

First Principle: Titles Do Not Create Authority

A title does not grant authority. Authority arises from clarity, responsibility, and consistency. The purpose of a title is descriptive, not performative.

Second Principle: Match the Title to the Audience

Different recipients react differently. The same 'declaration of status' can reasonably carry alternative titles, depending on who will receive it and why it is being sent to them.

COMMON TITLE STYLES

Declaration-Based Titles

Best used when you're placing a formal statement on the record and clarity of status is genuinely an issue.

Examples for inspiration:
• *Declaration of Status and Executorial Capacity*
• *Declaration of Status and Capacity for Record Purposes*

Statement-Based Titles

Best used when you would rather serve a 'lower-temperature' document suitable for administrative handling.

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Examples for inspiration:
• *Statement of Status and Capacity*
• *Statement of Capacity in Relation to the Estate*

Record-Focused Titles

Best used when the purpose is purely record-clarification and minimal engagement is desired.

Examples for inspiration:
• *Statement of Status and Capacity for Record Purposes*
• *Record Notice of Capacity*

Avoid Inflated or Ideological Language

Titles should not announce power, assert supremacy, or imply enforcement. If a title would sound strange to a records clerk with no background context, then simplify it.

Practical Questions Before Choosing a Title

Before settling on a title, ask yourself this:

1. Who will receive my declaration?
2. What potential misunderstandings am I addressing?
3. Should I present a rigid formal tone, or would a more calm and collected approach be better?
4. Would a neutral title achieve the same outcome?

Changing the title of your declaration to suit the recipient doesn't weaken your position, it strengthens it. Choose a title that invites your declaration to be read as a serious statement and to be processed accordingly.

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OPENING STATEMENT

Document identity and intent

Purpose:

To clearly state what the declaration is (a declaration of fact placed on the record) and what it isn't (not a request, application, petition, or demand).

What it prevents (risk if omitted or overdone):

Prevents misclassification, unnecessary escalation, or being treated as an application/complaint. Overlong openings invite argument and scrutiny.

Content:

- Decide on the title of your declaration;
- Determine the date and place of execution (town/city is sufficient);
- State your intent: to clarify matters of fact and capacity for record purposes;
- Decide to whom the declaration is to be served.

Safe wording suggestions (choose a tone, then write your own version). Remember, these are NOT templates; they are merely suggestions to get your creative juices flowing:

A. (formal, minimal): This <declaration title> is made to clarify matters of fact, status, and capacity, for identification and record purposes only;

B. (plain English): I am making this <declaration title> to remove ambiguity about who I am and in what capacity I stand, so that the record is clear;

C. (administrative tone): This <declaration title> records facts of identity and capacity to support accurate record-keeping and correspondence.

Now, in your own words:

1. In one sentence, what is this document (and what is it not)?

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2. Your opening paragraph (3–5 lines):

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3. A single sentence stating your declaration is made in good faith and on the record:

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CLAUSE 1

Declarant status (who is speaking)

Purpose:

To identify the declarant as a living man, or living woman, and to distinguish living status from the legal fiction record constructs.

What it prevents (risk if omitted or overdone):

Prevents automatic treatment of your declaration as if the legal fiction alone is addressing the reader. Overstatement (e.g., insults, accusations, sweeping claims, ideology) significantly reduces credibility.

Content:

- Your 'name', as you are commonly known (your given names)
- A simple statement of living status (e.g., "a living man/woman")
- A simple statement of non-corporate capacity (avoid unnecessary labels)

Safe wording suggestions (choose a tone, then write your own version, in your own words):

Option A (formal): I, <your given names>, a living <man/woman>, of full age and sound mind, make this <declaration title> in honour and good faith.

Option B (minimal): I am a living <man/woman> known as <your given names>, existing in fact.

Option C (clarifying): I am not a juristic or corporate entity; I speak as a living <man/woman> in my private capacity.

In your own words:

4. Your living status statement in 1–2 sentences (no slogans)

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5. One sentence clarifying you are not a corporate/statutory entity

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6. In plain language, explain what you mean by “living” (one paragraph)

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CLAUSE 2

Existence and identification of the Estate (plus variants)

Purpose:

To identify the Estate as it appears in 'ALL CAPS' statutory records, including known name styles/variants, so the recipient/reader can match the correct record set.

What it prevents (risk if omitted or overdone):

Prevents *"we don't know which record you mean*". Over-inclusion (claiming every imaginable derivative) creates vagueness and confusion. List all known variants in a separate annexure where possible.

Content:

- Identify the primary Estate name style you wish to reference;
- Take note of the known name variants you have seen in records;
- Decision: list a few name variants (3 or 4) in this Clause and place the full set in an annexure.

Safe wording suggestions (choose a tone, then write your own version)

Option A (administrative): There exists an Estate identified in records by one or more name styles, including: <list 3–4 variants>;

Option B (annexure-led): The Estate may appear under multiple recorded styles. A schedule of known name variants is attached as 'Annexure A';

Option C (clarifying): These name styles refer to the same record-based Estate and do not constitute the living <man/woman>, known as <your given names>.

In your own words:

7. List the Estate name styles and variants you have seen (no guessing):

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8. Decide which variants (3 to 4) will be included in this Clause:

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9. Draft Clause 2 here (include a sentence referring to ‘Annexure A’):

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CLAUSE 3

Principal and beneficial interest

Purpose:

To state (as your position) that you remain the principal beneficiary in relation to the Estate, and to rebut contrary presumptions.

What it prevents (risk if omitted or overdone):

Prevents others from being treated as default controllers or superior claimants. Overreaching claims or hostile language can invite challenge.

Content:

- Determine your asserted relationship with the Estate;
- Decide whether you will use 'principal beneficiary', or a simpler phrase (choose one you can explain clearly, with confidence and clarity);
- Draft a restrained, but firm, rebuttal sentence for contrary presumptions.

Safe wording suggestions (choose a tone, then write your own version):

Option A (formal): I remain the principal beneficiary in relation to the Estate identified herein;

Option B (plain): I am the <living man/woman>, <given names>, with primary interest in the Estate and I do not abandon such interest;

Option C (with rebuttal): Any presumption that any other party holds a superior beneficial interest in the Estate is expressly rebutted.

In your own words:

10. Your principal and beneficiary statement:

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11. A single rebuttal sentence (keep it calm, collected, unemotional):

12. Explain in plain, simple language, what ‘beneficiary’ means to you (one paragraph):

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CLAUSE 4

Executor authority (capacity to act)

Purpose:

To declare the capacity in which you act (as Living Executor) and the basis you assert for occupying Executorial responsibility.

What it prevents (risk if omitted or overdone):

Prevents you from being treated as an unauthorised agent. Overclaiming (e.g., saying you override the law or compel recognition) increases the risk of confrontation and dismissal as frivolous.

Content:

- Be clear on your chosen capacity wording (e.g., "Living Executor of the Estate identified herein");
- Have your basis list (keep it short and true): e.g., standing in fact; relationship to the Estate; assumption of responsibility;
- Decide whether to include a bullet list (recommended)

Safe wording suggestions (choose a tone, then write your own version):

Option A (formal): I am the Living Executor of the Estate identified herein, acting in my private capacity;

Option B (basis listed): My authority to act as Living Executor arises from: (i) my standing in fact; (ii) my relationship to the Estate; and (iii) my assumption of Executorial responsibility;

Option C (minimal): I occupy executorial responsibility for the administration of the Estate and present in this capacity.

In your own words:

13. One sentence stating your executorial capacity:

_____

_____

_____

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14. List 3–5 true bases for your executorial capacity (no grand claims):

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15. Draft your full Clause 4 in 4–8 lines, keeping it factual:

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CLAUSE 5

NOTICE re: intermeddling and executor de son tort (informational warning)

Purpose:

To notify parties that unauthorised intermeddling and interference with the Estate can create liability, and to discourage assumption of authority.

What it prevents (risk if omitted or overdone):

Prevents later claims of ignorance. If written as a threat, this will undermine credibility and may provoke an adversarial response.

Content:

- Identify the boundary you want to identify (no assumption of authority without evidence);
- Draft a calm statement about intermeddling, creating responsibility;
- Optional: an invitation to seek advice / request clarification (keeps tone non-hostile).

Safe wording suggestions (choose a tone, then draft your own version):

Option A (compliance tone): No party is authorised to intermeddle in the administration of the Estate without lawful basis. Any such intermeddling may create personal and corporate liability;

Option B (plain): If someone acts as though they are administering the Estate without authority, they may become liable for the consequences;

Option C (measured notice): This clause is notice only. It is not a threat; it is provided to prevent misunderstanding of capacity and responsibility.

In your own words:

16. Your boundary statement in one sentence (no threats):

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17. Your intermeddling warning in one sentence (administrative tone):

18. One sentence clarifying this is a notice, not a demand:

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CLAUSE 6

Non-consent and rebuttal of presumptions (be specific, not sweeping)

Purpose:

To rebut specific administrative presumptions (e.g., presumed consent, presumed abandonment, presumed incapacity) and to require evidence for any alleged agreement

What it prevents (risk if omitted or overdone):

Prevents implied consent through ambiguity. Overbroad *'I do not consent to any law'* statements are risky and undermine credibility

Content:

- Which presumption are you rebutting? (list them clearly);
- Which records/actions are you addressing? (be specific);
- Draft a calm statement that evidence of agreement is required where an agreement is alleged.

Safe wording suggestions (choose a tone, then write your own)

Option A (specific rebuttal): I do not consent to any presumption that I have agreed to terms not evidenced by my express agreement;

Option B (administrative): Where consent or contract is alleged, it must be supported by evidence of my express agreement in the relevant capacity;

Option C (limited scope): This clause rebuts presumptions only; it does not seek to nullify lawful process.

In your own words:

19. List the presumptions you are rebutting (bullet list):

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20. One sentence requiring evidence of agreement (if agreement is alleged):

21. Draft clause 6 with limited scope (avoid sweeping statements):

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CLAUSE 7

Notice to all parties (knowledge after notice)

Purpose:

To confirm that parties are deemed to have knowledge of the declared facts after receipt, reducing plausible deniability.

What it prevents (risk if omitted or overdone):

Prevents *'we didn't know'* defences. Overstating legal effect (e.g., saying notice binds everyone absolutely) is unnecessary.

Content:

- Decide on your intended recipients (often *'all persons, firms, corporations, and agents'*);
- Determine your method of service (general, not detailed);
- Draft a single sentence stating this is a continuing notice.

Safe wording suggestions (choose a tone, then write your own version)

Option A (standard notice): Notice is hereby given to all parties that the facts stated herein are placed upon the record and are continuing;

Option B (plain): From receipt of this <declaration title>, parties are on notice of my stated status and capacity;

Option C (administrative): This <declaration title> is issued for identification and record purposes only, and may be relied upon to prevent ambiguity.

In your own words:

22. Your recipient sentence (who is 'on notice')

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23. Your continuing notice sentence (one line):

24. Draft Clause 7 in 3–5 lines:

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CLAUSE 8

Reservation of rights (avoid implied waiver)

Purpose:

To state that you do not waive rights or remedies by silence, delay, or administrative process

What it prevents (risk if omitted or overdone):

Prevents arguments that you abandoned your rights. Legalistic phrasing is optional; keep it short

Content:

- Decide on your preferred 'reservation of rights' phrase;
- Decide whether you will reserve 'all rights and remedies' or something more specific.

Safe wording suggestions (choose a tone, then write your own version)

Option A (formal): All rights, remedies, and protections are expressly reserved;

Option B (plain): I do not waive any rights or remedies by making this <declaration title>;

Option C (limited): Nothing herein shall be construed as a waiver of rights or remedies.

In your own words:

25. Your 'reservation of rights' statement (one line):

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26. A second sentence clarifying ‘no waiver’ (optional):

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27. Decide whether to keep this clause to one sentence (recommended):

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CLAUSE 9

Governing law and jurisdiction (keep it simple)

Purpose:

To state the intended jurisdictional context for interpretation, to prevent misrouting or confusion.

What it prevents (risk if omitted or overdone):

Overcomplication invites debate. This clause should be short and accurate.

Content:

- Your jurisdiction (e.g., England and Wales, or as applicable)
- Whether you will reference common law/natural law (only if you can explain both concisely).

Safe wording suggestions (choose a tone, then write your own version)

Option A (minimal): This <declaration title> is made and executed in <jurisdiction> and shall be construed accordingly;

Option B (plain): This document is intended to be interpreted within the context of the laws of <jurisdiction>;

Option C (with restraint): Nothing in this clause is intended to expand jurisdiction; it is included for interpretive clarity only.

In your own words:

28. Write your jurisdiction sentence:

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29. Write a restraint sentence (optional) clarifying it is for interpretation only:

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30. Sanity check: Is this clause accurate and non-argumentative?

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CLAUSE 10

Statement of truth / affirmation

Purpose:

To affirm the declaration is made in good faith as a statement of fact, anchoring credibility.

What it prevents (risk if omitted or overdone):

Prevents the document from being treated as opinion or advocacy. Overblown *'penalty of perjury'* language may be inappropriate depending on context; keep it sincere.

Content:

- Your preferred truth statement wording;
- Your decision whether to include *'to the best of my knowledge and belief'*

Safe wording suggestions (choose a tone, then write your own version)

Option A (standard): I declare the facts stated in this <declaration title> are true to the best of my knowledge and belief;

Option B (plain): I make this <declaration title> in good faith and believe it to be true;

Option C (formal): Declared in honour and in good faith, upon the record.

In your own words:

31. Write your truth statement (one sentence):

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32. Write your ‘good faith’ statement (one sentence):

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33. Decide whether to keep both (or combine into one):

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Execution block (Autograph and witnessing/notarisation)

Execution attaches responsibility. Keep execution clean, consistent and untheatrical. Witnessing or notarisation may be used to strengthen authentication, however neither grants authority.

Recommended elements:

- Your autograph (handwritten in blue ‘wet ink’)
- Printed name
- Embossed seal (optional)
- Date
- Place (town/city)
- Witness block
- Notary block (optional, where appropriate)

Create your execution block:

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Annexure A

Estate Name Variants

Use this page to build your schedule of name variants. Only include variants you have seen. The goal here is record linkage, not rhetoric.

Variant exactly as seen	Where you saw it (document/system)	Date (if known)

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Final self-check before you execute anything…

- I can explain every clause confidently, clearly, in plain language, and without using jargon;
- Each clause removes ambiguity; nothing is included for ‘power’ or ‘protection’;
- I have kept the document factual, unemotional, and restrained;
- The annexure includes only Estate name variants I have actually seen;
- I have not mixed capacities or roles within my declaration;
- I am willing to stand confidently behind this document.

Notes / reflections:

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PART II — CREATING THE COVER NOTICE

This section guides you through the production and construction of a Cover Notice to accompany your ‘declaration of status’.

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The governing principle of a Cover Notice

A Cover Notice controls context. It informs the recipient of:

- What the enclosed document is;
- Why it has been sent;
- How it should be treated; and
- What it is not asking for.

When composed properly, a Cover Notice becomes administratively invisible… it can't be ignored.

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SECTION 1

Document identity and scope

Purpose:

To make clear that this document is a Notice, not a request, demand, or application.

Risk prevented:

Prevents the Notice from being routed as a form of correspondence requiring a response or decision.

Content:

- This is a Notice only;
- Its purpose is for identification and record clarity;
- No response or determination is sought

Safe wording examples (inspiration only)

Option A (formal): This Notice is provided for the limited purpose of identifying authority and capacity, and does not constitute a request, demand, or application;

Option B (plain): I write only to clarify authority and capacity so records may be kept accurately;

Option C (administrative): This Notice is issued to avoid ambiguity and to assist proper record-handling.

In your own words:

34. Write one sentence stating what this Notice is

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35. Write one sentence stating what it is not

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36. Write one sentence stating the limited purpose

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SECTION 2

Identification of the enclosed Declaration

Purpose:

To identify the Declaration and explain why it is enclosed.

Risk prevented:

Prevents the Declaration being treated as unsolicited argument or advocacy.

Safe wording examples (inspiration only)

Option A: Enclosed for identification purposes only is a <declaration title>;

Option B: Please find enclosed, for record purposes, a <declaration title> executed by me in my private capacity;

Option C: The enclosed <declaration title> is provided solely to support accurate identification and governance.

In your own words:

37. Write your identification sentence:

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38. State clearly it is enclosed for identification purposes only:

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39. Avoid adding explanation beyond one short paragraph

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SECTION 3

Summary of what the Declaration establishes

Purpose:

To summarise, at a high level, the facts set out in the Declaration.

Risk prevented:

Prevents misinterpretation while avoiding repetition of the Declaration itself.

Content:

- Your living status
- Identification of the Estate
- Your Executorial capacity

Safe wording examples (for inspiration only)

Option A (bullet summary): The <declaration title> records: (i) my status as a living <man/woman>; (ii) identification of the Estate; and (iii) my capacity as the Living Executor for the Estate;

Option B (sentence form): The <declaration title> sets out matters of fact concerning status, Estate identification, and Executorial capacity.

Option C (minimal): The <declaration title> records status and authority as matters of fact.

In your own words:

40. List the three factual points your Declaration establishes:

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41. Write a one-sentence summary:

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42. Double-check you have not added anything from your ‘declaration of status’ into the Cover Notice.

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SECTION 4

Not a request, no response sought

Purpose:

To explicitly remove any expectation of reply, determination, or engagement.

Risk prevented:

Prevents escalation, deadlines, or defensive handling.

Content:

- You are not seeking a decision;
- No response is required;
- The Notice is informational only;

Safe wording examples (for inspiration only)

Option A: This Notice does not seek any response, determination, or engagement;

Option B: No reply is requested or required in relation to this Notice;

Option C: This Notice is informational only and requires no action.

Your own words:

43. Write your own 'no response required' sentence.

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44. Read over again (and again, then once more to your cat) to make absolutely certain the tone is calm… collected… non-confrontational.

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SECTION 5

Governance, record-keeping, and internal circulation

Purpose:

To explain why the Notice should be retained and, where relevant, circulated internally.

Risk prevented:

Prevents compartmentalisation or later claims of ignorance.

Content:

- The Notice supports accurate governance;
- It may be retained on file;
- Relevant officers, employees, agents, etc., should be informed.

Safe wording examples (inspiration only)

Option A: This Notice is provided to assist accurate governance, record-keeping, and decision-making;

Option B: It is reasonably expected that this Notice will be brought to the attention of relevant employees;

Option C: The Notice may be retained on file for future reference.

In your own words:

45. Write one sentence about governance and record-keeping:

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46. Write one sentence about internal circulation:

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47. Avoid any language that sounds like an instruction or a threat.

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SECTION 6

Consequences of ignoring declared capacity (carefully framed)

Purpose:

It is important to make clear, in neutral language, that ignoring the Declaration could result in mistakes.

Risk prevented:

Prevents later denial of notice, without escalating into a threat.

Content:

- Misdirection or error may arise;
- Responsibility cannot be avoided by delegation;
- All is stated neutrally

Safe wording examples (for inspiration only)

Option A: Any action taken without regard to the declared authority and Executorial capacity may result in error or misdirection.

Option B: This Notice is provided to avoid unauthorised interference arising from misunderstanding;

Option C: Responsibility for such an error cannot reasonably be avoided by internal delegation.

In your own words:

48. Write one sentence warning of potential error:

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49. Write one sentence regarding responsibility:

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50. Check the tone is informational, not accusatory

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SECTION 7

Closing and sign-off

Purpose:

To close cleanly and attach responsibility through a wet-ink autograph.

Risk prevented:

Prevents ambiguity about authorship or capacity

Safe wording examples (for inspiration only)

Option A (formal): Yours faithfully,
<your given names>
in my capacity as Living Executor

Option B (plain): Issued in good faith,
<your given names>
Living Executor of the Estate

Option C (minimal): <your given names>
acting as the Living Executor of the Estate

In your own words:

51. Write your closing line:

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52. State your capacity:

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53. Leave space for your autograph

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Final self-check before serving:

- Notice is one page only;
- No demands, threats, or deadlines appear;
- The tone is calm, factual, confident;
- Nothing in the Cover Notice repeats the Declaration, verbatim;
- The Notice makes sense!

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Completion Checklist (what to check before execution and service)

Use this checklist to decide whether you are ready to execute and serve your Declaration and Cover Notice. If any item cannot be answered confidently… stop

1. I can explain the purpose of the Declaration succinctly and in one short paragraph;

2. I can explain the purpose of the Cover Notice succinctly and in one short paragraph;

3. I innerstand the difference between record clarification and enforcement;

4. Every clause removes ambiguity, rather than attempting to create leverage;

5. I have used only factual and restrained language;

6. I have not mixed capacities or roles;

7. I innerstand to whom the Declaration is sent;

8. I am not seeking a response, decision, or confrontation;

9. I am willing to stand behind this document with my autograph;

10. I innerstand that not sending the documents is also a valid outcome.

Notes / reflections:

Buy David E a pint (or two)

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