

PENANG SANGAM HIGH SCHOOL

YEAR 13

OFFICE TECHNOLOGY

WORKSHEET 7

LESSON NOTES AND ACTIVITY

STRAND	OT 13.2 Computer Concepts and Skills
SUB-STRAND	OT 13.2.3 Document Processing
LEARNING OUTCOME	<ul style="list-style-type: none">• Define legal documents.• differentiate between Engrossment and Endorsement.• define legal terms that are used in legal documents.

LEGAL DOCUMENTS

Legal documents are defined as a written proof of the limitations and extent of a person's rights and privileges in a clear and specific manner.

The Draft

- This is the document drawn up in this form which satisfies the instructions given by both parties.
- It is usually prepared in three copies, so that two copies may be sent to the opposing solicitor and one copy retained.
- Subsequent amendments are made in green, violet (or blue), brown and yellow ink.

The Engrossment

- This is the document in its agreed final form (eg. Conveyances, Leases for long terms, Trust documents).
- Double line spacing is generally used.
- The last page should be left blank for the endorsement.

Endorsement – This contains the details and description of the document that should be in the following order:

- a) The date of signing the document.
- b) The names of the parties.
- c) The description of the document, completely and neatly summarizing the contents.

TESTIMONIUM AND ATTESTATION CLAUSES

Most legal documents end with these two clauses, which are concerned with signing and witnessing, and without which documents would not be valid.

Testimonium Clause - This varies according to whether it is under seal or under hand). It is the clause at the end of a legal document which begins IN WITNESS . . . (If under hand) or AS WITNESS. . .

Attestation clause - There is a special attestation clause applicable only to a Will (see page 166) and the witness must not be beneficiaries.

ACTIVITY

1. Define legal documents.

2. Give **two** types of legal document.

3. Under which Testimonium does these two clause are used:

'IN WITNESS...' - _____

'AS WITNESS...' - _____

4. Differentiate between engrossment and endorsement.

5. What is the purpose of draft and how many copies are prepared?

THE END 😊