

WOMEN'S ROYAL NAVAL SERVICE BENEVOLENT TRUST

CR206529

CODICIL TO AN EXISTING WILL

If you have already made a Will and would now like to include a gift to the Trust, please read the following notes and complete the Codicil Form

Notes

Changing your Will

We recommend that you consult a solicitor about any substantial amendments to an existing Will. It may well be better to have a new Will drafted to avoid confusion, particularly when amending residue. Please do not write or amend your existing Will as it may invalidate it.

* If you wish to make a gift of a share of residue then almost certainly a new Will is needed to avoid confusion. A gift of the entire residue may be very significant and we recommend independent legal advice to avoid confusion or a challenge to the codicil.

** It is worth identifying what should happen if the specific item is sold, for instance by adding 'or its sales proceeds' or 'its replacement'

What do I need to do?

1. Complete the form [but do not sign it until both your witnesses are present]
2. Ask two adults [of sound mind] to be witnesses. No one who is your executor or a beneficiary in your Will or any codicil [or anyone married to, or in a civil partnership with, a beneficiary or an executor] should be a witness
3. Sign the codicil in ink, using your normal signature, in the presence of both your witnesses
4. Ask both your witnesses to sign and complete their section of the codicil in the presence of you and each other

Send your completed codicil to your solicitor or the person who is looking after your Will

Please note

1. You and your witnesses should be together, in each other's presence, when you sign the codicil and the witnesses attest
2. Do not attach anything to your Will [such as paper clips or pins] as this may cause difficulties in proving your Will later on.
3. Banks and solicitors do not usually charge for storing a codicil with an existing Will

Letting us know

If you would like to notify us of your gift, thereby helping us to plan for the future and keep you informed as to how we are spending legacies, please complete our Legacy Pledge Form.

CODICIL TO AN EXISTING WILL

Please complete as required, in BLOCK CAPITALS, and cross out those options not applicable

I [Full Name]

Of [Address]

Declare this to be a [first/second/third] codicil to my Will dated

In addition to any legacies given in my said Will I give to the Women’s Royal Naval Service Benevolent Trust, Castaway House, 311 Twyford Avenue, Portsmouth, Hants PO2 8RN (Registered Charity No 206529)

The sum of £

All of the residue of my estate*

[A specific item].....**

for its general purposes.

I declare that the receipts of the Treasurer or other duly authorised officer shall be full and sufficient discharge to my executors. In all other aspects I confirm my said Will and any other codicils thereto.

Signature Date

Signed by the above named in our presence and witnessed by us in the presence of him/her and each other.

Witness One

Witness Two

Signature.....

Signature.....

Name

Name

Address

Address

Occupation

Occupation

Date

Date