

Thank you for generously choosing to be there for terminally ill children long into the future.



Amending your Will

If you already have a Will and would like to add Helen & Douglas House as a beneficiary, you can do so by completing this simple Codicil form.

Please do not write on your existing Will as it could become invalid.

To help, we have provided some guidance notes on completing the Codicil form, which you can read below.

Guidance Notes

Thank you for choosing Helen & Douglas House to be a beneficiary. We hope you will find these guidance notes useful. Please note that this guidance does not constitute legal advice.

1 Seek legal advice

We recommend that you speak to a solicitor or legal professional for advice prior to completing a Codicil form, to ensure that it aligns with your existing Will and accurately reflects your wishes.

2 Ask two people to witness your signature

Please ensure you sign this form in the presence of two independent witnesses.

The following people **cannot** witness your Codicil:

- An executor or trustee of your Will
- An executor's or trustee's spouse or civil partner
- A beneficiary of your Will or Codicil
- A beneficiary's spouse or civil partner

3 Sign the Codicil in the presence of both your witnesses

4 Ask your witnesses to complete their sections in the presence of you and each other

It is advisable for you and your witnesses to sign at the foot of each page.

5 Take a photocopy of your Codicil and send the original to your solicitor, or whoever is safeguarding your Will.

6 You can add more than one Codicil to an existing Will

Please indicate the version number when completing the form, for example 'first Codicil' or 'third Codicil'. If you wish to leave Helen & Douglas House part or all your residuary estate (i.e. a share or whole), we advise that you replace an existing Will and consult a solicitor or legal professional.

Final Step - Let us know

If you kindly make the decision to amend your Will to include a gift to **Helen & Douglas House**, please do let us know. Knowing that we have the support of generous supporters like you is so important to us and the families we support, and we would love to thank you. We also respect your decision to keep this private if you prefer.

Codicil Form

I, (Full Name)

(Address)

Declare this to be my (please circle or add number) 1st / 2nd / Codicil to my Will dated:

D	D	/	M	M	/	Y	Y	Y	Y
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 day/month/year

New Provision

I give to Helen & Douglas House, charity in England and Wales 1085951, of
14A Magdalen Road, Oxford, OX4 1RW

☐ The cash sum of £ (pecuniary gift)

☐ My specific gift of £ (specific gift)

☐ _____ per cent (.....%) (percentage in words and figures) of the residue of
my estate (residuary gift)

to be used for its general charitable purposes and I direct that the receipt of the treasurer or duly
authorised officer shall be a sufficient discharge to my executors.

In all other respects I confirm my Will and any previous Codicils thereto.

Signature: _____

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

 day/month/year

Note: We recommend 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 on or amend your existing Will as it may invalidate it.

Please ensure that you sign this form in the presence of two independent witnesses.

Please turn over.

Signed by the person mentioned overleaf, in our presence, and witnessed by us in the presence of him/her and or each other.

First Witness

Full Name: _____

Address: _____

Postcode: _____ Occupation: _____

Signature: _____ Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

 day/month/year

Second Witness

Full Name: _____

Address: _____

Postcode: _____ Occupation: _____

Signature: _____ Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

 day/month/year

Note: A witness cannot be anyone who is your executor, trustee or a beneficiary of your Will or any Codicil. A witness cannot be anyone married to, or in a civil partnership with, an executor, trustee or a beneficiary.

Final Step - Let us know

If you kindly make the decision to amend your Will to include a gift to **Helen & Douglas House**, please do let us know. Knowing that we have the support of generous supporters like you is so important to us and the families we support, and we would love to thank you. We also respect your decision to keep this private if you prefer.

If you have any other questions about completing the form, please get in touch with our **Gift in Wills team** by emailing legacy@helenanddouglas.org.uk, or calling **01865 799150**.


Helen & Douglas House
your local children's hospice