



## Changing your Will

If you have already made a Will and would now like to include a gift to the RNOC you can complete this codicil form. A codicil is a supplement to a Will and allows you to amend your existing Will without drawing up a new one. 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 on 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 sale proceeds' or 'or its replacement'

### What do I need to do?

1. Complete the form (but don't 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 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
5. Send your completed codicil to your solicitor or the person who is looking after your Will

### Please note

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

## 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 ...../...../.....

### Please see guidance above 'Changing your will'

In addition to any legacies given in my said Will I give to The Royal Navy Officers' Charity, 70 Porchester Terrace, London, W2 3TP (Registered Charity Number 207405)

- the sum of £ .....
- [a specific item] .....\*\*for its general purposes.

OR

My Will shall be construed and take effect as if clause [number of residue clause] were omitted and replaced with the following clause;

I give, devise and bequeath all the residue of my estate absolutely to the Royal Navy Officers' Charity of 70 Porchester Terrace, London, W2 3TP (Registered Charity No. 207405), such residue to be applied to the general purposes of the said Charity.\*

I declare that the receipt(s) of the Treasurer or other duly authorised officer shall be a full and sufficient discharge to my executors. In all other respects I confirm my said Will and any other codicils thereto.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Witness One

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Date \_\_\_\_\_

### Witness Two

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Date \_\_\_\_\_