



Changing your Will - a Codicil

If you have already made a Will, you can still help the Royal Parks Foundation by adding a Codicil.

A Codicil effectively adds new provisions to your existing Will. The Codicil on the following page inserts a gift or gifts to the Royal Parks Foundation. That gift can take the form of:

- a) a specific sum;
- b) a share of your residue estate (broadly, whatever is left over after all of your specific legacies, the expenses of administering your estate and any taxes have been paid); and/or
- c) a specific item.

Guidelines for using this Codicil to make a gift to Royal Parks Foundation

If you would like to use this Codicil we recommend that you see your solicitor to ensure that it gives effect to your wishes and does not conflict with your existing Will.

Once you have completed the Codicil you will need to sign and date it in front of two witnesses who must also sign. It is very important to do this correctly or the Codicil may not be valid. Please consider the following:

- You must sign the Codicil in the presence of two witnesses (i.e. you must all three be present when the Codicil is signed);
- The witnesses should sign and print their names, addresses and occupations where indicated immediately after you have signed the Codicil. They must do so in your presence.
- The witnesses should not be beneficiaries of your Will or any previous Codicil which you have made, nor the spouses or civil partners of beneficiaries. They should also not be your executors or the spouses or civil partners of your executors.
- The Codicil must be dated with the date on which you sign it.
- Once the Codicil is completed and signed it should be kept with, but not attached to, the original copy of your Will and any previous Codicils.

If you need any more information, please contact Grace Enright, Development Officer, on 020 7063 8060.

Codicil to an existing Will

I (*your full name*).....

of (*your address, including postcode*).....

.....
.....
.....

declare this to be the (*first, second or appropriate number*)..... codicil

to my Will dated and any previous codicils to my said Will.

1. In addition to all other legacies and bequests given in my said Will (and any previous codicils), I give to the Royal Parks Foundation of The Old Police House, Hyde Park, London W2 2UH (registered charity no 1097545):

(complete or delete the following as appropriate)

- (*a specific amount*) the sum of £.....; and/or
- (*a share of your residue estate*) a% share of the residue of my estate; and/or
- (*a particular item, in which case insert a suitable description*)

.....

to be used for its general purposes absolutely and I declare that the receipt of the Treasurer or duly authorised officer shall be a full and sufficient discharge.

2. If at my death the Royal Parks Foundation no longer exists or is being wound up, my executors must:

- (a) if the Royal Parks Foundation has merged, or is about to merge, with another charity (the "Recipient Charity") whether or not the merger, when completed, is registered in the official register of mergers maintained by the Charity Commission, pay the amount(s) and/or transfer the asset(s) set out in clause 1 to the Recipient Charity; or
- (b) if clause 2(a) does not apply, pay the amount(s) and/or transfer the asset(s) set out in clause 1 to such other charity or charities with objects similar to the Royal Parks Foundation as they select.

3. In all other respects I confirm my said Will and any other codicils thereto.

Signed by the testator (*your signature*)

Date

Witnessed by:

Signature.....

Signature.....

Name.....

Name.....

Address.....

Address.....

.....

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Occupation.....

Occupation.....