



## Including Sue Ryder in your Will using a codicil in Scotland

### What is a codicil?

A codicil is a supplement to a Will that can make changes or amends and allow additions to part of that Will.

- Don't try to change or add anything to your current Will by crossing out or writing in new instructions as any changes will not be valid
- Simply complete the attached codicil form, sign it in the presence of two witnesses, and keep it with your existing Will.
- If you have made more than one Will, it is important to ensure that this codicil relates to your most recent Will. It is also important, to avoid confusion, to identify clearly whether this is the first codicil to your Will, second, third and so forth.
- We particularly recommend that you consult a solicitor if your Will already has a codicil(s). We also advise you to seek legal advice if you are making substantial changes to your Will, for example leaving a gift of residue (ie leaving what is left in your estate to someone after specific gifts have been given to beneficiaries).
- Creating a new Will is the best way to avoid any errors or disputes if you are looking to modify your existing Will. Should you require any further information, please contact our legacy team on 0845 050 1953 or email [giftinwill@sueryder.org](mailto:giftinwill@sueryder.org)
- If you are worried about how best to draft a Will or codicil, we do recommend you obtain professional advice from a solicitor with experience in Wills and probate.

### How to complete your codicil - England & Wales

Following these instructions carefully will help to make sure that your codicil is not invalid.

You must have two adult witnesses. No beneficiary or executor of your Will (or anyone who is married to, or in a civil partnership with, a beneficiary or executor) can be a witness. Witnesses do not have any right to see what is in the codicil unless you choose to show them.

1. Date the bottom of the codicil form.
2. Sign your name in the presence of the two witnesses. Ask them to sign and write their names, addresses and occupations on the codicil. All of you must be present while each of you signs.
3. Keep the codicil in a safe place with, but not attached to, your current Will.
4. Send or give a copy of the Will and codicil (in a sealed envelope, if you prefer) to your executor or a trusted friend. Indicate with a note where the originals are held. It is important that the original Will and codicil are kept together and that those who have a copy of your Will also have a copy of the codicil. This will minimise the potential for later confusion.

Sue Ryder registered charity Scotland (SC039578)

### Codicil

I (Full name) .....

Living at (Address and Postcode) .....

.....

declare this to be the first/second/third codicil (delete as applicable) to my Will,

dated and made the day/month/year ..... (date of original Will)

I bequeath (Please tick one):

the following specific item(s) .....

the sum of £.....

as soon as convenient after my death but without interest thereon, to Sue Ryder (Registered charity number SC039578 for Scotland) having their registered office at Kings House, King Street, Sudbury, Suffolk, CO10 2ED for its general charitable purposes, and I direct that the receipt(s) of the duly authorised officer of Sue Ryder shall be a sufficient discharge for my Executors/Trustees. In all other respects I confirm my Will and any other codicils thereto.

Signature ..... Date.....

**Witness one**

Name.....

Address .....

..... Postcode.....

Occupation.....

Signature ..... Date.....

**Witness two**

Name.....

Address .....

..... Postcode.....

Occupation.....

Signature ..... Date.....

# Our legacy fundraising promise

We are committed to the highest standards and are members of the Fundraising Standards board and follow the Codes of fundraising practice.

We know that family and loved ones comes first when you make a Will.

We are honest and open about our fundraising activity and costs

We will use your gift carefully and cost effectively to help people living with incurable illness

We respect the rights, privacy and dignity of our supporters and beneficiaries and appreciate that your Will is completely personal to you.

We will not put pressure on you to make a gift and if you do not want to give or change your mind in the future we will respect your decision

We will give you choice on how you want to be contacted and will respect your decision if you tell us you don't want to hear from us in a particular way.

We are accountable. If you are unhappy with anything we have done whilst fundraising you can contact us to make a complaint