



# The Royal Air Force Disabled Holiday Trust

(Registered under the Charities Act 1960 No. 286019)

## 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 notes 'Changing your Will'

In addition to any legacies given in my said Will I give to The Royal Air Force Disabled Holiday Trust, of 12 Park Crescent, London W1B 1PH (Registered Charity No. 286019)

☐ the sum of £.....

☐ all of the residue of my estate\*

☐ (a specific item) .....\*\*for its general purposes.

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

### Changing your Will

If you have already made a Will and would now like to include a gift to the Royal Air Force Disabled Holiday Trust, you may find it easier to fill in 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.

If you need to draft a new will, or wish to make substantial changes to your existing Will, we strongly recommend that you consult a solicitor. When amending shares of residue, we also recommend consulting a solicitor so as not to cause confusion in the future. Please do not write on or amend your existing Will as doing so 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 ink) 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 remember

- 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 your Will later on
- You must keep all codicil forms with your Will for them to be valid. Please ensure they are kept together or they will not be honoured.
- Banks and solicitors do not usually charge for storing a codicil with an existing Will.

### Letting us know

We like to know if people are intending to leave us a gift so as to help us say thank you and keep them informed as to how legacy income is helping the RAF family. There is no obligation to inform us, but any information given will be greatly appreciated and held in strict confidence. If you would like to inform the Trust, please contact the Administrator via the address below.

Thank you.

### The Royal Air Force Disabled Holiday Trust

12 Park Crescent, London, W1B 1PH

T: 0207 3073 303 [admin@rafdht.org.uk](mailto:admin@rafdht.org.uk)