

CODICIL

If you would like to add a gift to Headway Cambridgeshire to your existing will, you can do this easily by using a codicil. A codicil is a supplement to a will that allows amendments or addition, without the need to completely re-write it.

Simply complete the attached codicil form, sign it in the presence of two independent witnesses and keep it with your existing will (see How to Complete Your Codicil).

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 identify clearly whether this is the first, second, third (and so on) codicil to your will.

We recommend that you consult a solicitor if your will already has a codicil(s). We also advise you to seek advice if you are making substantial changes to your will, for example leaving a gift of residue, i.e., leaving what is left in your estate 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 going to modify your existing will. Should you require any further information, please contact Karen Bevan on 01223 576550 or email karenb@headway-cambs.org.uk. All enquiries will be treated in confidence.

Headway and its employees are not qualified to give legal advice. If you are worried about how best to draft a will or codicil, we recommend that you seek professional advice from a solicitor with experience of wills and probate.

HEADWAY CAMBRIDGESHIRE

Block 10, Ida Darwin, Fulbourn, Cambridge, CB21 5EE
01223 576550

info@headway-cambs.org.uk
www.headway-cambs.org.uk



How to Complete Your Codicil

Following these instructions will help to make sure that your codicil is not invalid in any way.

You must have two independent adult witnesses. No beneficiary or executor of your will (or anyone who is married to, or living in a civil partnership with them) can be a witness. Witnesses do not have any right to see what is in the codicil unless you wish 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. It is a good idea to give a copy of your will and codicil(s) (in a sealed envelope, if you prefer) to your executor or a trusted friend/relative, indicating where the original is kept. If you have already done this, please make sure that those who have a copy of your will also have a copy of the codicil. This will minimise the potential for later confusion.

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Affiliated to Headway – the brain injury association. A Registered Charity

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Codicil

I (*full name*)

Of (*address*)

.....

..... (*Postcode*)

declare this to be a First Second Third codicil to my will,

dated and made the Day/Month/Year(*date of original will*)

I give (please tick one):

The following specific item(s), namely

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

the sum of £

to Headway Cambridgeshire, Brookfields, Mill Road, Cambridge, CB1 3DF for its general charitable purposes, and I direct that the receipt(s) of the duly authorised officer of Headway Cambridgeshire shall be sufficient discharge of my Executors/Trustees.

In all other respects I confirm my will and any other codicils thereto.

Signature Date

Signed by the aforementioned in our presence and witnessed by us in the presence of him/her and of each other.

Witness One

Name

Address

.....

Postcode

Occupation

Signature

Date

Witness Two

Name

Address

.....

Postcode

Occupation

Signature

Date