



Codicil helpsheet

Princess Alice
Hospice

Caring when it matters

A brief overview and key factors that will help you when creating your Codicil form.

If you have already written your Will but would now like to remember Princess Alice Hospice, you can use a Codicil form which works as an additional document that modifies your Will. This can save the hassle of re-writing a Will to include new wishes or beneficiaries.

However, if you wish to leave the Hospice a percentage of your estate rather than a specific gift, it is strongly recommended that you redo your Will rather than use a Codicil document. This avoids complications that can lead to a person's wishes being contested.

If you are considering executing a Codicil it is important to get the document properly signed and witnessed to ensure the document passes probate.

Key factors to remember:

- Check the Codicil with your solicitor or legal advisor
- Witnesses must be 18 years plus and of sound mind
- You have to sign the Codicil with both witnesses present
- Both witnesses have to sign the document at the exact same time
- The witnesses do not have to be the same witnesses used to sign your original Will
- Witnesses cannot benefit or be married to anyone benefiting from your Will
- Do not attach your Codicil to your Will as any marks on your Will can invalidate them

The Codicil can then be passed on to the person holding your Will and safely filed together. Again, please note the document should not be attached or clipped to the Will, as any marks might render your Will invalid.

We strongly recommend that you run the Codicil past your solicitor to make sure this ties in properly with your Will. In addition, it would be a good idea to discuss your decisions with your next of kin and notify them that you are leaving a gift to a charity.

It would also be extremely helpful to notify us that you are going to remember us in your Will. This will allow us to keep you updated on how your particular gift will make a difference. We are more than happy to help if you have any further questions, please do contact the Legacy Officer on 01372 461 835 or legacies@pah.org.uk.

If you have already made your decision and want to get started, please find the Codicil form attached.

