

Codicil – Daybreak Oxford

It's a simple process to add a gift to *Daybreak Oxford* as part of your Will. If you have already made your Will, this codicil form will allow you to alter it. The form will need to be signed and witnessed in the same way as when you made your Will.

Once completed, the form should be stored with the original copy of your Will. We strongly suggest that you check any alterations to your Will with your solicitor. Thank you so much for supporting *Daybreak Oxford* and for being part of our vision to support those living with dementia.

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I (Full name) ..

.....

of (Address incl Postcode)

.....

.....

.....

declare this to be the First/Second/Third Codicil [***delete as appropriate***] to the Will I made

on the .....(Insert date of Will) (together called "My Will")

**1. I GIVE** free of inheritance tax the sum of:

Amount in words:.....

.....pounds

to *Daybreak Oxford* (trading as "*Daybreak Oxford*") (registered charity number 1113182) whose registered address is The Clockhouse, Long Ground, Greater Leys, Oxford OX4 7FX, for its general charitable purposes.

**2. I EXPRESS THE WISH** that donations be made to *Daybreak Oxford* (trading as "*Daybreak Oxford*") (registered charity number 1113182) in lieu of flowers at my funeral [***delete clause if not applicable***].

Patrons: Prof Dame Kay Davies DBE FRS FMedSci, The Rt. Revd. Colin Fletcher Bishop of Dorchester,  
Prof. Robin Jacoby DM, FRCP, FRCPsych,  
Layla Moran MP, Mr Andrew Smith

3. My Executors may pay or transfer any assets due to a charity under this Codicil to the Treasurer or other appropriate officer of that charity and the receipt of such person shall be a complete discharge to my Executors.

4. If the charity to which a legacy is left in this Codicil has amalgamated with or transferred its assets to any other body or has ceased to exist at the date of my death, then my Executors shall pay the legacy made by this Codicil to such registered charity or charities and if more than one in such shares as my Executors in their absolute discretion think fit **AND I EXPRESS THE WISH** but without imposing any trust or obligation that in carrying out the foregoing trust my Executors seek to benefit a charity or charities as close as possible in purpose to that intended to be benefited by my said original legacy.

5. In all other respects I confirm my Will

SIGNED by the    )  
said testator in    )  
our joint            )  
presence and by  
us together in  
his/hers:-

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Witness 1:

Signature:

Name (printed):

Address:

Occupation:

Witness 2:

Signature:

Name (printed):

Address:

Occupation

## Instructions for signing

1. Write your full name and address at the top of page 1.
2. Confirm whether this is a First/Second/Third Codicil to your Will by deleting the options that don't apply. Write the date on which you made your Will at the top of page 1. The date can be in numbers or words, it does not matter which.
3. In clause 1, fill in the amount that you wish to leave to *Daybreak Oxford* in words.
4. Delete clause 2 if this is not your wish.
5. Sign your name on page 2 at the end of the document. You may sign as you normally sign cheques and other documents.
6. Your witnesses must sign and add their names and add their addresses and occupations. You should all three be together and see one another sign BUT the witnesses do not need to read the document.
7. Your witnesses should not be Executors of your Will. They cannot be beneficiaries of your Will (people whom you have left gifts) or be married to anyone who is a beneficiary. They should be over 18 and capable of understanding that they are witnessing your signature on a legally binding document.
8. Do not attach anything to the document. In particular, do not attach paper clips or pins as this may cause problems when your Executors need to use the Will.
9. We recommend that you ask your solicitor to check that the document has been signed correctly.