



Makers of Playing Cards Charity

Chairman: Capt Michael Davis-Marks OBE RN

Leaving a Legacy

The Trustees are always thinking of ways in which to enhance the investment fund of the *Makers of Playing Cards Charity*.

Most established charities have found that legacies have regularly provided a vital source of their funds, particularly if these are added to the permanent endowment fund.

From time to time reference has been made to leaving of a legacy to the *Makers of Playing Cards Charity*, and how tax efficient it is as no Inheritance Tax arises on a charitable legacy. The Trustees have decided to encourage Liverymen to make a legacy by drawing attention to how simple it is to do so. Making a legacy can be done by masking a codicil to your will or by including special clause in it. To assist in this, a standard clause and codicil are attached.

Precise formalities must be followed when a will or codicil is signed in order for it to be legally effective, as detailed below. Liverymen should consider whether to take legal advice before leaving a legacy particularly if they have any concern about the impact on their estate and other beneficiaries, or if they remain unclear as to the precise steps to take.

Naturally *Makers of Playing Cards Charity* is very grateful for any legacy or donation a Liveryman may make.

The Makers of Playing Cards Charity Trustees.

SPECIMEN CLAUSE TO BE INSERTED IN A WILL

I give the sum of £_____ (free of all tax) to *Makers of Playing Cards Charity* (being the charitable trust of the Worshipful Company of Makers of Playing Cards, a livery company of the City of London) registered charity 232876 and I declare that the receipt of the Treasurer or other proper Officer of the said *Makers of Playing Cards Charity* shall be a complete discharge to my Trustees.

STANDARD FORM OF CODICIL

I [insert full name] _____ of

_____ **[insert full address]**

_____ declare this to be a Codicil to my Will
dated: _____ **[insert date]** ('my Will').

1 I give the sum of £_____ (free of all tax) to *Makers of Playing Cards Charity* (being the charitable trust of the Worshipful Company of Makers of Playing Cards, a livery company of the City of London) registered charity 232876 and I declare that the receipt of the Treasurer or other proper Officer of the said *Makers of Playing Cards Charity* shall be a complete discharge to my Trustees.

2. In all other respects I confirm my Will and any previous Codicils not hitherto revoked by me.

IN WITNESS of which I have set my hand to this my Codicil this _____ day of _____ 20[XX]

SIGNED BY THE ABOVE-NAMED TESTATOR IN THE PRESENCE OF US BOTH AND THEN BY US IN [HIS] [HERS] PRESENCE

SIGNATURE OF TESTATOR

FIRST WITNESS

Signature of first witness

Name of first witness (capitals)

Address of first witness

.....

Occupation of first witness

SECOND WITNESS

Signature of second witness

Name of second witness (capitals)

Address of second witness

Occupation of second witness

SIGNATURE FORMALITIES

- Blanks and words in square brackets in the draft should be completed or deleted as appropriate. The codicil should then be fully typed. There should be no handwritten corrections or changes.
- Signature involves three people: the person making the codicil ('the testator') and two witnesses. All must be present throughout the process, so all must be there before anyone signs and remain until all three have signed.
- A person should not be a witness if he or she is
 - blind or
 - a trustee of Makers of Playing Cards Charity or
 - someone who could benefit under the will to which this is a codicil, or the husband, wife or civil partner of such a person or
 - under 18 or
 - closely related to the testator.
- The witnesses do not need to read the codicil or be told what it says. They only need to be aware that they are witnessing a codicil.
- *Procedure.*

When the two witnesses and the testator are together, the following steps should be taken in sequence:

1. The testator should complete the date at the end of the codicil using words rather than figures (e.g. 'Fourteenth' rather than '14th').
 2. The testator should then write his or her usual signature to the right of the line which begins, 'Signed by the Testator...'.
 3. The first witness should then sign and complete the section headed 'First Witness'.
 4. The second witness should then sign and complete the section headed 'Second Witness'.
- Please do not attach anything to the codicil, by pin or paperclip or in any other way.
 - Similar formalities apply regarding signature of a will.