

[Codicil to will][Statement of wishes]* of.....
[name]



*Delete as appropriate

This document can be used to set out how you want to dispose of your shares in Portland Works Little Sheffield Limited (the "Society"), upon your death. The Society is governed by its Rules and is a Registered Society under the Co-operative and Community Benefit Societies Act 2014. Your shareholding should be seen as a social investment.

Under the Rules of the Society, there are three ways you may dispose of your shares:

- **Surrender** some or all of your shares to the Society, either during your lifetime or on your death. When you surrender shares, they are cancelled and your investment will effectively become a donation to the Society.
- **Transfer** some or all of your shares to another person. This option is available only on your death and allows the beneficiary to maintain a continuing social investment in the Society.
- **Withdraw** some or all of your shares. The directors can decline a request to withdraw and will not allow any withdrawal until after February 2018, except following the death of a member. The amount payable on withdrawal is a maximum of £1 per share, or less in circumstances allowed by the Rules.

The first two options above will not affect the cash available to the Society to carry out the continuing renovation of Portland Works. The third option will reduce the cash available for renovation work.

Please set out below how you wish to dispose of your shares on your death. If you have an existing will, you may wish to create a codicil (a small change to the will) by arranging two people to witness your signature and attaching this page to your will. Otherwise, complete this page, sign it and keep it with your share certificate. This will create a statement of wishes, which your executor can either follow or may choose to ignore if he or she so decides.

I [full name] am the holder of[insert number] of shares in the Society. On my death, I request my executors to dispose of these shares as set out below. [This request is to be treated as a codicil to my will dated [date].]* My shares should be disposed of as follows:

- 1) SURRENDER** shares to the Society
- 2) Request the Society to TRANSFER** shares to [name]
of [contact address]
- 3) WITHDRAW** shares, and deal with the proceeds in accordance with my will or the laws of intestacy

Signed by me [signature] on [date]

For a codicil, you will need two witnesses to your signature

Witness 1 [name] Witness 2 [name]

Signed Signed

Address Address

.....

Occupation Occupation