

Richard Knight and Company-New Terms for Retention or Transfer of Your Will 2022

richardknight.co.uk/regulatory/ for how Richard deals with your data

Background to the new Terms

1. Richard Knight and Company is a law office owned by Richard Knight, solicitor and regulated by the Solicitors Regulation Authority under registration number 62971.
2. Richard Knight is retiring on or around 31st of July 2022 and the business and office will close on or around that date. **(The Closure)**
3. The office is 1331 Melton Road Syston Leicester LE7 2EP and may not be continuously manned after the Closure.
4. There will be a Wills contact form on the web site richardknight.co.uk until 01 06 2023 as a minimum and we are obliged to provide continuing contact details past that date to the Solicitors Regulation Authority. (*sra.org*)
5. Historically, Richard has for most clients, retained original Wills as a courtesy to clients without charge. Instead, copies of the signed Will have been given to clients. After the Closure, these Terms will apply.
6. If you have a Will, with Richard Knight and Company, then we are inviting **updates** or **confirmation** to, or of, your **official Will contact information** through the website from 1 June, 2022. The older the date on your Will, the more likely it is that your details are out of date, *particularly where you have not had dealings with us since 2014.*

New terms for Retaining or Transferring Will after the Closure

7. In these revised Terms, your **official Will contact information** is:
 - 7.1. the address in your Will with Richard when made and/or
 - 7.2. your email address or your other address or contact details, confirmed in writing since 01 June 2022, through our website or otherwise.

Posting in general

8. We will not be able to post to you directly due to data confidentiality and risk of loss in post.

Options for collection, or transfer of your Will

9. Collections or transfers will be free before the Closure.
10. After the Closure, but before 01 January 2023, there will be an admin charge of £20, payable on collection, or before transfer. You can make an on-line appointment after the Closure. There will be no admin charge where your Will is part of a General Transfer of Wills with your consent. (See 14 below).

Will retained by Richard after 01 January 2023

11. He will make an admin charge of
 - 11.1. £90 for a transfer to you in person, or for a transfer by post to another lawyer or
 - 11.2. £180 where your Will is collected by your Executors in the case where you have sadly died.
12. Admin fees do not constitute legal advice. There is no VAT.
13. Admin charges will be reviewed on 01 January, yearly, and take into account the circumstances of the request to transfer, the costs of storage, the age of the Will, and if appropriate, travel and expense costs to meet for handover of the Will.

Possible general transfer of Wills

14. Richard may wish from 01 January 2023 to transfer your Will and contact data to another trusted local lawyer as part of a general transfer of Wills. **Your fully informed consent would be needed** and there would be no transfer fee. The details of such law firm will be on the web site for at least 12 months.
15. After 01 June 2023, and unless you have by then, collected your Will or transferred to another law firm, then your Will and contact data will be transferred to the said law firm.

Advice to all clients:

16. Keep your Contact details up to date until 01 October 2023, in any event.
17. Get your Will revised or reviewed at least every three years (and, in any event, before 01 January 2026) by a qualified lawyer. Or sooner, if your health and/or circumstances substantially change.