



LEWIS BROWNLEE



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A PARTNER TO YOUR SUCCESS

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Mrs Rosemary Richardson
Dr Hugh Horne
The Sir Geoffrey Todd Trust
The Chase
Chichester Road
Midhurst
West Sussex
GU29 9QE

29 September 2025

Our Ref: T8016/MW/APS/SM

Dear Hugh and Rosemary

**The Sir Geoffrey Todd Trust
Accounts for the year ended 31 December 2024**

I am pleased to enclose the following:

1. The full accounts for the Trust for the year ended 31 December 2024.

Please read through the accounts and provided you are happy with them please electronically sign them. The Independent Examiner's Report will then be completed, and a copy of the accounts will be sent by email.

The accounts have been prepared from the records provided. Hugh signs both the Trustees Report and the Balance Sheet. Rosemary signs just the balance sheet.

If you have any queries in relation to the above or would like to discuss the accounts with me in more detail, please do not hesitate to contact me.

Your accounting records are now ready for collection. Please contact the office to make suitable arrangements for collection.

Thank you very much for your assistance and thank you for choosing to work with us.

Yours sincerely

Adrian Sharp

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024
FOR
THE SIR GEOFFREY TODD TRUST

Lewis Brownlee (Chichester) Limited
Grange House
Grange Road
Midhurst
West Sussex
GU29 9LS

THE SIR GEOFFREY TODD TRUST

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FOR THE YEAR ENDED 31 DECEMBER 2024

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THE SIR GEOFFREY TODD TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

The Trustees present their report with the financial statements of the charity for the year ended 31 December 2024. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Trust was founded in memory of the late Sir Geoffrey Todd, Medical Superintendent of King Edward VII Hospital, Midhurst from 1935 to 1970. Its primary purpose is to provide financial support to applicants living in Midhurst and the surrounding area, who require medical treatment or equipment for medical conditions, which may not be easily available through the NHS or Social Services, and which otherwise may not be readily affordable.

The Trustees have acquired considerable knowledge of the continuing problem of mental health difficulties experienced by many schoolchildren throughout the UK and in this area. We have recognised this need over the past few years and we continue to receive many applications from our local schools.

Public benefit

The Trustees have paid due regard to guidance issued by the Charity Commission on public benefit and decide what activities the Trust should undertake as a result.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities

As in the past, the Trust has continued to work alongside the William Heather Will Trust (WHWT) in providing financial support for two of the counsellors at Midhurst Rother College, our excellent local secondary school. With about 10% of students benefitting from professional help every year, we recognise the importance of the grants we make to this school.

The Trustees have also provided grants to five local primary schools during the year, aimed towards helping various distressed youngsters. These children benefit from the attention of a Nurture Unit, partially funded by the Trust, at Easebourne Primary School, and from professional help provided by play therapists at Slindon, Petworth, Fernhurst and Harting. As in previous years, and alongside the WHWT, funding was again provided to support the important role of an experienced family support worker at Fernhurst.

Following a request from one of the GP partners at the Midhurst Medical Centre, a nebuliser was purchased for use by a patient of hers with chronic respiratory problems. Funding was also provided for the purchase of three nebulisers for general use when necessary by patients on a loan basis.

Ten years after he had initiated the Midhurst Shopping Service, aiming to significantly improve the general wellbeing of elderly residents, Trustee Dr Andrew Hopkirk decided to step down from his energetic and enthusiastic leadership of the service. Recognition was made of the huge amount of dedicated work put in by Dr Hopkirk over the past decade. Fellow Trustee Mrs Sandra Evans agreed to take over the organisation of the service, and Mrs Rosemary Richardson volunteered to act as liaison officer with the community bus (MyBus) committee.

THE SIR GEOFFREY TODD TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

FINANCIAL REVIEW

Financial position

The level of investment income has reduced slightly from £9,733 to £9,583. A £25,000 donation was also received from "The Friends of Midhurst Community Hospital". Expenditure has increased from £9,378 to £58,298. This is explained by the grants paid out totalling £51,280, a significant increase from the £3,850 paid out in the previous year.

At the year end the Trust continues to be in a strong financial position, holding reserves of £340,453 (£344,062 -2023).

The Trust continues to enjoy a healthy financial situation while attempting to respond positively from increasing requests for funding, particularly from our local schools.

We remain satisfied that the assets of the Trust are being used efficiently to achieve its aims, with regular review of income from our investments with Investec and BNY Mellon.

Should any donations be received under Gift Aid or Deeds of Covenant, recoverable income tax would be recognised on each occasion.

Reserves policy

It is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to 18 months expenditure. This level of reserves has been maintained throughout the year.

FUTURE PLANS

With the continuing situation of a mental health crisis among schoolchildren, partly related to the COVID pandemic, we shall continue supporting our local youngsters through funding various forms of extra professional help in our schools. With the continuing inadequacy of local authority funding, this is particularly important.

We shall continue to ensure that our local GPs and other health professionals are fully aware of the Trust's existence, with encouragement to apply for funding for individual patients with medical problems when appropriate. We must not forget the fundamental aim of the Trust, 'the relief of sickness', aiming to help those in particularly difficult circumstances. However, our funds are limited and we may be unable to provide adequate financial support for various expensive surgical and orthopaedic procedures.

Finally, special thanks to all my fellow Trustees for all their enthusiasm and dedicated work in all aspects of the Trust's activities, and in supporting our local community in this way.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Trust was established by a charitable trust deed on 14 January 1988-as amended on 6 June 2005.

Recruitment and appointment of new trustees

Each Trustee is appointed for his/her general experience and skills, with no specific training or induction felt to be necessary. New Trustees are provided with a 'welcome pack' and directed to the Charity Commission website and specifically to the introductory guide 'The essential Trustee: what you need to know, what you need to do'(CC3).

We are sad to report the death of Mr Graham Evans in May 2024. Having joined the committee of Trustees in 2014, his wise words of advice, based on his considerable legal experience as a solicitor, was much appreciated on many occasions and he is much missed.

We were fortunate to have been able to appoint Mr Jon Fife as a Trustee in November 2024. He also has a wide range of knowledge and experience as a solicitor and has previously served as a trustee for another charity and as a governor at a local primary school.

Organisational structure

The Trustees aim to meet regularly through each year, primarily to discuss applications for grants. When felt to be appropriate, the size of each grant is decided after consideration of the applicant's request and needs, and after review of the funds available.

THE SIR GEOFFREY TODD TRUST

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

GDPR and policy statements

As in previous years, the Trustees continue to ensure confidentiality for all applicants by following General Data Protection Regulations. All individuals seeking financial support are advised that a copy of the Trust's Privacy Policy is available on request.

The policies of Conflict of Interest, Risk and Investment are as usual held by the Trust and subject to regular review, as are the policies of Risk as applied to the Shopping Service.

Risk management

Having assessed the risks to which the charity may be exposed, the Trustees are satisfied that systems are in place to mitigate exposure to such risks.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
298597

Principal address

R Richardson
The Chase
Chichester Road
Midhurst
West Sussex
GU29 9QE

Trustees

Dr A Hopkirk
G Evans (deceased 2/5/2024)
Dr H Horne
Mrs S Evans
Mrs R Richardson
Ms M A Jones
J R Culley
Dr N Rangesh
J K Fife (appointed 15/11/2024)

Independent Examiner

Melanie Welsh FCCA ACA
Lewis Brownlee (Chichester) Limited
Grange House
Grange Road
Midhurst
West Sussex
GU29 9LS

Bankers

Barclays Bank PLC
North Street
Midhurst
West Sussex
GU29 9DL

THE SIR GEOFFREY TODD TRUST
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Investment advisers
Rathbones
30 Gresham Street
London
EC2V 7QN

Delegated management
Mrs R Richardson

07 October 2025 | 11:40 BST

Approved by order of the board of trustees on and signed on its behalf by:

Signed by:

.....6FF89207720C4C0.....
Dr H Horne - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE SIR GEOFFREY TODD TRUST

Independent examiner's report to the trustees of The Sir Geoffrey Todd Trust

I report to the charity trustees on my examination of the accounts of The Sir Geoffrey Todd Trust (the Trust) for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Melanie Welsh FCCA ACA

Lewis Brownlee (Chichester) Limited
Grange House
Grange Road
Midhurst
West Sussex
GU29 9LS

Date:

THE SIR GEOFFREY TODD TRUST

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

		2024 Unrestricted fund £	2023 Total funds £
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies		25,670	25,102
Investment income	2	9,583	9,733
Total		<u>35,253</u>	<u>34,835</u>
EXPENDITURE ON			
Raising funds	3	2,015	1,956
Charitable activities			
Grants payable		51,280	3,850
Other	4	5,003	3,572
Total		<u>58,298</u>	<u>9,378</u>
Net gains on investments		<u>19,436</u>	<u>12,090</u>
NET INCOME/(EXPENDITURE)		(3,609)	37,547
RECONCILIATION OF FUNDS			
Total funds brought forward		344,062	306,515
TOTAL FUNDS CARRIED FORWARD		<u><u>340,453</u></u>	<u><u>344,062</u></u>

The notes form part of these financial statements


THE SIR GEOFFREY TODD TRUST

BALANCE SHEET
31 DECEMBER 2024

		2024 Unrestricted fund £	2023 Total funds £
FIXED ASSETS	Notes		
Investments	6	325,959	309,287
CURRENT ASSETS			
Debtors	7	560	1,593
Cash at bank and in hand		18,074	33,182
		18,634	34,775
CREDITORS			
Amounts falling due within one year	8	(2,100)	-
NET CURRENT ASSETS		16,534	34,775
TOTAL ASSETS LESS CURRENT LIABILITIES		342,493	344,062
ACCRUALS AND DEFERRED INCOME	9	(2,040)	-
NET ASSETS		340,453	344,062
FUNDS	10		
Unrestricted funds		340,453	344,062
TOTAL FUNDS		340,453	344,062

07 October 2025 | 11:40 BST

The financial statements were approved by the Board of Trustees and authorised for issue on
and were signed on its behalf by:

Signed by:

.....6FF89207720C4C0.....
H Horne - Trustee

Signed by:

.....02C51B5D85FE421.....
R Richardson - Trustee

The notes form part of these financial statements

THE SIR GEOFFREY TODD TRUST

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared on a going concern basis under the historical cost convention with the exception of investments which are included at market value.

The presentational currency of the financial statements is in Pound Sterling (£) which is rounded to the nearest pound (£).

Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the Trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Incoming resources

All income and endowments are accounted for without deduction for any costs of receivability, are recognised when there is evidence of entitlement, receipt is probable, and the amount can be measured reliably.

Voluntary Income

Donations are recognised when received.

Income tax recoverable on Gift Aid donations is recognised when the income is recognised.

Grants and legacies are recognised when the formal offer in writing of the funding is received.

Income from Charitable Activities

Income is recognised when the money is received.

Income from Investments

Dividends are accounted for when due and payable.

Interest entitlements are accounted for as they accrue.

Tax recoverable on such income is recognised in the same accounting year.

All other income

All other income is recognised in the period to which it relates.

Income received in advance is deferred to the period to which it relates.

Gains and losses on investments

Realised gains are recognised when the investments are sold.

Unrealised gains and losses are accounted for on revaluation on 31 December.

Resources used

Resources expended are accounted for on an accruals basis and are accounted for gross.

The management and activities of the charity are carried out by volunteers. This income and cost is not included in the financial statements as this voluntary contribution to the work of the charity is incalculable.

Grants

Grants and donations are accounted for when paid over, or when awarded where the award creates a binding obligation on the charity.

Taxation

The charity is exempt from tax on its charitable activities.

THE SIR GEOFFREY TODD TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Financial instruments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value. Unrealised gains and losses are calculated as the difference between the fair value at the year-end and their carrying value.

2. INVESTMENT INCOME

	2024	2023
	£	£
Income from listed investments	<u>9,583</u>	<u>9,733</u>

3. RAISING FUNDS

Investment management costs

	2024	2023
	£	£
Portfolio management	<u>2,015</u>	<u>1,956</u>

4. OTHER

	2024	2023
	£	£
Support costs	<u>5,003</u>	<u>3,572</u>

Support costs £5,003 includes the Independent Examination fee of £4,140 for two years (2023- £3,572 includes a fee of £1,740).

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2024 nor for the year ended 31 December 2023.

THE SIR GEOFFREY TODD TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

5. TRUSTEES' REMUNERATION AND BENEFITS - continued

Trustees' expenses

Parking and fuel expenses in the sum of £530 (£939-2023) were reimbursed to the 6 volunteer drivers in respect of maintaining the community shopping scheme moving forward.

6. FIXED ASSET INVESTMENTS

	Listed investments £
MARKET VALUE	
At 1 January 2024	309,287
Additions	72,833
Disposals	(75,944)
Revaluations	19,783
	<u>325,959</u>
At 31 December 2024	
NET BOOK VALUE	
At 31 December 2024	<u>325,959</u>
At 31 December 2023	<u>309,287</u>

There were no investment assets outside the UK.

If listed investments had not been revalued they would have been included at their historical cost of £232,230.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other debtors	<u>560</u>	<u>1,593</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Other creditors	<u>2,100</u>	<u>-</u>

9. ACCRUALS AND DEFERRED INCOME

	2024 £	2023 £
Accruals and deferred income	<u>2,040</u>	<u>-</u>

THE SIR GEOFFREY TODD TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

10. MOVEMENT IN FUNDS

	At 1/1/24 £	Net movement in funds £	At 31/12/24 £
Unrestricted funds			
General fund	344,062	(3,609)	340,453
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>344,062</u>	<u>(3,609)</u>	<u>340,453</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	35,253	(58,298)	19,436	(3,609)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>35,253</u>	<u>(58,298)</u>	<u>19,436</u>	<u>(3,609)</u>

Comparatives for movement in funds

	At 1/1/23 £	Net movement in funds £	At 31/12/23 £
Unrestricted funds			
General fund	306,515	37,547	344,062
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>306,515</u>	<u>37,547</u>	<u>344,062</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	34,835	(9,378)	12,090	37,547
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>34,835</u>	<u>(9,378)</u>	<u>12,090</u>	<u>37,547</u>

THE SIR GEOFFREY TODD TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2024

10. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1/1/23 £	Net movement in funds £	At 31/12/24 £
Unrestricted funds			
General fund	306,515	33,938	340,453
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>306,515</u>	<u>33,938</u>	<u>340,453</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	70,088	(67,676)	31,526	33,938
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>70,088</u>	<u>(67,676)</u>	<u>31,526</u>	<u>33,938</u>

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2024 nor for the year ended 31 December 2023.

THE SIR GEOFFREY TODD TRUST

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2024

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	25,670	25,102
Investment income		
Income from listed investments	<u>9,583</u>	<u>9,733</u>
Total incoming resources	35,253	34,835
EXPENDITURE		
Investment management costs		
Portfolio management	2,015	1,956
Charitable activities		
Grants to institutions	51,280	3,850
Support costs		
Management		
Administrative expenses	863	1,832
Governance costs		
Accountancy fees	<u>4,140</u>	<u>1,740</u>
Total resources expended	<u>58,298</u>	<u>9,378</u>
Net (expenditure)/income before gains and losses	(23,045)	25,457
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	<u>(347)</u>	<u>762</u>
Net (expenditure)/income	<u><u>(23,392)</u></u>	<u><u>26,219</u></u>

This page does not form part of the statutory financial statements

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Dr Hugh Horne
fam.horne@btinternet.com
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Signature

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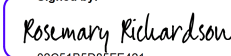
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Viewed: 29 September 2025 | 17:30
Signed: 07 October 2025 | 11:40

Electronic Record and Signature Disclosure:
Accepted: 29 September 2025 | 17:30
ID: ba4ebb3f-9f8e-4832-bf97-d5fab3884e27

Rosemary Richardson
faganrm@aol.com
Security Level: Email, Account Authentication
(None)

Signed by:

02C51B5D85FE421...

Signature Adoption: Pre-selected Style
Using IP Address:
2a00:23c6:c788:8401:cc84:c715:6b30:6f60

Sent: 07 October 2025 | 11:40
Viewed: 09 October 2025 | 16:30
Signed: 16 October 2025 | 18:04

Electronic Record and Signature Disclosure:
Accepted: 09 October 2025 | 16:30
ID: 610bf133-da79-4b21-977e-56e5e7dfdabb

Mel Welsh
mwelsh@lewisbrownlee.co.uk
Security Level: Email, Account Authentication
(None)

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Accepted: 16 October 2025 | 09:58
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Adrian Sharp asharp@lewisbrownlee.co.uk Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Mrs Nell Rangesh nrangesh@gmail.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	29 September 2025 15:31
Envelope Updated	Security Checked	03 October 2025 11:42
Envelope Updated	Security Checked	03 October 2025 11:42
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Lewis Brownlee (Chichester) Ltd (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Lewis Brownlee (Chichester) Ltd:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: hphillips@lewisbrownlee.co.uk

To advise Lewis Brownlee (Chichester) Ltd of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at hphillips@lewisbrownlee.co.uk and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Lewis Brownlee (Chichester) Ltd

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to hphillips@lewisbrownlee.co.uk and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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