Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ QUOTE { DATE \@ "d MMMM yyyy"} }

{ MERGEFIELD FW_APP1_FW_A1_TITLE } { MERGEFIELD FW_APP1_FW_A1_INITIAL }
{ MERGEFIELD FW_APP1_FW_A1_SNAME }
{ MERGEFIELD FW_APP1_FW_A1_ADD1 \f", "}
{ MERGEFIELD FW_APP1_FW_A1_ADD2 \f", "}
{ MERGEFIELD FW_APP1_FW_A1_TOWN \f", "}
{ MERGEFIELD FW_APP1_FW_A1_COUNTY \f", "}
{ MERGEFIELD FW_APP1_FW_A1_POSTCODE \f" "}

Dear { MERGEFIELD FW_APP1_FW_A1_TITLE } { MERGEFIELD FW_APP1_FW_A1_SNAME }

Re: { MERGEFIELD MATTER_MATTER_DESCRIPTION }

Further to our previous correspondence, I'm please to confirm that the Court of Protection has accepted the application for your appointment as Deputy for { IF { MERGEFIELD FW_INSTR_FW_APP_TYPE } = "Appointment of deputy for property and affairs" "Property and Affairs" { IF { MERGEFIELD FW_INSTR_FW_APP_TYPE } = "Appointment of deputy for personal welfare" "Personal Welfare" } } for { MERGEFIELD FW_PER_REL_FW_CLI1_TITLE \f" " }{ MERGEFIELD "FW_PER_REL_FW_CLI1_FNAME" \f" " }{ MERGEFIELD "FW_PER_REL_FW_CLI1_MNAME" \f" " }{ MERGEFIELD "FW_PER_REL_FW_CLI1_SNAME" }.

I hereby enclose Office Copy Orders which will need to be sent to any institution to prove that you have authority to act on { MERGEFIELD FW_PER_REL_FW_CLI1_TITLE } { MERGEFIELD FW_PER_REL_FW_CLI1_SNAME }'s behalf. You should ensure that you ask for the document back. Extra copies of the court order can be obtained by writing to the Court of Protection at a cost of £5 each. The Court Order stipulates what you can and cannot do as a Deputy and now you have this, you can start acting on { MERGEFIELD FW_PER_REL_FW_CLI1_TITLE } { MERGEFIELD FW_PER_REL_FW_CLI1_SNAME }'s behalf immediately.

As a Deputy you will need to keep records of all decisions and transactions made on behalf of { MERGEFIELD FW_PER_REL_FW_CLI1_TITLE } { MERGEFIELD FW_PER_REL_FW_CLI1_SNAME }. You can claim expenses for things you must do to carry out your role as Deputy, for example phone calls, postage and travel costs. You may be asked to give a detailed report of what you have spent and you will have to pay the money back if the Office of the Public Guardian finds your expenses are unreasonable. They may ask the court to stop you being a deputy if they think you've been dishonest. You must

keep detailed records of the reasons for your decisions and why they were in the best interests of **{** MERGEFIELD FW_PER_REL_FW_CLI1_TITLE **}** **{** MERGEFIELD FW_PER_REL_FW_CLI1_SNAME **}**.

As a deputy, you will be supervised by the Office of the Public Guardian (OPG). They are authorised to contact you or visit you to check that you are being an effective Deputy. They can also give you advice and support. You are required to complete an Annual Return each year. This can be done online or by completing the relevant form, depending on the value of **{** MERGEFIELD FW_PER_REL_FW_CLI1_TITLE **}** **{** MERGEFIELD FW_PER_REL_FW_CLI1_SNAME **}**'s assets and the type of Deputyship.

You can find out more information on how to discharge your duties as Deputy on the COP website here **{** HYPERLINK "https://www.gov.uk/government/publications/deputy-guidance-how-to-carry-out-your-duties" **}**.

If you require any further assistance please do not hesitate to get in contact.

Yours sincerely

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }