

Our Ref: «MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

Your Ref:

21 October 2021

«FW\_APP1\_FW\_A1\_TITLE» «FW\_APP1\_FW\_A1\_INITIAL» «FW\_APP1\_FW\_A1\_SNAME»  
«FW\_APP1\_FW\_A1\_ADD1»,  
«FW\_APP1\_FW\_A1\_ADD2»,  
«FW\_APP1\_FW\_A1\_TOWN»,  
«FW\_APP1\_FW\_A1\_COUNTY»,  
«FW\_APP1\_FW\_A1\_POSTCODE»

Dear «FW\_APP1\_FW\_A1\_TITLE» «FW\_APP1\_FW\_A1\_SNAME»

**Re: «MATTER\_MATTER\_DESCRIPTION»**

Further to our previous correspondence, I'm please to confirm that I have now received the Deputyship Order from the Court of Protection for your appointment as Deputy for for «FW\_PER\_REL\_FW\_CLI1\_TITLE» «FW\_PER\_REL\_FW\_CLI1\_FNAME» «FW\_PER\_REL\_FW\_CLI1\_MNAME» «FW\_PER\_REL\_FW\_CLI1\_SNAME».

I hereby enclose the Office Copy Orders which will need to be sent to any institution to prove that you have authority to act on «FW\_PER\_REL\_FW\_CLI1\_TITLE» «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 «FW\_PER\_REL\_FW\_CLI1\_TITLE» «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 «FW\_PER\_REL\_FW\_CLI1\_TITLE» «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 «FW\_PER\_REL\_FW\_CLI1\_TITLE» «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 «FW\_PER\_REL\_FW\_CLI1\_TITLE» «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 <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

**«CALCULATION\_FEE\_EARNER\_DESCRIPTION»**  
**«PRACTICEINFO\_PRACTICE\_NAME»**