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To all Trustees
By email only

Our Ref FC/OPC/PTD

Date 4 December 2015

Dear Trustee

Protected Trust Deeds (PTDs) – Signatures on forms and supporting documentation

The Accountant in Bankruptcy (The Accountant) has become aware of an increase in the number of PTD statutory forms and supporting documentation submitted, that have not been signed by the trustee.

The Accountant understands that a number of circumstances, including annual and sick leave absence, may result in the trustee being unable to personally sign documentation. In these circumstances, The Accountant requests that the trustee appoints a nominated signatory.

Accountant in Bankruptcy should receive advance notification that the trustee will not be able to sign the documents. Notification should be sent to the Trust Deed team mailbox- aib-trustdeedteam@aib.gsi.gov.uk and this should confirm the name of the person appointed to sign on the trustee's behalf, the period of time that this nomination will be required and a declaration that the trustee is aware that they are liable for all of the information provided.

I would be grateful if you can you bring the content of this letter to the attention of all your staff who are involved in the administration of PTDs.

Yours sincerely

Fiona Coyle
Head of Operational Policy & Compliance

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