

Annex E: Supporting information for an application by existing deputy or attorney

For office use only
Case no. (if known)
Date received

Full name of person to whom the application relates
(this is the name of the person who is the subject of the application)



Please note: This annex must be submitted with COP1

Section 1 - Your details (the applicant(s))

1.1 (a) Applicant 1

Mr. Mrs. Miss Ms. Other _____

First name(s)

Last name

(b) Applicant 2

Mr. Mrs. Miss Ms. Other _____

First name(s)

Last name

1.2 Please attach if applicable

- a copy of the order appointing you deputy
- an office copy or certified copy of the registered enduring power of attorney or lasting power of attorney for property and financial affairs

Section 2 - Your application

2.1 In what capacity are you making the application?

Deputy

Attorney/donee

Other
(please give details)

2.2 If joint deputy for property and affairs, attorney or donee, I attach the consent of my joint deputy, joint attorney or joint donee

If joint and several deputy, attorney or donee, I have notified my joint deputy, joint attorney or joint donee about this application

2.3 Please state the order you are asking the court to make having regard to the guidance in Practice Direction 9D

SAMPLE

2.4 You must file a COP24 witness statement in support of your application and relevant exhibits if necessary

Evidence attached

Section 3 - Statement of truth

The statement of truth is to be signed by you, your solicitor or your litigation friend.

*(I believe) (The applicant believes) that the facts stated in this annex are true.

Applicant (1)

Signed

*Applicant('s litigation friend)('s solicitor)

Name

Date

Name of firm

Position or office held

Applicant (2)

Signed

*Applicant('s litigation friend)('s solicitor)

Name

Date

Name of firm

Position or office held

* Please delete the options in brackets that do not apply.

If there are more than two applicants, please continue on a separate sheet.

COP1E Notes

Guidance notes on completing form COP1E (Supporting information for an application by existing deputy or attorney)

Please read the following notes before completing form COP1E

This form should only be used where:

- You are currently appointed deputy for property and affairs for the person to whom the application relates; or you are an attorney under a registered enduring power of attorney, or lasting power of attorney for property and financial affairs; and
- **for a deputy:** your application relates to the powers and duties set out in the order appointing you as deputy, and you are asking the court to vary those powers;
- **for an attorney:** you need to make a decision concerning the property and affairs of the person to whom the application relates, and the enduring power of attorney or lasting power of attorney instrument does not provide you with the authority to make the decision in question.

This form should not be used for applications to appoint a deputy, applications relating to the appointment and discharge of trustees, applications relating to the registration of enduring or lasting powers of attorney; nor should it be used for any other applications for which there is a specific annex to form COP1 Application form. Please refer to the guidance notes to form COP1.

Completing form COP1E

Please ensure that you provide all relevant information to support your application. Refer to practice direction 9D and guidance note COP GN3 Applications by existing deputies for further guidance.

Please continue on a separate sheet of paper if you need more space to answer a question. Write your name, the name and date of birth of the person to whom the application relates, and the number of the question you are answering.

The court will require the following information on form COP24 Witness statement in support of your application:

- A summary of all capital assets belonging to the person to whom the application relates. Please include money held at the Court Funds Office, savings, investments and any funds held by you as deputy.

- Details, including occupation and the current value, of any property belonging to the person to whom the application relates, and whether you intend to sell the property. Please note that if the property is held jointly then a deputy cannot deal with the sale and you will need to make a separate application to appoint a trustee (see Guidance Note 1 for details)
- The approximate annual income including pensions, social security benefits, dividends from investments and interest from savings.
- The current level of security set by the court and confirmation that all premiums have been paid to date.

You must also enclose with your application either:

- A copy of the current order appointing you as deputy; or
- the registered enduring or lasting power of attorney for property and financial affairs.

What you need to do next

When you have completed this form, you will need to consider what other forms and documents you need to complete. Refer to the guidance notes on form COP1 for information on what forms to complete and what you need to do next.

When you have completed all the forms you should take, or send them to the Court of Protection, along with any fee. For details on where to send your application check the website: www.gov.uk/court-of-protection.

Disclaimer

Court of Protection staff cannot give legal advice. If you need legal advice please contact a solicitor or your local Citizens Advice Bureau. Information in this guidance is believed to be correct at the time of publication; however we do not accept any liability for any error it may contain.

If you need further help with your application, please check the website www.gov.uk/court-of-protection.