**Template Letter for Acceptance of Draft PAO**

Below you will find a template letter, which can be used when communicating with solicitors or parties in a family law case involving a member of the Single Scheme.

The template letter can be used where a draft Pension Adjustment Order is received and the administrator is satisfied that it is possible to administer the order in accordance with the rules of the Single Scheme.

It is the responsibility of Relevant Authorities, as Trustees of the Single Scheme, to check draft PAOs which are received from parties in family law cases involving current or former scheme members.

It is necessary for the Trustees to establish whether or not the draft PAO can be implemented i.e. if the scenario set out in an order can from an administrative point of view be effected in practice when/if the event that the order is associated with (i.e. retirement/death etc.) comes to pass.

Trustees should be satisfied that there are no major errors in the draft PAO.

If the trustees are satisfied that a draft PAO is in order, the template letter below, which confirms to the court that the draft PAO is acceptable to the Trustees, can be supplied to the solicitor or relevant party. This confirmation is required for a PAO to be approved by the court.

**Private and Confidential**

<<Title> <<Forename>> << Surname>>

<<Home Address 1>>

<<Home Address 2>>

<<Home Address 3>>

<<Dd/mm/yyyy>>

**Re: Pension Adjustment Order between XXX and XXX Record No:**

Dear <Title> <Surname>

Further to your draft pension adjustment order attached, I wish to inform you that the contents have been duly noted and would be acceptable to the Trustees of the Single Public Service Pension Scheme.

You should note that, as provided for in the Family Law Acts, Trustees can only act on valid Pension Adjustment Orders served on them by the court.

I trust this is in order.

If you have any queries following review of this correspondence, please feel free to contact me (details below) making sure to quote the case number above:

<<Pension Administrator’s contact details e.g. phone & email >>

Yours sincerely,

**<<Pension Administrator’s Name>>**

**<<Pension Administrator’s Department>>**