

«Title» «Forenames» «Surname»
«Address1»
«Address2»
«Address3»
«Town»
«County»
«PostCode»

«Territory_Code»

December 2025

Dear «Title» «Surname»

Branch Year End Accounts

Please find enclosed the pro-forma for the Branch accounts Examiner's Certificate for year ending 31st December 2025.

Branches are reminded that rebate payments are made subject to the receipt of the completed Examiner's Certificate. Completion and submission to Head Office of enclosed 2025 Examiners Certificate is expected within six months of the Branch year end; rebate payments will be reviewed after six months of non-receipt.

Please keep us advised if achieving this poses difficulty for your Branch, we are here to assist our Branches.

I would also like to remind Branches of the importance of regularly reviewing your cheque signatories to ensure your nominated signatories are available and able to sign when required, to avoid Branches finding themselves in a position where they are unable to access Branch funds.



**Wishing you and your families a very Happy Christmas
and best wishes for 2026.**



Keep well and enjoy your Christmas celebrations.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Amanda England'.

**Amanda England
Operations & Finance Manager**

Enc.