Royal family visits.

File

A copy of the Letters Patent dated the 25th of April 2005 is attached delegating certain Royal Functions to Counsellors of State during The Queen's absence from the United Kingdom from the 17th of May to the 26th of May 2005, inclusive.

Warrants, submissions or other documents relating to the purposes set out in the second Schedule to the Letters Patent which require the personal approval or signature of The Queen should, where possible, be sent in good time for Her Majesty's consideration not later than midday on Monday the 16th of May 2005. If during Her Majesty's absence, Her approval or signature is required, the document should be sent to the Private Secretary at Buckingham Palace with an indication that it is to be forwarded to The Queen. Warrants, submissions and other documents that do not require the personal attention of The Queen and are to be submitted to Counsellors of State should be in the same form as if they were to be submitted to The Queen in person. A document which would in the ordinary way be signed by The Queen should carry an endorsement: "Approved on behalf of Her Majesty" or "Signed on behalf of Her Majesty", as the case may be, alongside the place where the Counsellors of State are to sign. Such documents should be sent to the Private Secretary at Buckingham Palace. No attempt should be made to reach Counsellors of State direct.

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4th May 2005.