

ROYAL ASSENT

1. First warning of Royal Assent will come from Public Bill Office. Check whether one Bill, Bills or Bill(s) and Measure(s). Phone Buckingham Palace for the latest time the Commission should reach there, in order for The King to be available to sign it. If there are any problems, obtain King's list from Public Bill Office at an earlier date.
2. Prepare Submission letter for Lord Chancellor's signature.
3. On receipt of The King's list (by email), prepare the Royal Commission (*do not date it*) and the Speaker's Notification (which *is* dated).
4. Send the Commission, together with The King's list (which may be retained by His Private Secretary) and the Submission letter to Buckingham Palace in a (Royal Commission) Red Box.
5. On the return of the Submission letter (endorsed by The King) and the signed Commission insert the date and red wafer seal the Commission. Add the Deputy Clerk of the Crowns electronic signature and the electronic Crown Office seal to the Speaker's Notification.
6. Email the Royal Commission to Public Bill Office and the Electronic Speaker's Notification to the Speakers Office. When possible take the original copy of the Royal Commission to the Public Bill Office.

Crown Office