

PRESIDENT'S REPORT

Welcome to the latest edition of the SLS newsletter!

July has been eventful with a new cast of political leaders taking the stage. Putting politics aside, as a public servant, I found the new Prime Minister's promise of a "Government of Service" uplifting. It offers a hopeful prospect for improving governance and serving the country more effectively.

Reflecting on service, it was humbling to represent the Society and support [Knight Support's](#) outreach at the Peace Statute with the Sikhs of Sussex. On Sunday 30 June we served delicious vegetable pakoras to the homeless and rough sleepers in the City, filling their tummies and warming our hearts despite missing the England v Switzerland match.

On 13 June, I attended the "Restoring Sussex Bay" launch at Brighton Dome Corn Exchange. This exciting initiative aims to restore Sussex's marine environment, uniting efforts along 100 miles of coastline from Selsey to Camber Sands, including all Brighton & Hove's coastline.

Special thanks to Toby King and Howdens, for inviting the Society's committee members to their 'Absolutely Fabulous Women's Afternoon – the sequel' on 26 June in London. The event featured excellent speakers discussing important topics like imposter syndrome.

Considered becoming a judge? The Law Society is offering free workshops for underrepresented Black, Asian and ethnic minority solicitors in the judiciary. For information visit [Becoming a judge – free workshops for Black, Asian and ethnic minority lawyers | The Law Society](#)

My third virtual "President's Surgery" was held on Monday 15 July and I hoping to have a final one during in September or October.

Lastly, tomorrow marks the start of South Asian Heritage Month 2024! This year's theme, "Free to Be Me", celebrates the unique stories of our members of South Asian Heritage, highlighting the community's richness and diversity. Thank you to everyone who bravely shared experiences. We will be posting stories up on [our LinkedIn page](#). We are working on creating other social media platforms and until then, I will also be posting stories on my professional Instagram (@manjnagra2024) and X (@mnagra75992) pages. If you still wish to contribute or know someone who should, please do ask them [contact me](#).

Now, without further ado, meet Tangina Uddin. This is her story:



"I graduated in LLB Law from the University of Sussex in 2017 and completed my SQE journey in June 2024. Qualification came with several "firsts" - I am the first graduate and lawyer in my family and the first person to qualify through the SQE at Brighton & Hove City Council. With a private practice background, moving in-house has provided a diverse and interesting workload whilst maintaining work life balance.

Being the eldest daughter in a Bangladeshi family comes with a unique set of challenges, having grown up with financial and caring responsibilities from a young age. My family have always been supportive and drilled into me from young to work hard in school and on my career.

My family have made sacrifices and endured many challenges to provide opportunities for the future generations. It was only two generations ago when my late grandfather immigrated to the UK, worked in a factory and lived here without his family and in intolerable conditions. Today, the restaurant business he built over 30 years ago in Brighton still remains. The tradition continues with my parents who are also working hard to establish a restaurant business for our family.

I am inspired by their work ethic and relentless determination. My faith has also been integral and emphasises the importance of prayer, effort, gratitude and trust in the process, offering tools to navigate the challenges in life with the belief that my story is part of a larger, perfectly authored narrative.

I am starting a new role as a Solicitor at Southampton City Council and can only be excited to see what the next chapter in my career brings.”

Wishing you health and resilience

Manjinder Nagra

NEWS

- Award-winning **Family Law Partners** have announced further expansion of their Kent practice with larger premises in the heart of Tunbridge Wells. Director **Alice Scambler** heads up a new team from 1st July specialising in family law and mediation for clients in the Tunbridge Wells, Tonbridge and Sevenoaks area. [Read more here.](#)
- **The Jonathan Lea Network** welcome new dispute resolution solicitor **Dominic Reilly** to their team. Read more about Dominic [here.](#)
- **Tisshaws** are delighted to announce that both **Richard Adams** and **Verity Eunson-Hickey** have been shortlisted for prestigious Resolution Awards 2024. Richard has been shortlisted for the Working in Collaboration Award, recognising his hard work and commitment in securing the best possible outcomes for his clients, while Verity has been shortlisted as a Regional Champion for her tireless work as a volunteer championing non-court dispute resolution, through sharing best practice, and raising the profile of Resolution within the East and West Sussex regions.
- The Partners at **E J Moyle LLP** are delighted to announce that **Melissa Hubbard** joined our Property Department at the end of March and is based at Littlehampton. As part of our continued plan for growth and development of the Firm, Melissa’s appointment is key to the expansion of the Department. Melissa qualified as a Solicitor in 2019, and having worked in Brighton and Worthing, has gained a great deal of experience in residential and commercial property matters. Melissa will be working alongside Rob Fawcett, Managing Partner, and Lisa May, MCILEX, and we aim to continue to provide clients and businesses in the local area with a 5-star service.
- Congratulations to **The Jonathan Lea Network** who were finalists at the Sussex Chamber of Commerce Awards on Friday, 28th June. Read more [here.](#)
- **Westgate Chambers** looks forward to entertaining clients that specialise in Criminal Law, at The Sussex County Cricket Ground on Friday 19 July, as Sussex Sharks host Middlesex in a T20 match.

- Member **Harry Sherrard** has written a fascinating blog about his part in the Pickups for Peace charity and their Mission to Ukraine. You can read all about it [here](#).

THE NEW TA6 FORM

Conveyancing solicitors will be all too familiar with the new TA6 form introduced by the Law Society, and use of which was initially made compulsory under the CQS scheme from 25 June this year. The form contains a much-expanded set of questions, many of which stray into areas which it is considered potentially dangerous for sellers to comment upon, particularly without proper legal advice. This has led to questions about how much is now expected of conveyancing solicitors when advising on completion of the form.

The form seemed to have been introduced without much in the way of consultation with the wider conveyancing solicitor community, and this has led to something of a backlash against it, forcing the Law Society to pause its introduction until 15 January 2025, and has led to a further consultation process. If this is an issue which affects you or your Practice then you should [sign up here to engage in the consultation](#) or, at the very least, read the online guidance provided by the Law Society to better understand your obligations and risks. The format or questions included will only be amended if Members engage. You can access information here: [TA6 form changes: frequently asked questions | The Law Society](#)

LAW SOCIETY LAUNCH NEW TA6 FORM CONSULTATION

The Law Society has responded to members' feedback outlined in the above item and have launched a consultation. You can [sign up here](#) to take part.

A DATE FOR YOUR 2025 DIARY

The Society's 2025 Annual Ball will be held on Friday, 6th June at the Grand Hotel in Brighton - so put it in your diary now to ensure you don't miss out on what will surely be another memorable evening!

MUST READ COMPLIANCE UPDATE FROM JOANNA MORRIS

Following on from our Quarterly Compliance Update webinar on 2 July, after finishing the webinar I found that the SRA has put out another important release for us all. The SRA are going to be collecting data from us on anti-money laundering and sanctions data. All regulated firms will soon be asked to provide information on the following:

- Work that they carry out within scope of the MLR2017
- Any contact or involvement they have with the sanctions regime and persons designated under it
- Submission of suspicious activity reports to the National Crime Agency

There is a specimen questionnaire online for you to look at. Be warned – it is 25 pages long! The window for responses opens at the start of August – so watch out for the email. Remember to answer all the questions as accurately as possible as the follow up to these questionnaires could be a visit to your firm. Here is the link to the above on the SRA website - <https://www.sra.org.uk/sra/news/firm-anti-money-laundering-sanctions-data-requirements/>

If you have any queries on completing the questionnaire, please [drop me an email](#) or give me a call on 07809 294754.

The first in our Autumn/Winter series of fortnightly 1 hour lunchtime webinars on key compliance will be on Tuesday, 3rd September. You can choose to attend one or all of the series. The cost of an individual session is £30 + VAT or you can buy the package of 8 for £200 + VAT. Topics for each webinar will be published shortly. As everything in our legal world is changing so quickly, the series will include 2 quarterly compliance update webinars in which I will be going over all the changes that have happened in the previous three months. Webinar details/application forms will be available when the topics titles are released. In the meantime, if you would like to book the series of sessions at £200 + VAT for one or more people please let [Jeanette Lacy Scott](#) know.

Also I will be presenting a 3 hour Anti-Money Laundering Training session for the Society on 14th October full details can be found [here](#).

REGULATION OF CILEX MEMBERS

The Solicitors Regulation Authority (SRA) Board has agreed it would regulate the Chartered Institute of Legal Executives (CILEX) members, if CILEX decides to redelegate its regulation to the SRA.

The regulatory change was first proposed by CILEX in 2022. Since then, the SRA has consulted on the arrangements it would introduce for both authorised and non-authorised CILEX members (such as CILEX students and paralegals).

The SRA's stance is that there would be public interest benefits to it regulating all CILEX members. Anna Bradley, Chair of the SRA, has said that the change would result in a simpler system, with more consistent levels of protection and regulatory understanding for consumers, and there would also be efficiency benefits.

The SRA has confirmed that its rules, processes and communications would maintain the distinct identities of CILEX members and solicitors. It would also ensure the costs of regulating CILEX members would be fully recovered from their practising certificate fees.

Views among the legal profession on the proposed regulatory change remain mixed.

If CILEX wishes to redelegate its regulation to the SRA, this would need approval from the Legal Services Board. The SRA would also need the consent of the Law Society of England and Wales.

The Law Society remains firmly opposed to the proposal, as it cannot see any public interest in this change, rather, that it is likely to cause more public confusion if the Solicitors Regulation Authority is also regulating non-solicitors. Ian Jeffery, CEO of the Law Society, said:

"We are deeply concerned that the SRA Board has given the go ahead to regulating CILEX members, despite its own regulated community, and CILEX's members objecting to the idea of regulatory change, and the Legal Services Consumer Panel stating that the consumer case has not been made. For the last two years, the Law Society has advocated on behalf of our members opposing the proposal and raising concerns at the serious negative impact it will have on regulated communities, consumers of legal services and the wider public interest."

The change will cause consumer confusion, as it will be less clear which profession is which, and where different authorisations for practice areas apply. This is likely to be a particular problem for those with complex legal issues, or vulnerable consumers.

The SRA requires the Law Society's approval for changes to the corporate objects of SRA Limited in order to be able to take on the regulation of CILEX members. The SRA has created the impression that this is no more than an administrative issue to be resolved. Instead, the Law Society has consistently said our consent cannot be assumed. This is a matter for the Law Society's Council to decide at the appropriate time when any proposals are made and supported by a persuasive case for change.

We are concerned that the redelegation of CILEX's regulatory functions to the SRA could adversely affect the SRA's ability to meet its duty to regulate the solicitor profession in a way that supports and promotes the regulatory objectives. This is of particular concern in light of the collapses of Axiom Ince, Metamorph, Kingly and the SSB Group."

Please note that the views being reported on do not necessarily reflect those of the Sussex Law Society and/ or its members.

*Sarah O'Sullivan
Honorary Secretary*

ARE YOU CYBER ESSENTIALS CERTIFIED YET?

As cybercrime rockets, and looks set to continue its unprecedented upward trajectory, an increasing number of insurance companies are asking clients to be Cyber Essentials Certified as a mandatory requirement. Larger companies are also increasingly demanding that their smaller suppliers demonstrate a commitment to cybersecurity by completing the Cyber Essentials Certification, in a bid to protect their supply chain. As cybercrime and the importance of keeping data secure increases, so too, will the demand to become accredited.

Obtaining Cyber Essentials will help protect your business against the vast majority of cyber-attacks that are faced today, as well as staying ahead of the game for when you are asked to be certified.

Since the inception of Cyber Essentials, Extech Cloud have been helping customers achieve a successful outcome with their Cyber assessments. Our team of qualified experts can also assist with completing insurance and professional body applications.

"We have been engaged with Extech Cloud since 2019 to provide support, knowledge and help us with our compliance issues. We task Extech with making sure that our systems, policies and processes are compliant with the Cyber Essentials Assessment to obtain our annual certification. Working alongside their engineers we regularly review our environment to make sure that in the ever-changing security landscape we follow best practices to keep our environment secure. I would highly recommend Extech Cloud to other organisations as their attention to detail and professionalism cannot be faulted." John Streets, Hunters Law

If you're unsure about what's involved or where to begin, Extech Cloud can help. Our expertise and dedication to cybersecurity make us well-equipped to guide you through the certification process.

Extech Cloud

Talk to us on **Tel: 01444 443200**

email us on info@extech.co.uk

SUSSEX JLD – A DATE FOR YOUR DIARY

The next social event being held by the Sussex JLD is on Thursday, 12th September at a venue TBA in Brighton so look out for more details in the coming month.

GENERATIVE AI – THE ESSENTIALS

Artificial Intelligence (AI) has created boundless opportunities for the legal profession but has also spawned new risks. The Law Society have published some very useful guidance to learn more about AI, its pitfalls and possibilities. You can find it [here](#).

REVAMPED RANGE OF SUPPORT FOR SOLICITORS THROUGH THE SOLICITORS' CHARITY

The range of support available for solicitors in England and Wales through The Solicitors' Charity has shifted. With a renewed focus on holistic wellbeing, the charity has refreshed its approach to support, and offers more types of help than ever for solicitors. It's time to take a fresh look at The Solicitors' Charity and its comprehensive support for emotional, financial, professional, and physical wellbeing. You can read more about the kinds of help available [here](#).

COUNCIL MEMBER'S REPORT

Special General Meeting

Members may be aware that a Special General Meeting of the Law Society has been called and will take place on Tuesday 23rd July at 2 pm, in person and on Teams. You had until Monday 15th July to register so if you haven't registered then it is too late.

If you have registered, then you may have read the competing arguments. I am not a conveyancer and had never heard of Form TA6 until this blew up. I understand that there was concern that this was to be made compulsory and the issues are outlined elsewhere in this newsletter. I have no views on the form, but I do know that the Law Society has put back compulsory use of this form for at least 6 months for further consultation in the light of concerns raised.

SGMs are rare but can be called with support of 100 members of the Society. In effect it is a motion of no confidence in the Chief Executive, Ian Jefferies, and the President, Nick Emmerson. My Mum always said to "speak as you find" and I can say from my experience on Council and observation of the Main Board of the Law Society that I have found the CEO to be engaging, courteous and competent and likewise the President, who has travelled both the UK and abroad advocating the interests of Solicitors in England and Wales. Members will vote as they see fit but it is only right that I record my first-hand observations of the work of Ian and Nick.

Council meeting - 2nd July 2024

There was a full Council meeting, in person, at Chancery Lane on 2nd July. Of course, the SGM was a topic of discussion and the practicalities and logistics of that were discussed. Other matters that arose included:

Special Committee of Inquiry - The Special Committee of Inquiry into equality of arms for Solicitors before the Solicitors Disciplinary Tribunal had now been constituted and would hold its first meeting on 5 July 2024. The Committee would report to Council in due course.

President's report - Council noted a report from the President, which was taken as read. Key points were:

1. In support of his presidential theme of the legal profession as an economic powerhouse the President had visited Japan, Korea, Saudi Arabia and the United Arab Emirates. Visits to the USA and India were in the pipeline.
2. The President had also attended the Inter-Pacific Bar Association Conference and the IBA Bar Leaders Conference.
3. The President had visited Manchester, Newcastle, Leeds, Exeter and Plymouth to speak with members, students and local law societies.
4. Chancery Lane had hosted a Local Law Society townhall meeting, which brought together law society leaders from across the jurisdiction, at which the President hosted a fireside chat with the Attorney General. The President had chaired an event to encourage greater diversity in judicial applications, particularly from solicitors. He had also hosted senior partners for a roundtable with the Lady Chief Justice to discuss entry routes into the judiciary for solicitors.

Finally, I hope that everyone enjoyed the Sussex Law Society Ball in June and it was good to see Richard Atkinson, Vice President of TLS, on the top table.

Enjoy the "Summer" everyone.

Andrew Bishop
Law Society Council Member for Sussex
Andrew.bishop@bishopandlight.co.uk

AUTUMN QUIZ

The Palm Court Restaurant on the Palace Pier has been booked for Thursday, 24th October so put the date in your diary and round up a team! More details will be in the August Newsletter.

In the meantime, we are looking for a sponsor for this event. We are asking for £750 + VAT and, as this is always a sell out and attractive to sponsors, if you are interested it is advisable to contact [Jeanette Lacy Scott](#) at the earliest opportunity!

SUSSEX LAW SOCIETY WEBINARS AND COURSES

Click on the links below for more details about these webinars and the application forms:

16th July 2024 '[The Leasehold & Freehold Reform Act 2024](#)' 11am – 12 noon. Live webinar by Richard Snape.

14th October 2024 – '[Anti Money Laundering Training](#)'. 10am – 1pm. Live webinar by Joanna Morris

16th October 2024 – 'The Civil Litigation Developments of 2024'. 9.30am – 12.30pm. Live webinar by Dominic Regan.

OTHER COURSES/WEBINARS/ARTICLES/RESOURCES

An Introduction to NHS Continuing Health Care & Other Types of Funding - Cate Searle at Martin Searle Solicitors is hosting a virtual seminar in partnership with MBL Seminars. This new seminar is designed for lawyers who want to develop their knowledge about NHS Continuing Health Care ('NHS

CHC') and other types of NHS funding, but who do not have any or very much experience in running these types of cases. This session will run from **1pm – 4pm** on **Friday 26 July 2024**. For more information and to book your place, [click here](#).

Paying for Care & Securing Funding Masterclass - Cate Searle, Head of Community Care Law at Martin Searle Solicitors is hosting a live virtual seminar in partnership with MBL Seminars. This practical and tactical session is designed for professional deputy and private client law teams who have a working knowledge of the health and social care funding systems and want to know how to run successful public law challenges that make a difference for their clients. This interactive workshop will run in two sessions from **9.30am – 12.30pm** on **Monday 29 and Tuesday 30 July 2024**. For more information and to book your place, [click here](#).

Challenging NHS Continuing Health Care Decisions. Cate Searle at Martin Searle Solicitors is hosting a practical and tactical live seminar in partnership with MBL Seminars. This advanced seminar is aimed at lawyers in Professional Deputy and Private Client law teams who are already running NHS CHC challenges. This session will run on **Wednesday 31 July from 1pm - 4pm**. For more information and to book your place, [click here](#).

Managing Staff Performance – Fiona Martin from Martin Searle Solicitors is running a webinar in association with Community Works. This session focuses on what employers need to know before running a fair capability process and how to support staff in order to ensure they are performing at the required level. The webinar is open to organisations in the charity and non-profit sector and will take place at **10.30pm** on **Thursday 18 July 2024**. For more information, [click here](#).

Articles:

<https://becket-chambers.co.uk/articles/limits-on-the-courts-power-at-interim-hearings/>
<https://becket-chambers.co.uk/articles/qualified-legal-representatives-the-challenges-so-far/>
<https://becket-chambers.co.uk/articles/my-ex-wont-sign-court-documents-what-can-i-do/>
<https://becket-chambers.co.uk/articles/out-of-the-perinpanathan/>
<https://becket-chambers.co.uk/articles/personal-allowances-for-excise-goods/>
<https://becket-chambers.co.uk/articles/clares-law-applications-under-the-domestic-violence-disclosure-scheme/>
<https://orionlegalmarketing.co.uk/secret-shopping-mystery-calls-market-research-is-it-worth-it/>

SUSSEX LAW SOCIETY GOLF SOCIETY

Please note the following dates in your diaries for our three matches this year. Further details of each match will follow in due course.

Necessity Bowl - 23 July 2024 (current holder: Geoffrey Longfield) at Mid-Sussex Golf Club - The match manager is Paul Drake. We will meet for lunch at 12.30. Paul has arranged a fixed lunch: Sausage and Mash followed by fruit salad. Once again, this is a super course to play and well worth the visit.

Cassels Cup - 15 August 2024 (current holder: Mick Barry) at West Hove Golf Club - The match manager is Mick Barry. We will meet for lunch at 12.30 for lunch followed by 18-hole stableford competition.

Please let me know if you will be able to play in any of these matches. Also, if you will require a buggy or have special dietary needs.

The Sussex Law Society Golf Society is open to anyone with connections with the legal profession, whether you are in practice or retired, whatever your standard of play. There is no joining fee. If you have not played with us before, why not give us a try.

Paul Sagoo - Secretary, SLSGS

rps.sagoo@googlemail.com

Paul Sagoo

Secretary, SLSGS

SITUATIONS VACANT

Listing job vacancies in the Newsletter & putting more detailed vacancies on the [website](#) is FREE for Sussex Law Society member firms and individual members and £100 + VAT for other contributors. Contact [Jeanette Lacy Scott](#) to place an advert. More details about each vacancy and how to apply can be found by following the highlighted links.

- **Court of Protection Health & Welfare / Mental Capacity Lawyer** – Martin Searle Solicitors are seeking an experienced person to join their Community Care Law team. For a full job description and to apply, please [click here](#).
- **Employment Lawyer** – Martin Searle Solicitors are seeking someone 0-5 PQE to join their Employment Law team. For a full job description and to apply, please [click here](#).
- **Family Lawyer** - Family Law Partners are looking for an exceptional Family Solicitor, between 1-5 years PQE to join our multiple-award-winning team. This is an excellent opportunity to join a practice named in Times Best Law Firms 2024, which has a strong presence in the Southeast and is recognised as leaders by Resolution, Chambers and Legal 500. For more details see [here](#).
- **Private Client Assistant** - Christmas and Company Solicitors in Lewes are currently looking for an experienced Private Client Assistant to join us on a full/part time basis. You must be experienced in the preparation/drafting of Wills, Lasting Powers of Attorney and Estate Administration including completion of IHT forms. For more information about the role see [here](#).
- **Private Client Solicitor/Practitioner** - Christmas and Company Solicitors are currently looking for an experienced Private Client Solicitor/Probate Practitioner to join us on a Consultancy / Part Time basis. We are looking to grow our current existing caseload so this position may become full-time in the future. We run a small and very friendly office in Lewes and are looking for someone to join us who is experienced in the preparation of Wills, Lasting Powers of Attorney and Estate Administration. If interested, please send your CV and covering email to sonia@christmasandcompany.com
- **Residential Property Lawyer** – Lings in Worthing are seeking someone to join their friendly and supportive team. This is a fantastic opportunity for a professional who will be already managing a residential property caseload and is looking for career development and opportunities to shape the future of the firm's conveyancing services. For more details see [here](#).

- **Trainee Solicitor** – Lewes District & Eastbourne Borough Councils are recruiting for trainee in its busy legal team. For more information please visit our website [here](#). Closing date Sunday 28th July.

LOCUMS

If you would like to be added to the list of locums published monthly in this Newsletter, please email your details to [Jeanette Lacy Scott](#). Listing your details here is free of charge for members:

- Margaret Dowdles - commercial/residential property. Happy to discuss how firms can practically work together so she can innovate on pricing and still deliver real value at this challenging time and going forwards -Contact mgtldles@gmail.com 07947-771593. Charges realistic rates.
- Patrick Richards- Un-Notarised legal translations, office and Court interpreter services offered by fluent French and Italian speaking local Solicitor. Contact patrichards27@hotmail.com 07715928563.
- Patrick Rusk – Patrick Rusk – Legal Translation Services – Trainee Solicitor and Member of Chartered Institute of Linguists (CIOL no. 55485) offering legal translation services from German, French and Spanish into English. For all enquiries, please email patrick.rusk@hotmail.com or text +44 7534 747667.

LOST & MISSING WILLS

James Baird WEATHERHEAD (RIP 11/06/24) d.o.b. Last address: 36 Old Castle Road, Weymouth, Dorset, DT4 8QB. Any information please contact his step-granddaughter Paula Winzar paula.winzar@live.com

All wills previously held by Howlett Clarke are now safely held with the Right Legal Group, Wyvern Business Park, 16 Stanier Way, Derby, DE21 6BF. Telephone number 01332 424511.

Please contact [Jeanette Lacy Scott](#) if you are looking for a will or if you want to be part of our lost/missing wills scheme (free of charge for members)

LAW SOCIETY DIVISIONS/NETWORKS

The Law Society has some really useful divisions/networks full of information and resources which are worth exploring. The links are here: [Ethnic Minority Lawyers](#); [In-house Lawyers](#); [Junior Lawyers](#); [Lawyers with Disabilities](#); [LGBT+ Lawyers](#); [Small Firms](#); [Solicitor Judges](#); [Women Lawyers](#)

SUBSCRIBE/UNSUBSCRIBE

Following the introduction of the new GDPR laws on 25th May 2018, if you are not an individual or corporate member of the Sussex Law Society and wish to continue to receive this monthly newsletter you will need to [opt in here](#). If you are unsure about whether you are/are not a member, please contact [Jeanette Lacy Scott](#)

If you would like to receive information about courses and events in any of the following areas of law, please sign up to one of the following lists:

[Litigators List](#)

[Private Client Practitioners List](#)

[Property Practitioners List](#)

[Family Practitioners List](#)

[Criminal Law Practitioners List](#)

Contact [Jeanette Lacy Scott](#) if you no longer wish to receive the monthly Newsletter and put **UNSUBSCRIBE** in the subject heading.