

**POST OFFICE LTD CONFIDENTIAL: INVESTIGATION,
PERSONNEL**

POLTD/1112/XXXX

Name:

Rank:

Office:

Branch Code

Age:

Date of Birth:

Service:

**Date Service
Commenced:**

Home Address:

**Suspended/Contract for
Services Suspended:**

Discipline Manager:

Discipline Manager

Investigation background

Enquiries conducted

Offender approach reported

Details of suspect interview & searches

Admissions / denials identified / reported and points to prove covered

Details to identify and recover loss and assets

Period of offences identified

Assessment of evidence available to support charges

Details of domestic and financial details of offender

Outstanding enquiries reported

Loss to Post Office Ltd

Accounting aspects/status reported

Subsequent enquiries and actions to identify and recover loss and assets

Details of failures in security, supervision, procedures and product integrity

POST OFFICE LTD CONFIDENTIAL: INVESTIGATION,
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Reason for file submission

(Signature)

Print Name
Security Manager

Contact Number:

Date: