

P344
(Revd Mar 97)

TRANSFER REPORT

IMPORTANT - See Notes overleaf

Send to:-
Former Subpostmasters Accounts
Transaction Processing
Post Office Ltd
No. 1 Future Walk
CHESTERFIELD
S49 1PF

Important Message for Auditors

Please ensure that this Transfer Report is forwarded to the Former Subpostmasters Accounts team at the address opposite on the day of transfer.

**GRO**

ACCOUNTS TO CEASE	OFFICE NAME	OFFICE CODE NO
1. Name and office Code No of (1) Office, (2) Region	(1) GAERWEN (2)	1606042
2. Name (in full) of officer ceasing (BLOCK LETTERS)	MR NOEL THOMAS	
3. DATE OF APPOINTMENT OF OUTGOING SUBPOSTMASTER		
4. (1) DATE OF CESSATION (2) State whether Final cash Account prepared	(1) 13-10-05 (2) YES	
5. Cause of cessation. eg resignation, suspension or dismissal, illness, death, cessation of POL staff, temporary Subpostmaster ceased etc (see notes overleaf)	SUSPENSION	
6. If closed for all business, state whether: temporarily, seasonally or permanently	NA	
ACCOUNTS TO COMMENCE	OFFICE NAME	OFFICE CODE NO
7. Name and Office Code	GAERWEN	1606042
8. (1) Name (in full) of Officer commencing (BLOCK LETTERS) (2) If related to Officer ceasing, state relationship	(1) JAMES GRIFFITHS EVANS (2) NONE	
9. State whether new Subpostmaster, Subpostmaster reinstated, Temporary acting Subpostmaster, Nominees Subpostmaster, POL staff placed in charge, Conversion from Non-cash-Account Office	TEMPORARY	
10. Date of commencement	13-10-05	

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COMPLETED BY:

GRO

Signature

Office location P & O SERVICE CENTRE, SALFORD

Date 25 May 2005

Name (please print)

Telephone Number

GRO

NOTES

THE TABLE BELOW SHOWS WHETHER A TRANSFER REPORT (P344) AND/OR FINAL CASH ACCOUNT (P242) SHOULD BE PREPARED WHEN A SUBPOSTMASTER CEASES OFFICE OR THERE IS A CHANGE OF OFFICE STATUS:-

CAUSE OF CESSATION	TRANSFER REPORT (P344) TO BE PREPARED	FINAL CASH ACCOUNT (P242) TO BE PREPARED	REMARKS
- Resignation	YES	YES	
- Suspension /Dismissal	YES	YES	IF THE SUBPOSTMASTER IS REINSTATED AFTER SUSPENSION A FURTHER P344 SHOULD BE PREPARED
- Illness (when a relative acts as a temporary Subpostmaster)	YES	NO	WHEN THE SUBPOSTMASTER RESUMES AFTER ILLNESS, A FURTHER P344 SHOULD BE PREPARED
- Death (when a relative acts as a temporary Subpostmaster)	YES	NO	WHEN A NEW SUBPOSTMASTER IS APPOINTED, A FURTHER P344 AND P242 SHOULD BE PREPARED
- Officer in charge (POL staff)	YES	YES	NEITHER FORM NECESSARY ON TRANSFER FROM OIC TO ANOTHER OIC
- Temporary Subpostmaster	YES	YES	
- Nominee Subpostmaster and change of firm	YES	YES	
- Nominee Subpostmaster (no change of firm)	NO	NO	
- Subpostmaster at a Non-Cash Account Office	NO	NO	
Change of office status			
- From a Non-Cash Account Office to an SPSO, MSPO, FPO	NO	NO	
- From an SPSO, MSPO, FPO to a Non-Cash Account office	YES	YES	
- From a BO to an SPSO, MSPO, FPO	NO	NO	

Retention period: 5 years