

P344
(Rev'd Mar 97)Case with
Bul**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 po (2) Anglesey	160 604
2. Name (in full) of officer ceasing (BLOCK LETTERS)	Mr HUGHIE NOEL THOMAS	
3. DATE OF APPOINTMENT OF OUTGOING SUBPOSTMASTER	09.06.1994	
4. (1) DATE OF CESSATION (2) State whether Final cash Account prepared	(1) 13 Oct 2005 (2) no	
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	Temp closure	
ACCOUNTS TO COMMENCE	OFFICE NAME	OFFICE CODE NO
7. Name and Office Code	xxxxxxxxxxxx	xxxxxxxxxx
8. (1) Name (in full) of Officer commencing (BLOCK LETTERS) (2) If related to Officer ceasing, state relationship	(1) xxxxxxxxxxxxxxxx (2) xxxxxxxxxxxxxxxx	
9. State whether new Subpostmaster, Subpostmaster reinstated, Temporary acting Subpostmaster, Nominees Subpostmaster, POL staff placed in charge, Conversion from Non-cash-Account Office	xxxxxxxxxxxxxxxx	
10. Date of commencement	xxxxxxxxxxxxxxxx	

COMPLETED BY :

Signature

GROOffice location P & O SERVICE CENTRE, SALFORD
Date 14 October 2005

Name (please print)

GRO

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