

POST OFFICE LTD CONFIDENTIAL: INVESTIGATION, LEGAL

POLTD/**/******

OFFENCE

Name:

Rank: **Identification Code:**

Office: **Branch Code**

Age: **Date of Birth:**

Service: **Date Service Commenced:**

Personnel Printout: **At Appendix: C**

Nat Ins No:

Home Address:

Contract for Services Suspended:

To be prosecuted by: Post Office Ltd / Crown Office & Procurator Fiscal Service

Designated Prosecution Authority:

Discipline Manager:

Post Office Ltd Criminal Law Team

Antecedents (About the individual)

Summary of Evidence

Description of Locus (Description of branch)

Description of Event (Details of the Audit, Auditors, Productions (exhibits), contact with the individual, agreed date for the interview.

Interview

Details of the interview, Productions, follow up enquiries, details of witness statements, summary of evidence.

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Robert Daily
Security Manager

Date